

**Regular Meeting
March 16, 2023**

Chairman Mr. Mitchell called the regular meeting of the Board of Water and Sewer Commissioners of the City of Saraland, Alabama, to order at 5:30 P.M., at Saraland Water Service meeting room with the following Board members present:

Present	Absent
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Mr. James Davis	
Mr. Jackie Haines	
Mr. Ron Mitchell	
Mr. O’Neil Robinson	
Mr. Scooter Thronson	

Mr. Raymond Bell of Maynard, Cooper & Gale Law Firm was not present. Ms. Cara Stallman, our grant petitioner, was not present. Mr. Ray Miller and Mrs. Katie McGuyer of Volkert Engineering Firm were present.

Mr. Thronson opened the meeting with a prayer.

Committee Reports:

Mr. Davis reported fifty-four Alabama 811 locate request have been completed for water and sewer. Twenty-nine work orders for water have been completed.

Old Business:

Mr. Mitchell opened the discussion on a take home vehicle. Mr. Mitchell has a copy of the take home vehicle program from the City of Saraland for the Police and Fire Personnel. Mr. Mitchell would like for everyone to read this and develop questions for the implementation of a program for Saraland Water & Sewer Service. This item will be on the next agenda for discussion and a vote.

New Business:

Mr. Mitchell introduced Mr. Blackwell; he would like to address the Board. Mr. Blackwell would like to discuss return check fees. Mr. Blackwell is concerned with the current policy and fees. Mr. Blackwell stated when he arrived home a notice was left on his door stating he had until 10:00 am the next day to pay for his NSF check. What if I were out of town would I have to pay in addition to

the NSF fee and the notice fee a reconnection fee. Mr. Mitchell responded yes that the business has an expense, when that employee leaves his jobsite to place that notice on your door. That employee could be working on another job. The fee charged does not compensate for the employee time and use of equipment. There are multiple forms of payment accepted.

Mr. Mitchell opened the discussion on Robert Miller Treatment Plant Operator II eligibility for a 2 ½ % merit increase. Motion by Mr. Thronson to grant Robert Miller a 2 ½% merit increase. Seconded by Mr. Davis. Motion passed.

Mr. Mitchell opened the discussion on the Lead and Copper Task Agreement with Volkert Engineering. Mrs. McGuyer would like to get further clarification on what needs be included in this agreement. Mr. Mitchell recommends putting together a list of what you have in mind for in house and then setting up a meeting with myself and Mrs. Robinson to see if we have the staff to perform the list.

Mr. Mitchell opened the discussion on Office Assistant I requisition. Mrs. Robinson requesting permission to start interviewing possible OAI candidates. This would allow Mrs. McDuffie adequate time to thoroughly train someone in the task that only she performs prior to her retirement. Due to the amount of traffic and payment entry involved complete training with the two OAII's has not been possible. Mr. Davis made a motion. Mr. Haines seconded. Motion passed.

Invoices for Ratification:

Sewer Invoices:

Thompson Rental, Invoice #TR11466-001, dtd 3/6/2023, re: 313 Excavator, in the amount of \$2,072.73.

Volkert Inc., Invoice #00902111, dtd 3/2/2023, re: Saraland WWTP Expansion Study, in the amount of \$2,015.00.

Volkert Inc., Invoice #00602112, dtd 3/2/2023, re: Shelton Beach Estates CIPP – Phase II, in the amount of \$1,774.01.

Volkert Inc., Invoice #00102113, dtd 3/2/2023, re: Norton Creek SS Inflow & Infiltration Rehab, in the amount of \$1,492.50.

Mr. Thronson made a motion to pool and pay the invoices as listed. Mr. Haines seconded. Motion passed.

Report of Officers:

No reports.

Assistant Superintendent:

No Report.

Attorney’s Report:

Mr. Bell was not present.

Engineer’s Report:

Mrs. McGuyer of Volkert reported the Shelton Beach CIPP project pre-construction meeting was held last Friday with Sun Coast and we have talked to them about issuing notice to proceed March 22nd.

Grant Petitioner’s Report:

Ms. Stallman was not present.

Correspondence:

Well Source Data Report February 2023

There being no further business to come before the Board, Mr. Thronson made a motion to adjourn the meeting. Meeting adjourned at 6:25 P.M.

ATTEST:

RATIFIED AND APPROVED:
