

**Regular Meeting  
April 2, 2015**

Chairman H. O'Neil Robinson called the regular meeting of the Board of Water and Sewer Commissioners of the City of Saraland, Alabama, to order at 6:30 P.M. at the Saraland Water Service conference room with the following Board Members present:

Present:  
Mr. H. O'Neil Robinson  
Mr. James E. Davis  
Mr. Jackie R. Haines  
Mr. Allen K. Wine

Absent:  
Mr. Ron K. Mitchell

Mr. Raymond Bell, Board Attorney, and Mr. Darryl Russell, Board Engineer, were present.

Mr. Robinson opened the meeting with prayer.

The minutes of the March 19, 2015 meeting were approved by signature.

**Committee Reports:**

Mr. Haines reported, since the last Board Meeting; the parking lot has been coated and striped. Mr. Bryan will be out Sunday to paint the lines and two more arrows.

Mr. Wine reported, since the last Board Meeting; the office is running smoothly.

Mr. Davis reported, since the last Board Meeting; the men resolved 26 Complaint Cards. The complaint card database has been updated through April 1, 2015. The men worked 22 Alabama 811 locates. The Safety Meeting scheduled for Friday April 3, 2015 will not be held until next Friday April 10, 2015 at 11:15 in the conference room.

**Old Business:**

Mr. Robinson opened discussion on the feasibility study of the Sewer System of Saraland. The Board discussed all aspects of the feasibility study. Mr. Robinson stated he spoke with Mr. Russell regarding completion of the engineering aspect of the study. Mr. Russell stated he projects he will have his report completed around the first of May. Mr. Haines requested all reports be ready by the first meeting in May. The Board agreed the engineering, legal and financial reports will be presented at the first meeting in May.

Mr. Robinson opened discussion on the main frame / workstation upgrade. Mrs. Robinson reported she had spoken with two Board members regarding a change in the processor speed needed for the upgrade to the workstations. Mrs. Robinson stated she has received quotes from two sources for the Lenovo M73 mini tower with an i5 processor. Insight quote #216598671 in the amount of \$4,624.29 and Rayco quote of \$672.00 per unit for a total of \$4,704.00. The Board discussed both proposals. Mr. Davis made a motion to accept Insight quote #216598671 for the Lenovo M73 tiny towers, i5 processors and Windows8 in the amount of \$4,624.29 plus all applicable fees for delivery. Mr. Haines seconded. Motion carried. Mr. Robinson asked for this item to be removed from the agenda.

Mr. Robinson asked Mr. Bell if he had anything to report regarding identifying the Saraland Water Service footprint. Mr. Bell stated with all of the documentation provided previously the footprint had been determined at the last Board meeting and there was nothing further to report. Mr. Robinson asked for this item to be removed from the agenda.

Mr. Robinson asked for an update on the tank maintenance proposal. Mr. Hennis reported he and Mr. Russell have created a package for the tank maintenance. Mr. Hennis asked the Board for permission to advertise the request for proposals in the newspaper. Mr. Russell explained our water system has three elevated water tanks and one reservoir tank. Mr. Davis made a motion to authorize the Superintendent to proceed in placing an ad in the newspaper requesting tank maintenance proposals to include inspection, repair and maintenance of all of our tanks. Mr. Wine seconded. Motion carried.

Mr. Robinson opened discussion regarding the grant petitioner. Mr. Robinson welcomed Mrs. Cara Stillman, Grant Management, LLC, to the meeting. Mrs. Stillman introduced herself and briefly reviewed her qualifications. The Board asked questions regarding the possibility of our company receiving grants. Mrs. Stillman stated she emailed Mr. Mitchell her proposal, but she will send it to the Saraland Water Service email for Mrs. Robinson to distribute to the Board. The Board thanked Mrs. Stillman for coming and advised her they will make a decision once they review her proposal.

