

**MINUTES OF THE REGULAR BI-MONTHLY MEETING OF DIRECTORS
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
January 29, 2015**

The regular meeting of the directors of The Water Works Board of the City of Birmingham was held on Thursday, January 29, 2015, at 12:30 p.m., in the principal office of the Board, 3600 First Avenue North, Birmingham, Alabama.

The following Directors were present: A. Jackie Robinson, III, Sherry W. Lewis, Ann D. Florie, David S. Herring and George Munchus.

The meeting was also attended by: Mac Underwood, General Manager, Michael Johnson, Darryl Jones and Sonny Jones, Assistant General Managers; Grace Amison, Executive Assistant to the Board of Directors; Cynthia Williams, Paul Lloyd, Barry Williams, Iris Fisher, George Anderson, Floyd Stephens, Rick Jackson, Ben Sorrell, Johnnie Mayfield, Reginald Miller, Michael Morris, Casey Johnson, William Clay, Cedric Austin, Perry Crabtree and Jeremy Milwood, Board Employees; Charlie Waldrep, Mark Parnell, Mary Thompson and Kelvin Howard, Waldrep, Stewart & Kendrick, LLC; Rebecca DePalma, White, Arnold & Dowd, P.C.; Jerry Jones, ARCADIS US, Inc.; Kirk Mills, Volkert, Inc.; Dan Meadows, SS Nesbitt; Ann C. Smith, League of Women Voters; Dorian Kendrick, The Lewis Group; David Merrida, BCIA and Chris Swain, Monumental Contracting.

Chairman Robinson called the meeting to order at 12:43 p.m. and prayer was offered by George Anderson.

General Manager, Mac Underwood proceeded with the business of the Board, as he asked the directors to adopt a resolution commending Johnnie Mayfield, Superintendent of Industrial and Commercial Accounts, Customer Support Services Department, from the Finance and Administration Division, and Reginald Miller, Senior Project Coordinator, Engineering Department, from the Engineering and Maintenance Division, as Employees of the Year for 2014, as referenced in agenda item 1.1. Mr. Underwood indicated that staff recommends approval of said item. Subsequently, a motion was made and seconded and the following resolution was adopted:

“BE IT RESOLVED BY The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that the Board hereby recognizes and commends Johnnie Mayfield and Reginald Miller, from the Finance and Administration and Engineering and Maintenance Divisions’ respectively, as the Employees of the Year for 2014, on having achieved outstanding job performance, attendance, and work above expected levels;

RESOLVED FURTHER, that the Board and the General Manager are hereby authorized to sign a formal resolution, the wording of which will carry out the intent herein, and a copy of which will be presented to employees named above. Resolution No. 6844 is hereby adopted by unanimous vote.”

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Next, Human Resources Manager Paul Lloyd was recognized as he stated that Messrs. Mayfield and Miller were Employees of the Month for February 2014. In January 2014, during the snow storm, the referenced employees went above and beyond the call of duty by transporting stranded employees to their various homes. Staff would like to recognize Messrs. Mayfield and Miller as Employees of the Year for 2014 for the great job they provided to BWWB and their co-workers. The meeting body extended applause.

Following, Chairman Robinson suggested that all Board Members be included in the picture with the 2014 Employees of the Year. On behalf of the Board and the BWB, Chairman Robinson expressed appreciation to Messrs. Mayfield and Miller for their hard work, especially for providing assistance to stranded employees during the snowstorm. Chairman Robinson presented Mr. Mayfield and Mr. Miller with a commendation resolution along with a \$500.00 check. The meeting body extended applause.

Next, Mr. Miller was recognized for comments as he stated that he has been with BWB for 28 years. Mr. Miller expressed gratitude for being a part of the organization. Mr. Miller commented that being a part of BWB along with the great benefits provided by the company, gave him the opportunity to raise his children, take care of his family as well as provide a good living.

Mr. Mayfield was recognized for comments as he stated that he too got to raise his family by being employed at BWB. Mr. Mayfield stated that he enjoys working with the communities serving customers of the BWB. Mr. Mayfield added that it is an absolute pleasure for him to work with and assist fellow employees when needed. Mr. Mayfield stated that he takes pride in being available to assist customers in the service communities as well as fellow employees.

