


Minutes of the meeting of the Board July 9, 2018, continued

There being no further business to come before the Board, at 2:46 p.m., Commissioner Odom moved to adjourn and reconvene in **Executive Session**. Commissioner Weber seconded and the motion carried with the unanimous vote of the Board.

At 4:12 p.m., the meeting reconvened with all members present. Commissioner Weber moved to support the attorneys' recommendations and Commissioner Nichols seconded. The motion then carried with the unanimous vote of the Board.

There being no further business to come before the Board, Commissioner Weber moved to adjourn and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board. The next regular meeting is scheduled for Monday, August 6, 2018, at 2 p.m.



 Kenneth W. Nichols, Secretary-Treasurer

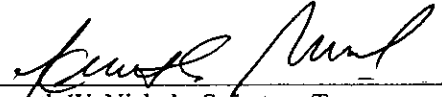
**BUSINESS OFFICE, 4725 MOFFETT ROAD, MOBILE, ALABAMA
AUGUST 6, 2018**

The Board of Water and Sewer Commissioners of the City of Mobile met this Monday for a Retreat/Workshop scheduled from 10 a.m. – noon at MAWSS' Park Forest Plaza.

PRESENT:

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| Ms. Barbara Drummond, Chair | Mr. Charles E. Hyland, Jr., Director |
| Mr. Samuel L. Jones, Vice Chair | Mr. Douglas L. Cote, Assistant Director |
| Mr. Kenneth W. Nichols, Secretary-Treasurer | Mr. Bud McCrory, Assistant Director |
| Mr. Maynard V. Odom, Commissioner | |
| Ms. Sheri N. Weber, Commissioner | |
| Mr. Walter A. Bell, Commissioner | |
| Mr. Thomas Zoghby, Commissioner | |

Although a quorum was present, no action was taken. The Retreat/Workshop was followed by the regular meeting at 2 p.m.



 Kenneth W. Nichols, Secretary-Treasurer

**BUSINESS OFFICE, 4725 MOFFETT ROAD, MOBILE, ALABAMA
AUGUST 6, 2018**

The Board of Water and Sewer Commissioners of the City of Mobile met this Monday in their regular session at 2:00 p.m. at MAWSS' Park Forest Plaza.

PRESENT:

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|---|---|
| Ms. Barbara Drummond, Chair | Ms. Jackie McConaha, Attorney for the Board |
| Mr. Samuel L. Jones, Vice Chair | Mr. Charles E. Hyland, Jr., Director |
| Mr. Kenneth W. Nichols, Secretary-Treasurer | Mr. Douglas L. Cote, Assistant Director |
| Mr. Maynard V. Odom, Commissioner | Mr. Bud McCrory, Assistant Director |
| Ms. Sheri N. Weber, Commissioner | |
| Mr. Walter A. Bell, Commissioner | |
| Mr. Thomas Zoghby, Commissioner | |

Minutes of the meeting of the Board August 6, 2018, continued

Chair Drummond called the meeting to order and Assistant Director Doug Cote gave the invocation. There were no Committee Reports. Mr. Hyland read the Resolutions for Retirees:

RESOLUTION

WHEREAS, MR. RUFUS J. AUSTIN, JR., Crew Chief, began his employment with the Board of Water and Sewer Commissioners on January 10, 1998 as a classified employee, and has worked continuously since; and

WHEREAS, he served the System faithfully for over 20 years, performing his duties with the highest quality, working in a cooperative spirit with his fellow employees,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER AND SEWER COMMISSIONERS OF THE CITY OF MOBILE that **MR. RUFUS J. AUSTIN, JR.**, whose retirement was effective August 1, 2018, be recognized and commended for his years of service to the Board of Water and Sewer Commissioners of the City of Mobile and to the citizens of Mobile.

ADOPTED this 6th day of August 2018.

