

**Minutes Of
Engineering And Maintenance Committee Meeting
Of The Water Works Board
Of The City Of Birmingham
December 10, 2019**

An Engineering and Maintenance Committee Meeting of The Water Works Board of the City of Birmingham was held Tuesday, December 10, 2019, at 11:30 a.m., at the Birmingham Water Works Board, 3600 First Avenue North, to discuss engineering and maintenance issues.

The following Committee members were present: Brenda J. Dickerson, Brett A. King and Ronald A. Mims. Other Board Members present who do not serve on the Committee were: Tommy Joe Alexander, William "Butch" Burbage, Jr., Deborah Clark and George Munchus. Director Muhammad arrived after the meeting was called to order, at 11:31 a.m.

The meeting was also attended by: Michael Johnson, General Manager; T. M. "Sonny" Jones, Interim Assistant General Manager of Operations and Technical Services; Derrick Murphy, Assistant General Manager of Engineering and Maintenance; Jeffrey F. Thompson, Assistant General Manager of Operations and Technical Services; Grace Amison, Executive Assistant to the Board of Directors; Tammy Wilson, Executive Assistant to T. M. "Sonny" Jones, Derrick Murphy and Jeffrey F. Thompson; George Anderson, Information Technology Manager; Doug Stockham, System Development Manager; Rick Jackson, Public Relations Manager; Drusilla Hudson, EnviroLab Manager; Tim Harris, Shades Mountain Filter Plant Superintendent; Jonathan Harris, Water Treatment Manager; Mark Parnell, Parnell Thompson, LLC; Kelvin Howard, Kelvin Howard, LLC; Andy Mitchell and Jesse Lewis, Agency 54; Kim Bivins, Birmingham Construction Industry Authority (BCIA); City of Birmingham Police Officer; Angela Hoskins, Studio 2H Design, LLC; Brandon Hamilton, Metro Mechanical.

Committee Chairman, Brett A. King called the meeting to order at 11:31 a.m. Inasmuch as all Committee members were present when the meeting was called to order, a quorum was in attendance. Director King asked George Anderson, Information Technology Manager to open the meeting with prayer.

Following, General Manager Johnson moved to item 1, which was to approve minutes from the September 17, 2019 Engineering and Maintenance Committee Meeting. On a motion duly made and seconded the Committee unanimously approved the minutes.

Next, GM Johnson addressed item 2, which was a request for the Committee to recommend to the Board to approve a Scope of Services with CE & Associates for design and inspection services. Assistant General Manager Derrick Murphy stated this project is part of the Board's pipeline replacement program and it is in the Eastlake area. Director Munchus asked if this was a joint venture. AGM Murphy responded only this company

will be providing the work and it is minority owned. On a motion duly made and seconded the Committee unanimously agreed to move the item to the Board.

Following, GM Johnson addressed item 3, which was a request for the Committee to recommend to the Board to exercise its bid option to extend a final 12-month contract and to authorize the General Manager and/or the Assistant General Manager to execute a contract with Wade, Sand & Gravel, the lowest responsible and responsive bidder, for estimated annual quantities of Crushed Limestone-Backfill Materials, per bid awarded on July 13, 2017, at an estimated out-of-pocket cost of \$562,218.00. Director King asked if the contractor delivers the materials or if it is picked-up. AGM Murphy responded that the contract includes both delivery and pick-up options. Director Munchus stated it looked like the contractor has pretty good HUB participation. AGM Murphy stated it is a woman-owned business. AGM Derrick Murphy stated it was his goal in the first quarter of 2020 to meet with individual contractors about the Board's HUB program and provide them with a list of our pre-qualified vendors. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board.

Next, GM Johnson addressed item 4, which was a request for the Committee to recommend to the Board to take bids for the continuing utilization of a cloud-based Vehicle Tracking System which utilizes GPS modules installed in company vehicles to monitor, track and report on vehicle usage activity. The current cost for this subscription service is \$66,432.00 annually. Director Dickerson asked GM Johnson to go through all of the take bid items. GM Johnson stated item 5 was a request to take bids for a 1-year contract for Line Locating Services within the service area of the Birmingham Water Works. Item 6 was a request to take bids for FY 2020 Pipeline Replacement Projects at an estimated out-of-pocket cost of \$17,633,705.00, which GM Johnson suggested voting on separately since it was such a large project. Director Munchus asked who is currently providing our line locating service. GM Murphy responded USIC Locating Services, adding that they have bought some of the smaller companies out. Some discussion occurred regarding their corporate location. Director Munchus stated USIC is getting a little out of control buying up the smaller companies. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board.