Following, the Board was asked to adopt a resolution commending Casey Johnson, Maintenance Crew Leader, William Clay, Purification Maintenance Worker and Cedric Austin, Purification Maintenance Worker, from the Operations and Technical Services Division, as Employees of the Month for January 2015, as referenced in agenda item 1.2. Subsequently, a motion was made and seconded and the following resolution was adopted:

“BE IT RESOLVED BY The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that the Board hereby recognizes and commends Casey Johnson, Williams Clay and Cedric Austin, as the Operations and Technical Services Division’s Employees of the Month for January 2015, on having achieved outstanding job performance, attendance, and work above expected levels;

RESOLVED FURTHER, that the Board and the General Manager are hereby authorized to sign a formal resolution, the wording of which will carry out the intent herein, and a copy of which will be presented to each employee named above. Resolution No. 6845 is hereby adopted by unanimous vote.”

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Next, Human Resources Manager Paul Lloyd was recognized to present the Employees of the Month for January 2015. Mr. Lloyd asked each recipient to introduce themselves. Cedric Austin stated that he is a Purification Maintenance Worker at Putnam Filter Plant and he has been with BWB for ten months. Casey Johnson stated that he is a Maintenance Crew Leader at Putnam Filter Plant and he has been with BWB since 2005. William Clay stated that he too is a Maintenance Purification Worker at Putnam Filter Plant and he has been with BWB for seven years. Mr. Lloyd indicated that the referenced employees were nominated by their Senior Operator, Bill Shikle. In December 2014, a contractor was installing aluminum grids in the Lime Building at Putnam Filter Plant. During installation, a piece of the grid was dropped which severed a chlorine feed line. The water treatment process had to be stopped due to inability to disinfect the water. Quick action taken by the referenced employees enabled staff to keep pumping finished water to the system to maintain pressure and tank levels during repairs to the tank lines. Because of the quick actions taken by the referenced employees, there was no harm to the plant process or the distribution system. The meeting body extended applause.

AGM Darryl Jones asked the meeting body to hear comments from the Superintendent of Putnam Filter Plant, Michael Morris. Mr. Morris extended appreciation to the Board for recognizing Messrs. Johnson, Clay and Austin as they voluntarily jumped in without hesitation as needed.

Following, on behalf of the Board and the BWW, Chairman Robinson expressed appreciation to Messrs. Johnson, Clay and Austin for their efforts and hard work which sounded heroic. Chairman Robinson presented Messrs. Johnson, Clay and Austin with a commendation resolution along with a \$250.00 check. The meeting body extended applause.

Following, the Board was asked to adopt a resolution commending Perry Crabtree, Technical Support Analyst II and Jeremy Milwood, Technical Support Analyst I, Information Technology Department, from the Finance and Administration Division, as Innovative Award Recipients for January 2015, as referenced in agenda item 2. Subsequently, a motion was made and seconded and the following resolution was adopted:

“BE IT RESOLVED BY The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that the Board hereby recognizes and commends Perry Crabtree and Jeremy, as the Finance and Administration Division’s Innovative Award Recipients for January 2015, on having achieved outstanding job performance, attendance, and work above expected levels;

WHEREAS, the Board desires to recognize and commend the employees named above by authorizing the payment of a monetary award in the amount of \$2,500.00 each (Platinum Award Level) under its Innovative Awards Program for saving the Board approximately \$163,339.00 by configuring software in-house used by BWWB’s cashiers. The decision by Microsoft to no longer support the XP version of Windows operating system would have presented a key challenge in migrating to Windows & because the software product used to record and receipt payment transactions made in the Customer Service Center was only compatible with Windows XP. After researching the architecture of the cashiering software and the Windows 7 operating system, Perry Crabtree and Jeremy Milwood learned the configuration model of the cashiering software by running diagnostic tools on computers currently used by the cashiers, obtained approval and modified all computers running the cashiering software, then upgraded those computers to Windows 7.

NOW THEREFORE BE IT RESOLVED, that the above mentioned employees are hereby recognized and commended for having been selected as Innovative Award recipients for January 2015.

