

BUSINESS OFFICE, 4725 MOFFETT ROAD, MOBILE, ALABAMA
May 4, 2020

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:

Mr. Kenneth Nichols, Chair	Mr. Charles E. Hyland, Jr., Director
Mr. Walter Bell, Vice Chair [via teleconference]	Mr. Douglas L. Cote, Assistant Director
Ms. Sheri N. Weber, Secretary-Treasurer [via teleconference]	Mr. Bud McCrory, Assistant Director
Mr. Maynard V. Odom, Commissioner [via teleconference]	Mr. Bradley Dean, Attorney
Ms. Barbara Drummond, Commissioner [via teleconference]	
Ms. Maria Gonzalez, Commissioner [via teleconference]	

ABSENT:

Mr. Thomas Zoghby, Commissioner

Chair Nichols called the meeting to order and gave the invocation. Chair Nichols then introduced and welcomed the newest Board member, Commissioner Maria Gonzalez; she will replace Mr. Samuel Jones. Chair Nichols then read Commissioner Gonzalez' bio into the record:

Maria Gonzalez has worked for the past 15 years as an initial inspector, team leader, trainer, mentor and Quality Control inspector and trainer with FEMA, incorporating her public relations and basic construction knowledge to help individuals following natural disasters. Prior to FEMA work, she retired from the airline industry (Delta Air Lines and Orange Air LLC) where she had extensive public relations experience working the front lines as an In-Flight On-Board-Leader and Air Transport Supervisor.

Commissioner Gonzalez addressed everyone and said she is pleased to be a part of the Board and she is looking forward to the new adventure. She continued that she is excited to get to know everyone and she will perform her duties to the best of her abilities for the community and the Board. *[Commissioner Bell disconnected from the teleconference at 2:05 p.m. and reconnected at 2:06 p.m.]*

Chair Nichols thanked Commissioner Gonzalez and stated that we are delighted to have her. We have a great senior management staff and they all will be helpful to her during her acclimation process.

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Committee Reports was next and Mr. Hyland suggested that he would give a summary of the Finance Committee meeting that was held today at 12:30 p.m. prior to the Board meeting. Commissioner Bell agreed and said that would be fine.

The Finance Committee meeting was held via teleconference May 4, 2020 at 12:30 p.m. Commissioner Bell and Commissioner Weber attended via telephone. Mr. Cote, Mr. Hyland, Mr. McCrory and Mrs. Cassidey attended in person, as did Mrs. Phillips to record the minutes of the meeting.

Mr. Hyland continued and stated they reviewed the Financial Report for the month of April 2020. Mr. McCrory will review that report later today for the full Board. Item 8H COVID-19 Reports as listed on the agenda will also be reviewed by Mr. McCrory today. It details the impact of the pandemic on revenues and pumped water.

Mr. Louis Cardinal attended the Finance Committee meeting via telephone and spoke on future Bond Refunding. Once additional information has been collected, staff will bring it to the Finance Committee and eventually present their findings to the full Board.

Another item discussed during the meeting was the Comprehensive Annual Financial Report (CAFR). We are looking into internal avenues that will expedite this process in the future. Currently, the schedule for submittal to the Board this year is lagging behind due to COVID-19.

Mr. Hyland continued addressing the Board and said we are looking at different scenarios for the financial model moving forward. Once the model has been adjusted, we will bring it to the Finance Committee and then the full Board. Issues needing adjustment include the loss of revenue while dealing with COVID-19. Minutes from the meeting will be forthcoming.

Visitors was next, and Mr. Hyland read the following **Resolution for Retiree** into record:

WHEREAS, MRS. BONNIE G. SMITH, Office Assistant I, began her employment with the Board of Water and Sewer Commissioners on January 2, 1993, as a classified employee, and has worked continuously since; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER AND SEWER COMMISSIONERS OF THE CITY OF MOBILE that **MRS. BONNIE G. SMITH**, whose retirement was effective May 1, 2020, be recognized and commended for her years of service to the Board of Water and Sewer Commissioners of the City of Mobile and to the citizens of Mobile.