Following, AGM Murphy addressed item 6, the FY 2020 Pipeline Replacement Projects. There are 21 proposed projects at a cost of roughly \$17 million, according to AGM Murphy. A handout (a copy of which is on file with the Committee meeting book) booklet detailing the various pipeline projects was provided to the Committee. GM Murphy pointed out the maps that correlate with each project. AGM Murphy explained that in-house crews would be working on 5 of the projects. A presentation was given in relation to the FY 2020 Pipeline Replacement Program (a copy of which is on file with the Committee meeting book). Doug Stockham, System Development Manager addressed how these projects are communicated to the various communities. Thirty days before construction, a letter is sent to each resident. Two weeks before construction door hangers are placed at residents' homes. Thermal expansion door hangers are placed at residents' homes about a quarter of the way through the project. Director Muhammad asked about the cost if a customer needs the thermal work performed. Mr. Stockham responded about

\$100.00 to \$120.00 including the parts and plumber cost. Mr. Stockham stated our pipeline project information is also on the company website. GM Murphy stated Staff has been challenged to get more involved in the communities we serve where we plan to perform work. Rick Jackson, Public Relations Manager further explained that he meets with the various city council members. Going forward, signage will begin being used to announce Birmingham Water Works (BWWB) work. Occasionally Staff attends neighborhood meetings as well, according to Mr. Jackson. Director Dickerson asked if the company homepage has been updated because there was very outdated information on it. GM Johnson stated Staff is in the process of updating the entire website. Some discussion occurred regarding the use of multiple types of communication efforts in order to reach all customers. Director Muhammad asked about the advertising budget. Director Muhammad stated he was a strong proponent of radio, especially in the black communities. Mr. Jackson stated he had money in his budget for this type of communication. Director Muhammad asked who puts the door hanger signage out. AGM Murphy responded our internal people distribute this communication. Some discussion occurred regarding non-employees distributing materials. GM Johnson stated our employees are in uniform and are best to distribute BWWB material. Director Munchus asked if Agency 54 is involved in this communication effort. Mr. Jackson stated Agency 54 created the signage using Willie the Water Drop. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board.

Next, GM Johnson addressed item 7, which was a request for the Committee to recommend to the Board to award a bid and to authorize the General Manager and/or the Assistant General Manager to execute a signed contract with C-Spire, the lowest responsible bidder, for providing continuing vendor maintenance for hardware and software being utilized by BWWB for voice-related network communications, at an estimated out-of-pocket cost of \$50,596.33. Director Munchus stated he believed the bid should be rejected due to the HUB documents not being filled out. Director Clark stated someone in house should make certain all forms are complete. GM Johnson stated since it was an Information Technology item and specific to BWWB he felt that was the reason the paperwork was not completely filled out. On a motion duly made and seconded, the Committee unanimously agreed to table the item until the December 18th Board Meeting and the package is complete. Director Clark stressed that all information should be complete in the bid awards.

Following, GM Johnson addressed item 8, which was a request for the Committee to recommend to the Board to award a bid and to authorize the General Manager and/or the Assistant General Manager to execute a signed contract with Metro Mechanical, the lowest responsible and responsive bidder, for the HVAC Maintenance Agreement for services needed at the Main Campus, in addition to quarterly service for SCADA cabinets and Informational Technology cabinets at all plants sites, at an estimated out-of-pocket cost of \$54,254.00. AGM Murphy stated Staff called one particular HUB vendor and they responded that they were too busy with other projects currently. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board. Director Munchus stated he wanted it in the record that there was no HUB participation.

Next, AGM Murphy addressed item 9, which was a request for the Committee to recommend to the Board to award a bid and to authorize the General Manager and/or the Assistant General Manager to execute a signed contract with MAC Uniforms, the lowest responsible and responsive bidder, for estimated annual quantities of uniforms for BWWB field employees, at an estimated out-of-pocket cost of \$61,496.25. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board.

Following, GM Johnson addressed item 10, which was a request for the Committee to recommend to the Board to award a bid and to authorize the General Manager and/or the Assistant General Manager to execute a signed contract with Layer 3 Communications, the lowest responsible bidder, for the purchase of new hardware manufactured by Juniper Networks for core networking functions, at an estimated out-of-pocket cost of \$79,859.84. GM Johnson stated this was the other IT item in which the HUB forms were not completed. On a motion duly made and seconded, the Committee unanimously agreed to table the item until December 18th and the package is complete.