RESOLVED FURTHER, that the Board and the General Manager are hereby authorized to sign a formal resolution, the wording of which will carry out the intent herein, and a copy of which will be presented to the employees named above. Resolution No. 6846 is hereby adopted by unanimous vote.”

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Next, Human Resources Manager Paul Lloyd was recognized for comments as he reminded the meeting body that the referenced employees were recognized as Employees of the Month last year. During that time, suggestion was made to decide if their efforts and hard work qualified as an Innovative Awards Case. After review, the case did fit the criteria as noted in the Innovative Awards Program. The software used by Cashiers in the Payment Center was running on XP version of Windows. Being Micro Soft no longer supported the referenced version of Windows, there would be a need for an upgrade to Windows 7. In order to upgrade to Windows 7, BWWB would need to purchase a new system which cost approximately \$163,339.00. Messrs. Crabtree and Milwood voluntarily started researching configuration models. Subsequently, diagnostic tools were run on computers used by cashiers. Each computer was modified and upgraded to Windows 7. This resulted in a huge savings for BWWB. Mr. Lloyd stated that the employees referenced above were the first to receive the Platinum Award as he presented them with a special plaque. The meeting body extended applause.

AGM Michael Johnson extended appreciation to the employees’ referenced above for their efforts and hard work.

Following, on behalf of the Board and the BWW, Chairman Robinson expressed appreciation to Messrs. Crabtree and Milwood as he stated that the checks being presented were the heaviest ones he has had the pleasure of giving out. Chairman Robinson thanked Messrs. Crabtree and Milwood for all their hard work and for being the first Platinum Award Winners. When the Innovative Awards Program was initiated, the Board wanted employees to show and exemplify innovation and thought leadership, whereas said employees would be rewarded for being a part of the team. Chairman Robinson commented that there was more technology work to be done and he encouraged Mr. Milwood and Mr. Crabtree to continue finding ways to save money. Chairman Robinson presented Mr. Crabtree and Mr. Milwood with a commendation resolution along with a \$5,000 check. The meeting body extended applause.

As there was no old business for discussion in agenda item 3, the General Manager asked the Board to approve minutes of the Board of Directors' Meetings, as set forth in agenda item 4. He indicated that staff has reviewed the minutes and recommends them for approval. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED BY The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that the Board hereby approves minutes of the Informational Board of Directors' Meeting held November 21, 2014 and the Regular Board of Directors' Meeting held December 9, 2014. Resolution No. 6847 is hereby adopted by unanimous vote.”

Following, the Board was asked to adopt a resolution authorizing monthly retirement benefits for Larry Peoples (Senior Mechanic – Electrical & Maintenance Department), as referenced in agenda item 5.1, from the Board's Retirement Trust Fund, as stated on the respective final retirement calculations, and commending the employee named above for his years of service at the Birmingham Water Works Board. The General Manager commented that staff recommends approval of said items. The General Manager commented that staff recommends approval of said items. On a motion duly made and seconded the following resolutions were adopted:

“WHEREAS, Larry Peoples, an employee of the Water Works Board of the City of Birmingham, (“the Board”); is retiring, effective February 1, 2015; and

WHEREAS, Larry Peoples has 32 years and 6 months of continuous service with the Board at his retirement date and, in accordance with the terms of the Trusteed Pension Plan, is entitled to receive a monthly retirement payment from the Board's Retirement Trust Fund in the amount of \$4,586.44.

NOW THEREFORE, BE IT RESOLVED, By the Board of Directors of the Water Works Board of the City of Birmingham, on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that the Trustee be, and is hereby instructed to pay monthly benefit payments of \$4,586.44 per month to Larry Peoples from the Board's Retirement Trust Fund in accordance with the terms of the Pension Plan, with the first payment to be made February 1, 2015. Resolution No. 6848 is hereby adopted by unanimous vote.”

“WHEREAS, Larry Peoples, an employee of The Water Works Board of the City of Birmingham, is retiring, effective February 1, 2015, after 32 years and 6 months of continuous service with the Board; and

WHEREAS, management has informed the Board of Larry Peoples' efficiency, reliability, and loyal service which contributed to the effective operation and growth of The Water Works Board of the City of Birmingham; and

WHEREAS, Larry Peoples, leaves behind a record which deserves a sincere word of gratitude for a job well done; and the Board does hereby express its best wishes for many happy years ahead.