ADOPTED this 4th Day of May, 2020.

Mr. Hyland continued and said we greatly appreciate the many years Mrs. Smith gave MAWSS. She spent the entirety of her career in our Customer Service Department where she did a good job and we wish her a long, healthy and happy retirement.

The **Minutes of April 6, 2020** were presented for approval and the Recording Secretary stated to the accuracy. Commissioner Odom moved for approval and Commissioner Drummond seconded. The motion then carried with the unanimous vote of the Board present.

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Bids and Purchasing was next:

Item 5A Stantec Project No. 175668273
Big Creek Lake Dam Gate Automation

Current Estimates:
Construction (Est.): \$4,716,000.00
Engineering (Current): \$644,203.00
Total: \$5,360,203.00

Mr. Cote addressed the Board and said this bid was opened today and there were four bidders for the referenced project. The apparent low bidder was The Creel Company with a base bid amount of \$2,969,332.00.

Item 5B Driven Engineering Project No. 19051
MAWSS Manhole Installations Project

Engineering: \$744,000.00
Total: \$744,000.00

Mr. Cote continued and said there were three bidders for this project and the apparent low bidder was Construction Labor Services, Inc. with a bid amount of \$818,592.50.

Item 5C IFB 20-006 Annual Contract Tapping Saddles, Clamps & Couplings
Supplier: Core and Main
Contract Period: 4/1/20-3/31/21 with 2 one-year extension options
Est. Value 2020: \$36,000
Est. Value 2019: \$36,000

Mr. McCrory asked the Board to approve this project. Commissioner Drummond moved for approval and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board present.

Item 5D IFB 20-007 Easement Tree Maintenance
Supplier: Invasive Management
Contract Period: 5/1/20-4/30/21 with 2 one-year extension options
Est. Value: \$59,000

Mr. McCrory continued and asked Board approval of this project. Commissioner Weber moved for approval and Commissioner Bell seconded. The motion then carried with the unanimous vote of the Board present.

Item 5E Annual Support for Kronos Workforce Dimensions System 2020
Supplier: Kronos
Service Period: 2/8/20-2/7/21
Value: \$28,703.80

Mr. Butt *[via teleconference]* addressed the Board; previously the Board approved an upgrade to our current time clock system from Kronos to Workforce Dimensions System. Maintenance fees on the existing system had already been paid so the fees we are requesting approval for are prorated. The deferred amount owed is \$28,703.80 for 2020. Commissioner Drummond moved for approval with a question and Commissioner Odom seconded.

Commissioner Drummond said this is the prorated amount; she would like to know the full price for a full year. Mr. Butt answered that the full amount quoted for maintenance was \$48,228.00. MAWSS previously paid \$19,524.20 and the company credited that amount back to us which left a balance of \$28,703.80 for this year. The motion then carried with the unanimous vote of the Board present.

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Item 5F Annual Service Agreement for Microsoft Enterprise 2020

Supplier: SHI (Softwarehouse International)

Service Period: 4/1/20-3/31/21

2020 Value: \$163,752.35

2019 Value: \$163,752.35

Mr. Butt *[via teleconference]* continued and said this agreement is for all software utilized at MAWSS. Commissioner Odom moved for approval and Commissioner Drummond seconded. Commissioner Bell asked if the agreement will be extended after this service period at the same price. Mr. Butt responded and said this is the second year of a three-year agreement. At the third year, costs are reviewed and those prices will be brought to the Board for consideration. The motion then carried with the unanimous vote of the Board present.

Item 5G Professional Services for Media Advertising Services

Supplier: Southern View Media

Est. Value: \$25,650

Mr. McCrory requests approval for this item. It handles media ad placement, which includes Facebook advertisements, infrastructure campaign television commercial placement, billboard design, Lagniappe ad design and logo editing. Commissioner Odom moved for approval and Commissioner Weber seconded.

