

**SUMMARY OF  
MINUTES OF THE BOARD MEETING  
DECEMBER 21, 2020**

**Board Meeting of the Selma Water Works and Sewer Board was called to order by Roderick V. West, Chairman of the Board at 9:30 a.m. December 21, 2020 via Zoom/Call in compliance with the Governor's Proclamation in 2020. Dialed in were, Roderick V. West, Chairman, Mayor James Perkins, Jr., Superintendent, James E. Ware, Vice-Chairman, Robert Allen, Director, Michael Johnson, Director, Attorney Prince Chestnut, Lachune Simpson, Maxine Tarver, Chelsea Strong, Marvin Maul, Earl Luker, Robert Bridges, and Ray Hogg.**

**Superintendent Perkins opened with prayer. Roll was called. Chairman Roderick V. West stated present, Vice-Chairman James Ware stated present, Director Robert Allen stated present, Director Michael Johnson stated present. A quorum was present.**

**Director Johnson motioned to approve the Minutes dated November 16, 2020. Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Under the Financial Report, Director Johnson motioned to pay the bills for the month of November 2020. Vice-Chairman Ware seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Director Allen motioned to approve the Financial Report for the month of November 2020. Vice-Chairman Ware seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Under the Engineer's Status Report, Vice-Chairman Ware motioned to approve payment of Invoice No. HSA20002-01 from HSA Engineers Inc. in the amount of \$25,975.00. Director Johnson seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Director Johnson motioned to affirm the Board's approval of payment of Contract 1 – South Settling Basin Cold Joint Repair at the Robert J. Chandler Water Treatment Plant Change Order which increases the total amount of the project by \$8,800.00. Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Vice-Chairman Ware motioned to approve the Invoice form Gayle construction Co. to paint the brick wall in the Administration Office for the amount of \$750.00 (cost includes Labor and Material). Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Under the Administration Department Report, Vice-Chairman Ware motioned to approve the credit adjustments in the amount of \$4,870.95 for the twelve customers requesting adjustments to their sewer cost due to plumbing issues. Director Johnson seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Director Allen motioned to approve the Covid-19 Telework Policy for the Administration Department. Director Johnson seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware abstained, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Director Allen motioned to purchase four (4) laptops for the Administration Office for a cost of \$3,579.96. Director Johnson seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Director Johnson motioned approve the purchase of eight (8) cell phones for the Administration Office for a cost of \$280.00 monthly. Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Director Allen motioned to approve to cover the cost of the four (4) laptops for the Administration Office from the unapplied budget. Director Johnson seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Attorney Chestnut discussed updates on various legal matters.**

**Vice-Chairman Ware motioned to adopt the Waterworks & Sewer Board of the City of Selma Vehicle Repair Policy and Procedures. Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

**Following Superintendent Perkins and the Board's well wishes of happy holidays, Vice-Chairman Ware motioned for adjournment at 11:35 a.m. Director Johnson Seconded. Chairman Roderick V. West voted yes, Vice-Chairman James Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.**

November 30, 2020

Honorable James Perkins, Jr.,  
Superintendent  
Waterworks and Sewer Board of the City of Selma  
1600 Selma Avenue  
Selma, Alabama 36701

**RE: Contract 1 – South Settling Basin Cold Joint Repair  
At the Robert J. Chandler Water Treatment Plant  
Proposed Change Order**

Mayor Perkins,

The Contractor for the above referenced project, Crom, LLC, mobilized on November 16, 2020 as originally scheduled. In the process of constructing the complex scaffolding system that will for access to the cold joint, corings into the basin wall revealed a 2" layer of cement grout underlain by 1 layer of brick. We anticipated this sloped wall to be constructed of reinforced concrete, which would have been suitable for anchoring the scaffolding system. However, the cement grout/brick is not structurally capable of supporting a scaffolding system.

The Contractor has demobilized his work crew and had their Engineering Department prepare a revised scaffolding system that complies with all applicable codes and standards including OSHA, AWWA, SSPC, and NACE standard practices. Crom is proposing a Change Order that increases the total cost of this project by \$8,800.00 for a new Contract value of \$64,790.00. We would like to point out that the second lowest bid received on this project was \$65,550.00.


It is our recommendation that this Change Order be approved as soon as possible. With this basin off line, the Water Treatment Plant is operating at 50% capacity. The cold weather forecast in near future, water usage increases due to people leaving faucets dripping, etc.

Sincerely,  
HSA ENGINEERS, INC

SELMA WATERWORKS:

  
Meredith Hogg-Stone, P.E.

  
Robert Bridges, WTP Superintendent

  
D. Ray Hogg, Jr., P.E.

APPROVED BY:

  
Honorable James Perkins, Jr. Superintendent

November 30, 2020

Via Email: meredith.hsaeng@gmail.com

Meredith Stone  
HSA  
1 Satterfield St.  
Selma, AL 36701

**Subject: Change Order Proposal No. 1 – Alternate Scaffolding Method  
Contract # - FS010256-01 South Settling Basin Cold Joint Repair  
CCR Job No. 2020-R-074.01**

Dear Ms. Stone:

CROM Coatings and Restorations ("CCR"), a Division of CROM, LLC, is submitting this change order for the work as described below in accordance with all applicable codes and standards including OSHA, AWWA, SSPC, and NACE standard practices.

1. **SERVICES TO BE FURNISHED BY CROM COATINGS AND RESTORATIONS**

CCR proposes to furnish all supervision, labor, material, equipment, and scaffolding required to complete the work, except as noted otherwise in the project contract. The services to be furnished by CCR are specifically:

This scope of work is to be performed on the following structures:

• **South Settling Basin**

A. Remobilize personnel and scaffolding material to site.

B. Additional time to construct new access to the cold joint in the South Settling Basin.

2. **COMMENCEMENT AND COMPLETION**

Upon your execution of this change order, CCR will be prepared to start work immediately after approval of our submittal information; and will undertake to furnish sufficient labor, materials, and equipment to complete this work within approximately **6 days (1.5 Crew Weeks)** working time thereafter. **Acceptance of this change order proposal will add the aforementioned time to the current contract duration.**

3. **QUOTATION**

We are prepared to carry out this work in accordance with the foregoing for the lump sum pricing of:

<b>MOBILIZATION:</b>	<b>\$3,500.00</b>
<b>SHORING MATERIAL AND LABOR:</b>	<b><u>\$5,300.00</u></b>
<b>TOTAL:</b>	<b>\$8,800.00</b>

Sincerely,

CROM COATINGS AND RESTORATIONS



Daniel J. Haugland  
Project Manager



Robert G. Oyenarte, PE  
President

/s/

ACCEPTED



PRINT: Roderick V. West

TITLE: Chairman

DATE: 12-4-20

Original Contract Value:	<u>\$55,990.00</u>
Net Previous Change Orders:	<u>\$0.00</u>
Value This Change Order:	<u>\$8,800.00</u>
New Contract Value:	<u>\$64,790.00</u>

# THE WATERWORKS AND SEWER BOARD OF THE CITY OF SELMA

JAMES E. WARE, VICE CHAIRMAN  
MICHAEL L. JOHNSON, DIRECTOR  
ROBERT L. ALLEN, DIRECTOR

RODERICK V. WEST  
CHAIRMAN

MAYOR JAMES PERKINS, JR.  
SUPERINTENDENT

## Contract 1 – South Settling Basin Cold Joint Repair At the Robert J. Chandler Water Treatment Plant

Approval of Change Order: \$8,800.00

December 1, 2020

Chairman Roderick V West 

Vice-Chairman James E. Ware 

Director Michael L. Johnson 

Director Robert L. Allen 