Mr. Hyland said Mr. Austin worked in the Operations area, in Rusty's department. The work those individuals do is certainly critical to the success of this organization and to us serving our customers. We certainly appreciate his service and wish him well in retirement.

RESOLUTION

WHEREAS, MR. CARL A. EMMONS, Crew Chief, began his employment with the Board of Water and Sewer Commissioners on February 18, 1984 as a classified employee, and has worked continuously since; and

WHEREAS, he served the System faithfully for over 34 years, performing his duties with the highest quality, working in a cooperative spirit with his fellow employees,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER AND SEWER COMMISSIONERS OF THE CITY OF MOBILE that **MR. CARL A. EMMONS**, whose retirement was effective August 1, 2018, be recognized and commended for his years of service to the Board of Water and Sewer Commissioners of the City of Mobile and to the citizens of Mobile.

ADOPTED this 6th day of August 2018.

Mr. Hyland said we certainly thank Mr. Emmons for his service and wish him a very long, happy, and healthy retirement.

RESOLUTION

WHEREAS, MR. DOUGLAS R. GRAVES, Public Service Worker II, began his employment with the Board of Water and Sewer Commissioners on February 13, 1991, as an hourly employee, became classified on November 2, 1991, and has worked continuously since; and

WHEREAS, he served the System faithfully for over 27 years, performing his duties with the highest quality, working in a cooperative spirit with his fellow employees, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER AND SEWER COMMISSIONERS OF THE CITY OF MOBILE that **MR. DOUGLAS R. GRAVES**, whose retirement was effective August 1, 2018, be recognized and commended for his years of service to the Board of Water and Sewer Commissioners of the City of Mobile and to the citizens of Mobile.

Minutes of the meeting of the Board August 6, 2018, continued

ADOPTED this 6th day of August 2018.

Mr. Hyland said Mr. Graves is another individual from Field Ops. We certainly wish him a very long, happy, and healthy retirement. We thank him for his many years of service to our organization and to our customers.

The Minutes of June 12, 2018 and July 9, 2018 were presented for approval and the Recording Secretary stated to the accuracy. Commissioner Jones moved for approval and Commissioner Odom seconded. Commissioner Bell noted one change to be made under Bids & Purchasing Item H. SAPA Purchase of Thirty-one (31) iPads, shown on page 4 of the July 9, 2018 Minutes. The Minutes state "Acting Chair James" and should be corrected to state "Acting Chair Jones." The motion then carried with the unanimous vote of the Board.

Bids & Purchasing was next and Mr. Cote reviewed the following bids:

M5712-2651, Cherokee from Duncan to Calmes Emergency Sewer Line Replacement

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|-----------------------------------|-------------------------|-------------------------|--------------|
| <u>Bidders</u> | <u>Total Bid Amount</u> | A. Construction | \$625,000.00 |
| Ballcon | \$514,038.00 | B. Engineering | \$ 70,000.00 |
| Construction Labor Services, Inc. | \$751,518.59 | Total Original Estimate | \$695,000.00 |
| Nordan Contracting Co., Inc. | \$507,892.00 | A. Construction | \$625,000.00 |
| Rev Construction, Inc. | \$949,615.00 | B. Engineering | \$ 70,000.00 |
| W. R. Mitchell Contractor, Inc. | \$661,936.00 | Total Current Estimate | \$695,000.00 |

Mr. Cote said a Director's award is requested upon review by the engineers and compliance determined by our Supplier Diversity Manager. Commissioner Odom moved for approval and Commissioner Jones seconded. The motion then carried with the unanimous vote of the Board.