Commissioner Bell asked if MAWSS has previously used this company. Mr. McCrory responded and said this is a new company we have begun using and they are one of the diverse suppliers we are using for some of our media infrastructure needs. Chair Nichols questioned if the company designs the ads or will they be functioning as a consultant from a media standpoint. Mr. McCrory answered and said they are doing both. The company is also subcontracting some of the work while doing some of the in-house design duties themselves. Ms. Allen manages the project. The motion then carried with the unanimous vote of the Board present.

Item 5H Sole Source Repair on Final Clarifier #2 at CC Williams WWTP

Supplier: Ovivo USA, LLC

Est. Value: \$75,149

Mr. Cote presented this item for approval and said this is a replacement of a drive system in an existing clarifier mechanism. Commissioner Drummond moved for approval and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board present.

Legal was next and Attorney Dean said there were two legal matters that were appropriate for discussion in an Executive Session; he will need approximately 15-20 minutes.

There were no items of **Unfinished Business**.

New Business was next and they are as follows:

Item 8A GMC Project No. CMOB190288 Old Shell Road and Florida Street

Intersection Utility Replacement [Emergency Project] with tabulation of April 2, 2020 bids and recommendation to reject both bids and rebid the project at a future date.

Mr. Cote addressed the Board and stated this item bid on April 2, 2020. The bid of \$419,723.00 exceeded the engineer's estimate of \$310,255.00. The amount also surpassed the budget for the project; therefore, we ask the Board to reject the bid and pursue the repair at a later date. Commissioner Weber moved for approval and Commissioner Odom seconded.

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Commissioner Gonzalez asked for clarification on how a project is determined to be an emergency. Mr. Cote responded and said this particular project was bid in an expeditious manner to attempt to repair the intersection during the time that schools and restaurants were closed in that area. The costs were prohibitive so we will try again during the summer in hopes that the market will be more suitable. Commissioner Gonzalez asked the advertising period for the project and Mr. Cote responded it advertised for three weeks and bids are advertised on our website, local newspapers and in the Birmingham news.

Commissioner Gonzalez asked if it is noted in the bids that the street will be returned to the same conditions or better after the repairs are completed and Mr. Cote said that is included in the advertisement for bid. The motion then carried with the unanimous vote of the Board present.

Item 8B **IEMAWSS-0102** **Isaiah Engineering, Inc. New 12” Equalization**
Line for Lift Station [Daniels Rd.] with tabulation of April 6, 2020
bids and recommendation to reject both bids.

Mr. Cote continued and said the engineer’s estimate for this project was \$32,776.80. The bid amount was \$115,953.00 and we ask the Board to reject the bids due to the costs being excessive. Commissioner Drummond moved for approval and Commissioner Gonzalez seconded.

Chair Nichols asked if MAWSS will rebid the project and Mr. Cote answered that the project will not be rebid; we will begin work on the project this week using our plant annual contractor. They have sufficient unit pricing to complete the work and it will come in under the engineer’s estimate. The motion then carried with the unanimous vote of the Board present.

Item 8C **M5712-2657 Overlook Road Waterline Improvements & Water Valve**
Replacement at Government Street and Royal Street
Additional Subcontractor for Approval

Mr. Cote said this item is a request from the contractor to employ Gulf South Asphalt, LLC as a subcontractor for street work that was not in his subcontracting plan. Commissioner Weber moved for approval and Commissioner Bell seconded. The motion then carried with the unanimous vote of the Board present.

Item 8D **2019 MWPP Report Executive Summary Report – Wright Smith Jr.**

Mr. Cote continued addressing the Board and explained that annually our Chief Treatment Plant Operator who oversees our wastewater treatment plants will provide a presentation to the Board on the Municipal Water Pollution Prevention [MWPP] Report and ask for approval of the report. This report has to be submitted to ADEM by the end of May 2020.

It is an executive summary regarding the Wright Smith Jr. Wastewater Treatment Plant. Points are calculated for each plant based on various criteria established by ADEM. Wright Smith Jr. Wastewater Treatment Plant has a total of 150 points.

