

A G E N D A (Summary)

UTILITIES BOARD REGULAR SCHEDULED MEETING

June 25, 2020

This summary is to provide information on items reported to the Board in Old and New Business. Because the meeting is being conducted via conference call, the summary is provided in order to expedite the items to be considered and provide updates on the various projects.

4. Old Business

A. WRF Lab Modification Project - J. Morris – *Phase 1 of the lab modifications are complete and the contractor has moved to Phase 2. Phase 2 consisted of wall demo and blockwork. Contractor has completed Phase 2 including plumbing, electrical, painting, ceilings, and HVAC in exchange for no liquidated damages charge. We are currently waiting for final inspections and punch list completion.*

B. COGS County Road 8 Improvement Project - T. Segars – *No changes. Waiting for road paving completion for acceptance of project. Utility infrastructure is complete and operational.*

C. ALDOT-Foley Bch Express Connector SH 180 - T. Segars – *No news to report.*

D. Goodwyn, Mills & Caywood - State Park 16” Water Line - T. Segars – *Engineering continues on this project. GMC updated plans from GSU review comments and staff reviewed project specifications and provided comments to GMC. Next steps include submitting revised plans to ALDOT, ADCNR, and Fish and Wildlife for permitting. Timing for bidding the project is determined by turnaround time on receiving permits from the agencies.*

E. 2020 Master Plan Update – B. Hess – *Staff is scheduled to meet with GMC this week for a GIS review and a kickoff meeting for the project. The project is to take approximately nine months for completion.*

F. Sludge Removal and Land Application - J. Morris – *The contractor is scheduled to start removing sludge in August after land permitting, soil and sludge testing are complete. The last sludge removal was conducted three years ago.*

G. Well #8 Rehabilitation- Construction Contract – A. Bonifay – *Griner Drilling Services has completed the required documents for contract execution and a kickoff meeting will take place on June 30th. This project will help restore water supply to the system with the rehabilitation of Well #8.*

5. New Business

A. *American Water Infrastructure Act (AWIA 2018) Compliance Plan – B. Hess
AWIA 2018 is a mandate from EPA to provide a Risk and Resilience plan and a subsequent Emergency Response Plan by specific deadlines in 2021. GSU is required to have the Risk and Resilience Assessments completed by June 30, 2021 and the Emergency Response Plan submitted six months following the assessments or by December 31, 2021. This professional services contract with Payne Environmental Services is for preparation and production of the Risk and Resilience Assessment for the Water and Wastewater Systems for GSU and the development of the Emergency Response Plan. All reports will be prepared to meet the certification of completion requirements specified by the EPA. The action of the Board is for approval of the cost to complete the project with Payne Environmental Services in the amount of \$25,000.00.

B. *Utilities Agreement with City of Gulf Shores for Improvements at Hwy 59 Intersection for new Boulevard road at 34th Street and 2nd Street – B. Hess
The City is making improvements at the new medical plaza including a new intersection on SR59 at 34th Street and 2nd Street. With the improvements there are multiple locations where GSU facilities will be relocated or new facilities are constructed. Staff has met with the City and their engineers to design the improvements and the project is now slated to move forward to construction. The City is receiving Federal funding to make the modifications with the utility construction and costs included as part of the project. This agreement with the City sets out the cost allocations, which include 100% of the costs being paid by the City and their funding sources to cover the costs of the GSU utility main improvements (estimated to be \$560,000). GSU agrees to abide by the State's requirements included in the Utility Manual, the Federal MUTCD and the Clean Water Act, all requirements currently required of GSU. The action of the Board is to authorized the execution of the Utilities Agreement with the City of Gulf Shores.

6. Safety Awareness Report - J. Phillips – *This month the Safety Committee did not meet. Ms. Phillips was scheduled to be off for a three week cruise so a June Safety Meeting was not scheduled.*

The certification classes are in progress. All training classes will take place at the Activity Center to make sure we are following social distancing protocols as the space available at the GSUB office did not accommodate the size of the class for maintaining adequate distances. The 3rd and final certification training class for wastewater certification was held on June 18, 2020. The water certification classes begin on June 25, 2020. Our classes average 18 to 19 attendees. Riviera Utilities is participating in the certification classes.

Barry Dean will be teaching a new welding class on July 15, 2020. Two employees have completed the welding certification. Ms. Phillips has held the certificates until the next Board meeting so the employees receive recognition from the Board.

GSUB will be hosting a Blood Drive on July 22, 2020 for anyone interested in giving blood. Ms. Phillips will notify the City about the Blood Dive. They have assisted us in meeting our goal.

Stephanie Southerland, Alabama Municipal Insurance Corp (AMIC) did an annual inspection of our property walk through and risk management review. There were no issues addressed.

In July, the recruiting process will begin for finding a Human Resource position replacement. Due to the COVID situation the process was delayed. Ms. Phillips has agreed to continue as HR Officer until the new person has been selected and trained.

7. General Manager's Report – Brian Hess – There was a sanitary sewer overflow (SSO) that took place on June 16th. The overflow occurred at 8583 West Highway 180 and staff was able to contain and mitigate the spill quickly. The overflow resulted from a boring contractor that hit a service on a large sewer forcemain along Fort Morgan Road. Staff quickly controlled the overflow and reset the service. Because sewage was outside of the pipe, the proper notifications and report were filed with ADEM.

The annual In the Eye magazine has been published by Gulf Coast Media and was distributed as part of the Board packet. This year, GSU participated with a small advertisement (pg 16) focused on the hurricane preparedness information found on the GSU website.

Flows for both the WTP and the WRF have been elevated since mid-May. As we head into the July 4th holiday weekend, WTP will provide additional staffing hours in order to more readily respond to any needs for Water Production.

In June, three employees received promotions following evaluations. They are:

Ginger Weatherford, WTP, Operator 1 to Operator 2;

Wesley Cole, WRF, Operator 1 to Operator 2;

Daniel Watson, FSW, Utility Tech 1 to Utility Tech 2;

Congratulations to these employees for their efforts and forwarding their career progression.

8. Board Committee Reports

B. Finance – Service fees are \$25,521 ahead of budget and \$178,031 above last year. Total Revenues are \$167,772 over budget and \$26,281 ahead of last year. Expenditures remain below budget. Net Income from Operations is \$327,598. Total Net Income is \$906,868 which includes \$381,219 in Capital Contributions in Aid with the acceptance of The Villages at Craft Farms Phase I. Connection fees are \$864,562 with an additional \$573,861 in Deferred Connections.

D. Human Resources – *In early June, staff completed the Employee Evaluations for all employees. This process previously was completed on an employee’s hire anniversary and conducted for individual employees throughout the year. Revisions were made to the employee evaluation forms through extensive meetings with Management staff and a process was established to evaluate all employees at the same time annually with completion in June. As a result of the evaluation proceedings, employees were provided annual salary adjustments on their June paychecks. The new evaluation process was embraced by staff and resulted in good communications between employees and managers.*

*Requires Board Consideration for Approval