

**MINUTES OF THE FINANCE COMMITTEE MEETING  
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM  
Thursday, March 17, 2022  
11:30 a.m.**

A Finance Committee meeting of the directors of The Water Works Board of the City of Birmingham was held on Thursday, March 17, 2022, at 11:30 a.m., at 3600 First Avenue North, Birmingham, Alabama.

The following Committee members were present via a roll call: Directors Ward (Committee Chairman), Rice and Burbage. Other directors present were Directors Henderson and Munchus.

The meeting was also attended by: Michael Johnson, General Manager; Iris Fisher, Derrick Murphy and Jeffrey Thompson, Assistant General Managers; Cynthia Williams, Board Administrator; Anitra Clark, Corporate Governance Specialist; Vanessa Washington, Executive Assistant; Rick Jackson, Rosalind Jones, Victoria Damsgard and Lawanda Bonner, BWWB Employees; K. Mark Parnell, Parnell Thompson Law, LLC; Byron Perkins, Perkins Law, LLC; Kelvin Howard, KWH, LLC., Peiffer Brandt, Raftelis Financial Consultants, Inc., Pat Lynch, Pat Lynch & Associates; Earl F. Hilliard, Hilliard Smith and Hunt; James Aaron Pierre, The Jones Group; Mya Jolly, Lindsey McAdory and Brian Gunn, CBG Strategies; Terri Reynolds and Michelle Nalls, Levitate Legal & Consulting, LLC.

Inasmuch as all Committee members were present, a quorum was in attendance. Committee Chairman Ward called the meeting to order at 11:30 a.m. GM Johnson opened the meeting with prayer.

Next, the Committee proceeded to approve the agenda as printed. Director Rice made a motion to approve the agenda and Director Burbage seconded the motion. The Committee approved the printed agenda by unanimous vote.

Following, the Committee proceeded to the approval of minutes. Agenda item 1 requested the Committee to approve the minutes of October 20, 2021. Director Rice made a motion to approve said agenda item and Director Burbage seconded the motion. The agenda item was approved by unanimous vote.

Next, the Committee proceeded to the report of officers, which there were no reports given.

Following, the Committee proceeded to unfinished business, which there was none.

Next, the Committee proceeded to new business. Agenda item 2 requested the Committee to recommend to the Board to approve an amendment to increase the 2022 Operations and Maintenance Budget (O&M) by \$570,000.00, resulting in an amended budget total of \$115,894,045.00. AGM Fisher gave a brief explanation for amending the budget. Per AGM Fisher, the increase consisted of the following three items (Community Education Program, an agreement for grant consulting services, and an agreement for strategic communication

initiatives and community engagement plans that aligns with the grants funding). Director Rice made a motion to approve said agenda item and Director Burbage seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

Next, agenda item 3 requested the Committee to recommend to the Board to approve expenditures related to The World Games 2022 at an amount not to exceed \$166,435.00. Director Burbage inquired about the expenditures. GM Johnson gave a breakdown on the expenditures for The World Games 2022. Director Rice made a motion to approve said agenda item and Director Burbage seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

Following, agenda item 4 requested the Committee to recommend to the Board to approve a month-to-month agreement with Levitate Legal & Consulting, effective April 1, 2022, to provide general grant consulting services, including tracking of grant opportunities ranging from \$500,000.00 to \$5+ million; building an internal BWWB infrastructure for grant administration; researching and cultivating potential grant partnerships within the BWW footprint; providing government affairs and community outreach coordination; and strategic relationship building among federal grant-making agencies for a monthly base/flat fee of \$10,000.00; and an additional individual grant writing fee of \$6,000.00 to \$10,000.00 for State, regional and foundation grant writing; and \$10,000.00 to \$15,000.00 for Federal grant writing, including expenses; and to authorize the General Manager and/or Assistant General Manager to execute said agreement. Director Rice stated that there is a lot of infrastructure funding available, and this contract and the contract referenced in agenda item five are efforts to help the government affairs team obtain those funds. Both are month-to-month contracts. GM Johnson confirmed that the firms chosen for the contracts were recommended. Director Rice made a motion to approve said agenda item and Director Burbage seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

Next, agenda item 5 requested the Committee to recommend to the Board to approve a month-to-month agreement with CBG Strategies, LLC, effective April 1, 2022, to conduct research, develop strategic communication initiatives, and community engagement plans that align with grant, federal, and state funding for an amount not to exceed \$120,000.00; and to authorize the General Manager and/or Assistant General Manager to execute said agreement. Director Rice made a motion to approve said agenda item and Director Burbage seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

Following, agenda item 6 requested the Committee to recommend to the Board to approve an agreement with Raftelis Financial Consultants, Inc., effective March 23, 2022 through December 31, 2022 to continue to serve as BWWB's Rate Consultants (Independent Rate Consultants) at a cost based on Raftelis' 2022 Standard Billing Rates provided in Attachment A of the agreement; and to authorize the General Manager and/or Assistant General Manager to execute said agreement. Director Rice made a motion to approve said agenda item and Director Burbage seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

Subsequently, agenda item 7 requested the Committee to recommend to the Board to award bid to Doxim Utilities LLC, the lowest responsible and responsive bidder, for three (3) years of water bill services, at an estimated out-of-pocket cost to the Board of \$203,065.00; and to authorize the

General Manager and/or the Assistant General Manager to execute the necessary documents. Director Rice inquired as to what said company does and why a three-year agreement. Per GM Johnson, Doxim print and mail customer bills. They are redesigning BWW's bills, and the purpose of three years is to reduce often change due to the technicality of the bill redesign. Also, there was discussion about customers receiving multiple bills or no bills and the billing process. Director Rice made a motion to approve said agenda item and Director Burbage seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

As there was no further business before the Committee, Director Rice made a motion to adjourn the meeting and Director Burbage seconded. Thus, Committee Chair Ward adjourned the meeting at 11:57 a.m.

\_\_\_\_\_/s/\_\_\_\_\_  
Larry Ward  
Secretary-Treasurer

\_\_\_\_\_/s/\_\_\_\_\_  
Christopher B. Rice  
Chairman

\_\_\_\_\_/s/\_\_\_\_\_  
William "Butch" Burbage, Jr., Esq.  
Vice Chairman

\_\_\_\_\_/s/\_\_\_\_\_  
Michael Johnson, MBA, CPA  
General Manager