- 40 points – Facility Age
- 100 points – Sanitary Sewer Overflows
- 10 points – Sludge Disposal

Commissioner Bell moved for approval and Commissioner Drummond seconded. The motion then carried with the unanimous vote of the Board present.

Item 8E **2019 MWPP Report Executive Summary Report – Clifton C. Williams**

Mr. Cote stated this is a similar report as previously discussed. The total points for the Clifton C. Williams Wastewater Treatment Plant are 117 points.

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- 2 points – Facility Age (*we did not receive 10 points because upgrades were completed to the headworks in the primary clarifiers*)
- 100 points – Sanitary Sewer Overflows
- 5 points – Flow
- 10 Points – Sludge Disposal

Mr. Cote noted that in order to lower the points for sanitary sewer overflows, we would have to have only 10 overflows per year under wet weather conditions. We are not close to that target at this juncture, but we are pursuing that goal with the wet weather conveyance and storage facilities that are under construction. Commissioner Bell pointed out that our area receives the highest rainfall in the United States, is this a reasonable objective? Mr. Cote agreed and said it will be hard to accomplish year to year depending on the rainfall we receive and the intensity of the rainfall. The overwhelming majority of the wet weather sanitary sewer overflows occur in rain events that are 10-years and less. This is the design storm we are working for in the wet weather conveyances and storage facilities. The wet weather sanitary sewer overflows are a leading factor in what triggered the Clean Water Act litigation. It seems as though our area has a 10-year event regularly; according to the statistics of the National Oceanic and Atmospheric Administration (N.O.A.A). Commissioner Bell moved for approval and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board present.

Item 8F Annual Contract Easement Vegetation Maintenance IFB 17-030

Request approval for additional funding needed to continue clearing of MAWSS easements through contract period ending August 31, 2020.
Original Contract Bid Amount: \$237,000
Requested Additional Amount: \$35,000
New Contract Total Amount: \$272,000

Mr. McCrory requested approval from the Board on this item. The contract will rebid in August 2020 and we will ask for that approval in September 2020. This is a critical time and we are short funded due to in-house labor shortages. The tasks are labor-intensive and while Mr. Chavers does a great job managing that department, we do need additional funding to continue clearing our easements. Commissioner Drummond moved for approval and Commissioner Weber seconded.

Chair Nichols asked for clarification, is it that we have gone through funding in the contract and need additional funding because of the internal labor shortages with our staff? Mr. McCrory responded and said staff could not keep up with the requirements of clearing and maintaining our easements, so contract funding was depleted to make up that shortfall. Additional funding is needed to cover the shortage of in-house labor.

Chair Nichols asked if the in-house labor shortfall will lead to cost savings in our payroll area or were there physical deficiencies that stopped them from keeping up with the tasks. Mr. McCrory responded and said the Easement Department currently has three vacancies. These vacancies are difficult to fill because of the intensity of the labor. This does mean savings for 2020 because of the vacant positions.

Commissioner Drummond asked if this is a contributing factor with sanitary sewer overflows. She has received complaints of easements that clog private property. Mr. McCrory explained that clearing the easements allows easier access to the manholes for our crews when they are responding to an overflow. It also gives crews walking the easement lines the ability to determine if there are any issues before they occur. It is not a direct contributor to an overflow, but if we do have an overflow, it allows for a quicker response time if the easements are cleared.

Commissioner Bell questioned the amount of the 2019 budget for this contract and Mr. McCrory responded that it was \$237,000 and we are asking for an additional \$35,000, which would bring the total contract amount up to \$272,000. Commissioner Bell asked if this amount was for 2019 or 2020. Mr. McCrory said the amount has

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been \$237,000 for the last three years. It is an annual contract and this is the third year. Chair Nichols said in looking at the information from 2017 leading into 2018, the amount was also \$237,000. It has not changed since the initial bid. The motion then carried with the unanimous vote of the Board present.