NOW, THEREFORE, BE IT RESOLVED, By the Board of Directors of the Water Works Board of the City of Birmingham, that Larry Peoples, is hereby commended for his efficiency, reliability, and loyal service to the Board.

BE IT FURTHER RESOLVED, that in recognition of Larry Peoples' services to the Board, a copy of this resolution be spread upon the minutes of The Water Works Board of the City of Birmingham and a copy presented to Larry Peoples. Resolution No. 6849 is hereby adopted by unanimous vote."

"WHEREAS, George M. Haynes, a retiree of The Water Works Board of the City of Birmingham, ("the Board"); passed away on January 16, 2015; and

WHEREAS, George M. Haynes was receiving, up until the time of his death, monthly retirement benefits from the Board's Retirement Trust Fund in the amount of \$3,830.51, and under the terms of the Board's Retirement Plan, his spouse is now entitled to receive 50% of that monthly benefit until such time as she either remarries or passes away: and

WHEREAS, the surviving spouse, Claudette Haynes, will begin receiving her surviving spouse monthly benefit of \$1,915.26, effective February 1, 2015.

NOW THEREFORE, BE IT RESOLVED, By the Board of Directors of The Water Works Board of the City of Birmingham, on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that the Trustee be, and is hereby instructed to pay a pension of \$1,915.26 per month to Claudette Haynes from the Board's Retirement Trust Fund in accordance with the terms of the Pension Plan, with the first payment to be made February 1, 2015. Resolution No. 6850 is hereby adopted by unanimous vote."

Following, the Board was asked to adopt a resolution authorizing monthly retirement disability benefits for Iris Burke (Dump Truck Utility Worker – Distribution Department), as referenced in agenda item 5.3, from the Board's Retirement Trust Fund, as stated on the respective final retirement calculations, and commending the employee named above for her years of service at the Birmingham Water Works Board. Mr. Underwood stated that Ms. Burke is disabled; however, she is retiring under regular retirement instead of disability retirement. Ms. Burke would receive a higher benefit under the regular retirement calculations than that of disability retirement. The General Manager commented that staff recommends approval of said items. On a motion duly made and seconded the following resolutions were adopted:

"WHEREAS, Iris Burke, an employee of the Water Works Board of the City of Birmingham, ("the Board"); is retiring, effective February 1, 2015; and

WHEREAS, Iris Burke has 21 years and 9months of continuous service with the Board at her retirement date and, in accordance with the terms of the Trusteed Pension Plan, is entitled to receive a monthly retirement payment from the Board's Retirement Trust Fund in the amount of \$1,421.86.

NOW THEREFORE, BE IT RESOLVED, By the Board of Directors of The Water Works Board of the City of Birmingham, on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that the Trustee be, and is hereby instructed to pay monthly benefit payments of \$1,421.86 per month to Iris Burke from the Board's Retirement Trust Fund in accordance with the terms of the Pension Plan, with the first payment to be made January 1, 2015, plus a retro-active payment of \$1,421.86 for the month of January 2015.. Resolution No. 6851 is hereby adopted by unanimous vote."

"WHEREAS, Iris Burke, an employee of The Water Works Board of the City of Birmingham, is retiring, effective January 1, 2015, after 21 years and 9months of continuous service with the Board; and

WHEREAS, management has informed the Board of Iris Burke's efficiency, reliability, and loyal service which contributed to the effective operation and growth of The Water Works Board of the City of Birmingham; and

WHEREAS, Iris Burke, leaves behind a record which deserves a sincere word of gratitude for a job well done; and the Board does hereby express its best wishes for many happy years ahead.

NOW, THEREFORE, BE IT RESOLVED, By the Board of Directors of the Water Works Board of the City of Birmingham, that Iris Burke, is hereby commended for her efficiency, reliability, and loyal service to the Board.

BE IT FURTHER RESOLVED, that in recognition of Iris Burke's services to the Board, a copy of this resolution be spread upon the minutes of The Water Works Board of the City of Birmingham and a copy presented to Iris Burke. Resolution No. 6852 is hereby adopted by unanimous vote."