Mr. Robinson asked for an update on the website development. Mrs. Robinson reported Mr. Haines contacted her regarding another credit card company who can provide online payment service to the Board at no cost to us. This would be an alternative to PayPal. Mrs. Benson recommended this company to Mr. Haines. Mr. Haines requested information from Mrs. Robinson to provide to Mr. Thomas, BancCard. Mrs. Robinson will be sending the information to Mr. Haines to forward to Mr. Thomas. Mrs. Benson has uploaded all of the Board member photos. Mr. Davis will be providing a customer service survey document and the office staff is generating a list of frequently asked questions. Mrs. Robinson stated if the Board members would like to add to the list please feel free to do so. The website is coming along and we want the final product to be as amazing as Saraland Water Service.

Mr. Robinson opened discussion on the superintendent position. Mr. Robinson asked Mr. Hennis if he was accepting the superintendent position. Mr. Hennis stated he accepts the superintendent position. Mr. Robinson stated his appointment would be effective April 25, 2015 with the starting pay rate of Grade 21 Step J. Mr. Wine made a motion to accept Mr. Hennis as Superintendent of Saraland Water Service effective April 25, 2015. Mr. Davis seconded. Motion carried. Mr. Robinson asked for this item to be removed from the agenda.

Mr. Robinson opened discussion on the surveillance system – DVR. Mrs. Robinson apologized to the Board she was not aware until Wednesday of this week that she was supposed to get prices for the upgrade of the surveillance system and DVR. Mrs. Robinson stated she contacted four companies and gave them a deadline of Thursday morning at 10:00am to submit their proposals. Mrs. Robinson presented the two proposals received; STC presented an upgrade proposal in the amount of \$7,475.00 and Custom Security presented an upgrade proposal in the amount of \$3,758.00. The Board discussed the proposals and decided to ask Mr. Russell to look into the proposals. Mr. Haines made a motion to authorize Mr. Russell to research the digital upgrade for the surveillance system – DVR and to authorize Mrs. Robinson to spend up to \$7,475.00 on the digital upgrade to the surveillance system – DVR. Mr. Wine seconded. Motion carried.

Mr. Robinson opened discussion on the pump repair at Well #2. Mr. Hennis reported Well #2 is down and it is an emergency situation. Mr. Hennis explained it is an emergency because of fire protection and we are getting close to the summer. The summer is our high usage months and it is the beginning of hurricane season. Mr. Hennis stated he has received three prices and he needs permission to order the pump for Well #2. Mr. Hennis reviewed the proposals he received. Layne Central can get the pump in 7 – 10 days and Griner can get the pump in 16 – 18 weeks. Mr. Hennis stated given the emergency situation he would recommend Layne Central. Mr. Bell stated the Superintendent

has unequivocally said he has grave concerns regarding having to have this bid in the normal course and on top of that he has already discovered some vendors need almost 4 months to complete the job; based on that there is an exception in the bid law. Based on what Mr. Bell understands what the Superintendent explained to him; with rented equipment now we are pumping around 360 gallons per minute which is below our 520 average and he feels that in the event there was a need for fire protection there could be a loss. The Superintendent, also, feels that us moving on the inclement weather system if we were to have a long delay we would have vulnerabilities in the system. Mr. Bell advised the Board they would; first, have to accept those terms as part of their vote. The second thing is we need to post (you can do it by generally putting it out there) that we are doing it in case of an emergency, because it is deemed to be permissible to do and not give notice by way of bid in advance. However, we can post it and let the general public know it is something we have done. Mr. Bell stated he discussed with Mr. Russell about the aspiring date of Layne; the Board may go with them based on their ability to deliver and we are incurring expenses by the rented equipment. We may include in the agreement some type of liquidated damages for them for non-timely performance. Mr. Wine made a motion to procure this equipment under the emergency exception based on the recommendation of the Superintendent of the dangers and then empower the Superintendent to negotiate the delivery to not exceed 21 days subject to liquidating damages that will be appropriately recommended by Mr. Russell, Board Engineer. Mr. Davis seconded. Motion carried.