Next, GM Johnson addressed item 11, which was a request for the Committee to recommend to the Board to award a bid and to authorize the General Manager and/or the Assistant General Manager to execute a signed contract with ThermoFisher Scientific™ Dionex™, the lowest responsible and responsive bidder, for one ThermoFisher Scientific™ Dionex™ ICS-6000 HPIC™ System instrument to be used by the EnviroLab, at an estimated out-of-pocket cost of \$109,503.11. Assistant General Manager Jeff Thompson stated this was a critical piece of laboratory equipment to replace an obsolete piece of equipment. Drusilla Hudson stated the equipment is needed to perform regulatory work for BWWB and the consecutive systems as well. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board.

Following, AGM Murphy addressed item 12, which was a request for the Committee to recommend to the Board to award a bid and to authorize the General Manager and/or the Assistant General Manager to execute a signed contract with Consolidated Pipe, the lowest responsible and responsive bidder, for estimated quantities of Meter Boxes and Lids 13" x 24" to replenish warehouse stock, at an estimated out-of-pocket cost of \$172,877.50. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board. Director Munchus noted while the HUB forms were filled out, there was zero minority participation. Director Munchus asked what the Board approved list was because he saw a comment to that effect. Director Mims stated the BWWB Engineering Department determines who qualifies and meets the criteria to be on this list.

Next, AGM Murphy addressed item 13, which was a request for the Committee to recommend to the Board to award a bid and to authorize the General Manager and/or the Assistant General Manager to execute a signed contract with Dunn Construction, the lowest bidder, for Asphalt HOT Mix for a 1-year period, at an estimated out-of-pocket cost of \$1,263,916.50. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board.

Following, AGM Murphy addressed item 14, which was a request to award a bid and to authorize the General Manager and/or the Assistant General Manager to execute a signed contract with Empire Pipe, the lowest responsible and responsive bidder, for estimated quantities of 2" FM Static Flow Meters, at an estimated out-of-pocket cost of \$1,392,600.00. Director Munchus stated he noticed on item 13, that Dunn Construction has a Supplier Diversity Program and he wondered what that meant. He stated there is no HUB participation, so he wondered if they were not walking the walk. Director Munchus asked what FM certified means. Geoff Goodwin, Revenue Water Manager responded that it means the meter is rated for fire services and sprinkler systems. On a motion duly made and seconded, the Committee unanimously agreed to move the item to the Board.

Next, AGM Thompson addressed items 15 through 24, which were requests to award bids for annual chemicals for calendar year 2020. Director Munchus noted there is no HUB participation or supplier diversity programs among these companies. On a motion duly made and seconded, the Committee unanimously agreed to move the items to the Board.

Following, under new business, Director Dickerson asked for an update on the leaks in the Lab building. GM Johnson stated Staff is in the process of obtaining estimates. Director Muhammad stated he wanted to recommend building a new Lab. Some discussion occurred regarding money leftover in the CIP budget. Director Munchus stated he would like to allot money left in the CIP budget to the Lab. GM Johnson stated there is still capital money left and if the Board wishes to do this, it is possible. GM Johnson stated the money left is still in PayGo. Director Muhammad stated he would like to make building a new Lab a priority. Drusilla Hudson, EnviroLab Manager stated currently the Lab generates \$65,000.00 to \$100,000.00 per year in revenue. AGM Murphy stated this would be part of the Strategic Plan to build a new Lab and the Board would need to develop a Business Plan. Some discussion occurred regarding the rain and where the building leaks inside. GM Johnson stated a new Lab was part of the Master Plan that was conducted a few years ago and he felt it would be good to operate with a Master Plan. GM Johnson stated Staff is looking at repairs in the interim. Director Munchus stated he wanted to make sure the Board agenda included the HUB participation numbers because he is building a record.

As there was no further business to be brought before the Committee, the meeting was adjourned at 12:51 p.m.

_____/s/
Michael Johnson
General Manager

/s/

Brenda J. Dickerson, Ph.D.
Second-Vice Chairwoman/Second Vice President

/s/

Brett A. King, Esq.
Director

/s/

Ronald A. Mims
Secretary-Treasurer