Following, the General Manager asked the Board to approve payments of invoices for professional services, as set forth in agenda items 6.1 through 6.4. General Manager Mac Underwood indicated staff recommends approval of said items. On a motion duly made and seconded, the following resolution was adopted:

"BE IT RESOLVED By The Water Works Board of the City of Birmingham ("the Board"), on a motion duly made by Mrs. Ann D. Florie and seconded by Mr. George Munchus, that the Board hereby authorizes staff to execute payments to the following:

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| 6.1 | <u>Raftelis Financial Consultants, Inc.</u>
For professional services rendered for December 2014 | \$ <u>5,522.50</u> |
| 6.2 | <u>Volkert, Inc.</u>
For professional services rendered through December 2014 | \$ <u>58,765.73</u> |
| 6.3 | <u>Waldrep Stewart & Kendrick</u>
For professional services rendered through December 2014 | \$ <u>113,552.09</u> |
| 6.4 | <u>ARCADIS, U.S., Inc.</u>
For professional services rendered per December's 2014 | |

Resolution No. 6853 is hereby adopted by unanimous vote.”

Following, the General Manager asked the Board to take bids for the maintenance and repair project to update the control equipment of the hydraulic freight elevator located in the main office building, at an estimated out-of-pocket cost to the Board of \$65,862.00, as set forth in agenda item 7. Updates to the front elevator are complete; said elevator will be back in operation after the final inspection. Afterwards, staff would take bids for the maintenance and repair project relative to the freight elevator. The General Manager indicated that staff recommends approval of said item. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED BY The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that the Board hereby authorizes staff to take bids for the maintenance and repair project to update the control equipment of the hydraulic freight elevator, located in the main office building, at an estimated out-of-pocket cost to the Board of \$65,862.00. Mr. Underwood indicated that staff recommends approval of said item. Resolution No. 6854 is hereby adopted by unanimous vote.”

Next, the General Manager asked the Board to award bid to the respective lowest responsible and responsive bidder, as set forth in agenda item 8. In reviewing the referenced, the General Manger pointed out that item 8 is for tank painting, repair and maintenance for the Bluff Park #1 Elevated Water Tank. Said item was reviewed and discussed during the Informational Board Meeting held January 22, 2015. The General Manager indicated that staff recommends approval of the referenced item. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED BY The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. David S. Herring and seconded by Mr. George Munchus, that Board hereby authorizes staff to award bid to American Sun craft, the lowest responsible and responsive bidder for tank painting, repair and maintenance for the Bluff Park #1 Elevated Water Tank, at an out-of-pocket cost to the Board of \$518,000.00. Resolution No. 6855 is hereby adopted by unanimous vote.”

Following, the General Manager informed the Board of three items not listed on the agenda. Executive Management has been delivering franchise fee checks to municipalities all week. Most of the cities visited expressed appreciation for services provided by BWWB. Hueytown mentioned a patch that need to be addressed. They were advised that staff would take care of it. Next, Executive Management is in the process of reviewing the front-end documents relative to the Minority Vendor Participation Program. Staff plans to provide the Board with draft documents in the coming week. Afterwards, the subject matter would be reviewed and discussed during the first Regular Board Meeting, scheduled for February 10, 2015. The SAP Phase II Kick-off would also be discussed during said meeting. The kick-off would start the week of February 16, 2015. Executive Management expects to bring good news to the Board on February 10, 2015 relative to BWWB and training. Mr. Underwood commented that he, AGM Michael Johnson and Paul Lloyd anticipate good news as they would be attending the Training Magazine Awards Ceremony in Atlanta, GA on Monday, February 9, 2015.

Director Munchus asked if BWWB had a snow and ice policy. The General Manager responded as he stated that BWWB has an Inclement Weather Policy in effect when needed. Last year was the first year that the BWWB officially closed due to the weather. Employees were allowed to go home early as some employees were required to remain at work continue operation, such as the plants, as stated in the referenced policy.

As there was no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 1:07 p.m.

/s/
A. Jackie Robinson, III
Chairman/President

Attest:

/s/
David S. Herring
Secretary-Treasurer