Item 8G Purchase of Property at Navco Road and Nortons Lane for Eslava Creek SWAT Facility to Mitigate Wet Weather SSOs

This item will be discussed during Executive Session.

Item 8H Reports on COVID-19 Pandemic

M. Hyland said he sent the Board an email late Friday, May 1st. The information contained an attachment, which Mr. McCrory will address later in this meeting. In the daily management of COVID-19 issues that are developing within the utility, we are monitoring and continuously making adjustments as needed. We are not sure if we will be able to recover the additional expenses that we have incurred as a direct result of the pandemic through (*for example*) FEMA reimbursement. We are capturing all data and expenses associated with COVID-19 response including emergency preparation, increased sanitation products and services and increased labor costs. It is a declared disaster, but only for Category 'B' as of now, which is the Emergency Preparation Costs associated with the pandemic.

Along with water and sewer utilities around the country [AWWA, AMWA and WEF], we are reaching out to our congressional delegates in Washington. In doing this, we are asking for assistance in three areas:

1. Recover revenue loss due to COVID-19 (this would vary from utility to utility) MAWSS has been fortunate in comparison to other utilities in this regard.
2. Request aid for low-income customers to pay their bills (MAWSS is not cutting delinquent accounts at this time, but the bills are accruing).
3. Fix a provision in the Families First Coronavirus Response Act that barred public water systems and other public employers from obtaining a federal payroll tax credit. When the legislation passed, private entities were given the opportunity to try to gain relief from the additional monies that was paid to their employees through the federal payroll tax credit. Public entities were prohibited and we are asking for that to be rectified in the next legislation.

It is unknown if these will be granted. Another element we are trying to bring awareness towards is the realization that once the pandemic is over, funding placed toward capital projects will stimulate the economy much quicker. We will continue to pursue this as we move forward.

An update on the employees quarantined due to COVID-19; in the email sent last Friday, we had four employees from three departments. There are now five employees quarantined with two on schedule to come back later this week. The situation changes daily and MAWSS will continue to take cautionary steps by separating office employees, teleworking, rearranging shifts and splitting field crews to incorporate social distancing when traveling to and from job sites. MAWSS also requires facemasks within the facility when employees step outside of their offices. Crews are asked to maintain social distancing while on job sites and if they are unable to do that, they are required to wear a facemask. All of this is done to protect our workforce and so that MAWSS can continue to provide services to our customers.

Mr. McCrory clarified that quarantine does not indicate a positive test for COVID-19. Mr. Hyland said that is a good point and it means the employee has not tested positive; but that they may have been

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exposed to someone who exhibits symptoms and are waiting on results. As of today, there have not been any positive tests from a MAWSS employee.

Mr. Hyland said that leads to his next topic. This is the time MAWSS would normally begin our Summer Student Employment Program. After much internal discussion, staff feels this would not be an opportune time to continue the program. The challenges we are currently facing combined with the arrival of the students would exacerbate our situation and staff is recommending that we suspend the program for 2020. This is an unfortunate situation, but the safety of our regular employees and the students must be taken into consideration. Distancing our employees has been challenging and several of the managers that would normally supervise the students are now teleworking.

Commissioner Odom asked if a motion is needed on this request. Commissioner Drummond asked if the quarantined employees are required to take a test before returning to work. Mr. Hyland responded that if after the 14-day quarantine period passes and they are not exhibiting symptoms, they are not required to retest and may return to work, but they must have a signed release from their doctor. Commissioner Drummond said she feels it is a good idea concerning the suspension of the summer student program. Not only would it be a task to manage at this time, but schools are also trying to provide distance learning during the summer months to make up for missed classes. The liability for MAWSS would be prodigious.

Chair Nichols said a motion is needed to waive the policy; Commissioner Drummond interjected and said the policy should not be waived; we are making a motion to suspend the program for summer 2020. Chair Nichols thanked her and said that is what he meant, to suspend the program for summer 2020. Commissioner Drummond moved for approval but stated that in the event that the Governor says all is better in regards to health and safety prior to the start date of the program, MAWSS will lift the suspension and carry on with allowing the students to come onboard. She feels this may not happen, but she would appreciate the caveat.