Item B was V644117, Fowl River Sewer (LPFM) Extension

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|------------------------------|-------------------------|----------------------------|--------------|
| | | Original Project Estimate: | |
| | | Construction | \$200,000.00 |
| | | Engineering | \$ 20,400.00 |
| | | Total | \$220,400.00 |
| <u>Bidders</u> | <u>Total Bid Amount</u> | Current Project Estimate: | |
| A-Long Boring, Inc. | \$255,919.00 | Construction | \$250,000.00 |
| Dortch, Figures & Sons, Inc. | \$216,730.40 | Engineering | \$ 24,750.00 |
| Underground, Inc. | \$227,700.00 | Total | \$274,750.00 |

Mr. Cote said a Director's award of this project is requested upon recommendation by the engineers and confirmation of compliance with the Diversity Program. Commissioner Odom moved for approval and Commissioner Jones seconded. The motion then carried with the unanimous vote of the Board.

Item C was reviewed by Mr. Cote and is entered here:

IFB 18-028 Purchase of a Hose Pump & Appurtenances (3 bids, 2 NQ) Value - \$32,430.13
 Low responsive bidder: Morrow Water Technologies, Inc.

Based on staff's recommendation, Commissioner Odom moved for approval and Commissioner Nichols seconded. The motion then carried with the unanimous vote of the Board.

Item D was also reviewed by Mr. Cote and is entered here:

Minutes of the meeting of the Board August 6, 2018, continued

IFB 18-030 Final Clarifier Scum Chopper Pump (5 N/Q, 1 Bid) Value - \$26,090
Supplier: The Eshelman Company

Based on staff's recommendation, Commissioner Odom moved for approval and Commissioner Jones seconded. The motion then carried with the unanimous vote of the Board.

Item E was reviewed by Mr. McCrory and is entered here:

Co-op Purchase of Five (5) 2018 Ford F-150 SuperCab Fleet Vehicles Value - \$140,000
Co-op Provider: National Auto Fleet Group

Commissioner Weber said the paperwork shows an extra key costs \$200 and she asked if that's typical. Mr. McCrory said yes; those are automated keys. Based on staff's recommendation, Commissioner Bell moved for approval and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board.

Legal was next and Attorney McConaha said a short **Executive Session** is needed to discuss matters currently in litigation. She anticipates between 10-15 minutes will be needed. There were no items of Unfinished Business.

New Business was next with **Driven 18037, Bizzell St. Manhole Installation**, with tabulation of the July 9, 2018 bids and recommendation to award to the low bidder, W. R. Mitchell, in the amount of \$444,493.60. Based on the engineer's recommendation, Commissioner Jones moved for approval and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board.

Item B was **M5712-2612, 2018 Annual Street & Sidewalk Repairs – Increase Spending Authority**. Water & Sewer Operations Manager Rusty Lomax said this request will increase the contract from the bid total of \$1,984,820 to the budget amount of \$2,300,000. Based on the current spending, we estimate reaching the existing spending authority by October. Commissioner Nichols asked if this in response to the Cherokee Street project. Mr. Lomax said no; this is strictly where we go out and patch and put permanent patches on streets. Commissioner Odom said he thought we were working with the City to try to curtail some of this. Mr. Lomax said we are and it will curtail some of this. This particular contract was based on the spending amount which is strictly a unit price contract, a theoretical amount. Because we had so many cuts early in the year with all the line breaks, we are spending close to our budget. Last year, we came in well under our budget but this year, not so much. Chair Drummond asked if he expects to exceed the \$2.3 million. Mr. Lomax said based on our figures right now, no. Right now, for that line item, the budget is actually \$2.6 but only \$2.3 million is part of the construction side of the actual budget line item. Based on staff's recommendation, Commissioner Odom moved for approval and Commissioner Nichols seconded. The motion then carried with the unanimous vote of the Board.