#### **New Business:**

Mr. Robinson reviewed the invoices presented for ratification: Scaleton Industries inv# 15670, dtd 3/18/15, in the amount of \$670.70, re: repair Well #1 fluoride scale, Bryan Seal Coating & Striping inv#33015, dtd 3/30/15 in the amount of \$1,325.00, re: office parking lots, Armstrong Electric Co inv# 25934, dtd 3/30/15, in the amount of \$750.00, re: Well #2 pump motor (replaced upper and lower bearings) and Betancourt & King CPA, statement, dtd 3/31/15, in the amount of \$7,000.00, re: Feasibility Study. Mr. Robinson advised the Board he would like to talk to Mr. Betancourt further about his statement in the amount of \$7,000.00. The Board discussed all the invoices as presented and had questions regarding the invoice from Betancourt & King, CPA. Mr. Wine made a motion to pay all invoices presented except Betancourt & King, CPA statement in the amount of \$7,000.00. Mr. Haines seconded. Motion carried.

#### **Secretary / Treasurer's Report:**

Mr. Wine reported we do not have any CDs maturing at this time.

#### **Chairman's Report:**

Mr. Robinson stated he feels like everything with the Water Department is going smoothly. Mr. Robinson cautioned the Board Members of the spending and how emergencies come up and we have to be able to take care of them as they arise. Mr. Robinson commended Superintendent Hennis on a great job with the men. Mr. Robinson stated the Board needs to proceed cautiously and take everything into consideration when making decisions.

#### **Superintendent's Report:**

Mr. Hennis reported we have received a payment from Alfa Insurance Company for damages caused by their insured to the water meter on Industrial Parkway. Mr. Hennis reported he is working with Mr. Russell on the specs for the website development. Mr. Hennis will submit the specs to Mrs. Benson once they are completed and he does not anticipate it taking much longer. Mr. Davis stated under the Superintendent's report he would like to bring up an item for consideration by the Board and that is for Mr. Hennis and Mr. Bell to do the research and possibly bring on another employee. The Board will consider bringing on a full time employee at the Superintendent's recommendation. Mr. Davis stated, now that Mr. Hennis has filled the Superintendent's position he expects at some

point we will be moving others into the Assistant Superintendent's position. Mr. Davis, continued, there is already a void at the laborers level and even at the operator's level now. Mr. Davis asked Mr. Hennis to consider it and provide a recommendation at the next meeting to provide some relief to our crew, because they are working short handed. Mr. Hennis stated he will bring a recommendation to the next Board meeting.

**Attorney's Report:**

Mr. Bell stated he did not have anything to report, but he does want the Board Members to mindful of a couple of things. Mr. Bell stated Mrs. Stillman gave a great presentation, but Mr. Bell doesn't think vendors should be giving proposals to an individual Board Member; proposals should be submitted through the office. The other thing the Board needs to be mindful; and this is something more of a concern to the vendor than the Board, I don't know what her proposal amount is but, in the event the fee exceeds what the Bid Law will allow for services it would have to be opened up and she could run the risk of being disqualified. Mr. Bell stated he does not think that will be the case, but if her fees end up more than \$50,000.00 in a calendar year then it will need to be bid. Mr. Bell explained to the Board a scenario of how this could happen. By the vendor submitting their proposal to the Board it becomes public information and another vendor could ask for a copy of the first vendor's proposal and under bid their proposal. Mr. Robinson stated he appreciated Mr. Bell's assistance in this situation.

**Engineer's Report:**

Mr. Russell stated he had nothing further to report at this time.

**Correspondence:**

Scaleton Industries inv #15670, dtd 3/18/15, in the amount of \$670.70, re: Repair Well #1 fluoride scale  
Bryan Seal Coating & Striping inv#33015, dtd 3/30/15, in the amount of \$1325.00, re: Office parking lots  
Armstrong Electric Co inv#25934, dtd 3/30/15, in the amount of \$750.00, re:Well #2 pump motor (replaced upper and lower bearings)  
Betancourt & King, CPA, statement, dtd 3/31/15, in the amount of \$7,000.00, re: Feasibility Study

There being no further business to come before the Board; Mr. Haines made a motion to adjourn the meeting. Mr. Mitchell seconded. Meeting adjourned at 7:55 P.M.

ATTEST:

RATIFIED AND APPROVED:

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