Item C was **Policy & Procedure Handbook – Proposed Revisions to Section 1, Section 2, Section 3, Section 4, and Section 7 (as advertised)**. Mr. McCrory said he presented this information to the Board in June; we then advertised and the advertising was complete July 27. We received no comments so we are asking the Board to approve the changes. Commissioner Bell said Section 1.3 refers to the Mission Statement and he asked if this is the entire Mission Statement or only the changes requested. Mr. McCrory said these are the changes that were attached in the agenda package, highlighted in red and green, concerning Section 1 and Section 2. He doesn't think it had anything to do with the Mission Statement. Commissioner Bell said the document says Mission Statement. Mr. McCrory said he stands corrected; it does. It refers to the Secretary-Treasurer. Commissioner Bell said it seems not to be a Mission Statement but an Article of the By-Laws. This is talking about how the Board operates as opposed to a Mission Statement. Before this approved, if this is what's included for the Mission Statement, he would say you need to take it back. Mr. McCrory said we can do that; it's the terminology. Mission Statement should probably not be Section 1. MAWSS Mission Statement. Mr. McCrory said he understands what Commissioner Bell is saying and we can make that change and bring it back. Chair Drummond asked if the Board has to vote for him to do that. Mr. McCrory said the Board will have to approve the changes so he will bring this back at the September meeting for approval. Chair Drummond said this item will be held over.

Minutes of the meeting of the Board August 6, 2018, continued

Item D was **UBE/DBE 17-01, Disadvantaged Business Enterprise Policy for Contracts for Small Public Works and Other Goods and Services**. Mr. McCrory said this was presented to the Board. Based on staff's recommendation, Commissioner Odom moved for approval and Commissioner Jones seconded. The motion then carried with the unanimous vote of the Board.

Item E was **UBE/DBE Policy 18-01, Contractor Diversity Policy for Contracts for Small Public Works and other Goods and Services Less than \$15,000 (Excluding Goods less than \$5,000)**. Mr. McCrory said this is a new policy and was presented to the Board. Based on staff's recommendation, Commissioner Nichols moved for approval and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board.

Item F was **Holiday Schedule 2019**. Mr. Hyland said staff requests the Board approve this schedule. Commissioner Odom moved for approval and Commissioner Weber seconded. The motion then carried with the unanimous vote of the Board.

Item G was **Resolutions for Art Contest Winners** and Public Affairs Manager Monica Allen read the following combined Resolution into record:

RESOLUTION

WHEREAS, MR. JEREMY BANKSTON, MS. LINDSEY IMSAND, MS. CATHERINE CHUNG, MR. DYLAN LEGROS, and MS. CAMILLE CHANCEY entered Mobile Area Water and Sewer System's twelfth annual "Fun with Water" Watercolor Contest; and

WHEREAS, MAWSS launched the contest as a fun and educational way of teaching area youth about the importance a safe and reliable water supply plays in everyone's daily lives, and

WHEREAS, their entries "Hide 'n Seek", "Adventure Under the Sea", "Dragon Boat Race", "Fishing with Dad", and "Colorful Kayaks", depict their favorite summer activities involving water; and

WHEREAS, their paintings were judged by a panel of community judges to be the best in their divisions,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER AND SEWER COMMISSIONERS OF THE CITY OF MOBILE that **Mr. Bankston, Ms. Imsand, Ms. Chung, Mr. LeGros, and Ms. Chancey** be recognized and commended for their artwork that will brighten the walls of Mobile Area Water and Sewer System.

ADOPTED this 6th day of August 2018.

Commissioner Odom moved for approval of the Resolutions and Commissioner Jones seconded. The motion then carried with the unanimous vote of the Board.

Items presented to the Board for **Information Only** were:

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|---|------------------|
| A. Sole Source Purchase – One Vulcan Bar Screen Motor | Value - \$15,600 |
| Sole Source Provider: Vulcan Industries | |
| B. Sole Source Purchase of Flygt Pump Parts (Richmond Lift Station) | Value - \$16,570 |
| Sole Source Provider: Jim House & Associates | |
| C. Sole Source Purchase of Flygt Pump Parts for Kerr McGee LS | Value - \$16,317 |
| Sole Source Provider: Jim House & Associates | |
| D. Ext. 2 Annual Contract MAWSS 16016 Soil Materials Supply & Disposal | |
| Contract Ext. Period: 10/1/18 – 9/30/19, or est. value of \$69,000 for Schedule A and | |

Minutes of the meeting of the Board August 6, 2018, continued

- est. value of \$48,000 for Schedule B
 Current Contract Holder: James Adams & Son
- E. **Ext. 1 Contract MAWSS 17005 – Powdered Activiated Carbon (PAC)**
 Contract Ext. Period: 9/1/18 – 8/31/19 or est. value of \$1,100,000
 Current Contract Holder: Cabot Norit Americas
- F. **Ext. 1 MAWSS 17006 for 10” Lamphole Castings**
 Contract Ext. Period: 10/1/18 – 9/30/19 or est. value of \$45,000
 Current Contract Holder: Core & Main
- G. **Ext. 1 MAWSS 17008 Annual Contract – Easement Vegetation Maintenance**
 Contract Ext. Period: 9/1/18 – 8/31/19 or value of \$237,000
 Current Contract Holder: Robinson Landscaping
- H. **Customer Notification System – Alert Media**
- I. **Sensitive Positions**
- J. **Holiday Gift Cards**
- K. **C100316.22, 2016 Small Diameter Gravity Sewer Cured-in-Place Pipe Project**, with underrun Change Order No. 1 (Final) in the amount of \$147,917.50 (6.77% of original \$2,183,470 contract) resulting in a revised \$2,035,552.50 contract. Change revises contract quantities to as-built conditions.
- L. **Emergency 24” Waterline Repair at 5450 Overlook Road – M5712-2629 Emergency Contract for Small Waterline Repairs**
- M. **McCrorry Williams Project Status Report – June 2018**
- N. **In-Kind & Contributions Request**
1. The HUSH Project – A Night in Gold Black & White
- O. **Disclosure of Property Purchase**
1. Mobile County Key 1110657
 2. Mobile County Key 2010488
 3. Mobile County Key 2532110
 4. Mobile County Key 769680

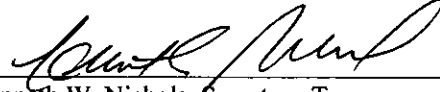
Chair Drummond asked about Item J. Holiday Gift Cards. She asked if the recommended vendor is one of the stores that charges 10% over the cost of the item. Her question is when the employee uses the gift card, if they're \$25, are they getting \$25 or do they have to pay \$25 plus the 10%? If that is the case, it's not a real savings. She saw in the memo, every vendor who wanted to get our business gave us a discount. That's not really a discount for our employees. Commissioner Bell said yes; they have a price on the item and when you get to the counter, it's 10% more. Chair Drummond said when she saw this, she thought we aren't giving our employees \$25 worth of whatever, if they have to pay \$25 plus. She said she really would like for us to go back and look at that. We can still use that company but they need to give our employees a true discount that would equal so they don't have to spend any more money. If it's a \$25 card, they get \$22.50 so she really would like for us to go back and revisit that and see if we can get them to the amount of the card. Mr. Hyland said we will go back and revisit this.

Mr. Hyland pointed out we are going to change the September meeting from Monday, September 10th to Tuesday, September 11th. We will publicize that but wanted to make everyone aware.

There being no further business to come before the Board, at 2:21 p.m., Commissioner Odom moved to adjourn and reconvene in **Executive Session**. Commissioner Zoghby seconded and the motion then carried with the unanimous vote of the Board.

Minutes of the meeting of the Board August 6, 2018, continued

At 2:47 p.m., the meeting reconvened with all members present. There being no further business to come before the Board, Commissioner Odom moved to adjourn. Commissioner Nichols seconded and the motion then carried with the unanimous vote of the Board. The next regular meeting is scheduled for Tuesday, September 11, 2018 at 2 p.m.



Kenneth W. Nichols, Secretary-Treasurer