Commissioner Odom seconded and Chair Nichols said this motion is to suspend the summer student program for 2020 with the stipulation that it will be revisited should changes as they relate to workforce health and safety be issued from the state. The motion then carried with the unanimous vote of the Board present.

Mr. McCrory addressed the Board and said he emailed information to the Board that compares revenues collected versus water pumped. We are beginning to see a downward trend on the loss and revenue graphs. April 2020 indicates a loss of \$152,974.00 and that is expected to continue through May 2020. The accompanying charts show that our customers are trying to keep up with their payments and continuing to call our facility to see what their options are. We have noticed a reduction in payments and calls, which was expected, although the bulk of our customer base is attempting to make payments and keep their bills current. We have recently made the decision to waive late fees, customers were not notified of this development; we adjusted their billings. This also attributed to the reduction in our revenue stream.

- Water pumped has increased; in excess of 39,900,000 gallons pumped for the month of April 2020 compared to last year.
- Office payments received are down (more online payments)
- Kiosk and lock box payments are down (e-bill, IVR payments, and one-time payments are up)
- Less than 900 calls for the month of April (indicates more online usage)

We have two kiosks in use outside at the Park Forest facility with guidelines for social distancing.

Charts indicating AMI consumption shows that hotel usage has decreased significantly. Top users are still maintaining.

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- Coca-Cola Bottling Company – flow is consistent
- Occidental Chemical – they are back to business and taking an upward turn
- Hospitals – downward trend (visitation is still barred with limited access)
- Phenol Chemical – maintaining consistent flow as a top user
- Evonik – maintaining consistent flow as a top user

Commissioner Bell stated in our April 6, 2020 Board meeting the reduction of volume in the call center was discussed. Historical data was to be presented to the Board today; is that information available for review? Has staffing and costs been reduced in that area? Mr. McCrory said he is mindful of the request from Commissioner Zoghby and he is still in the process of gathering the data that determines calls in comparison to the number of employees.

Commissioner Bell continued that we should think about the advertising agency incorporating promotions that will increase usage of our electronic payment options versus customers coming into our offices. Is this something that we should have highlighted in our ads?

Mr. McCrory replied that Ms. Allen and Mr. Jackson are researching that suggestion. It is a part of our customer survey questionnaire; unfortunately, sending the survey to our customers has been placed on hold due to COVID-19.

Commissioner Odom questioned the percentage of payments received from a third party. Mr. McCrory said the information is available but not accessible at this moment. He will send the information to Commissioner Odom after the meeting.

Commissioner Bell asked if the Springhill location has had a second kiosk installed. Mr. McCrory responded the weather obstacle of heat and direct sunlight has not been overcome. The kiosks that we have placed outside at the Park Forest location are meant to be used inside with temperature control and we are fortunate to have awnings at this location that we do not have at the Springhill location.

We have discussed the possibility of building another unit into the wall, but we cannot invert the current kiosk, we would have to purchase an external kiosk. We do not have a solution as of yet, but we are working on it. We would like to place an option at the Springhill location on a permanent basis because usage at that location has grown significantly.

The *Financial Report* was covered during the Finance Committee meeting that was held earlier today. Revenues are down 1.4% to the actual year to date from 2019. They are down 0.4% from the budget prediction. The situation we are going through is unique and a decrease in revenue should be expected, but we will continue to monitor the fluctuations on a daily basis.

Commissioner Drummond questioned if the 1.4% is a year to date amount or only for the period during COVID-19. Mr. McCrory responded it is a year to date percentage; January through April 2020 compared to January through April 2019.

Expenses are down, some labor costs are down and staff has developed reports to track expenses on a daily basis.

Sewer revenues are up a small amount from the actual, but down in comparison to the budgeted period.

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Water revenues are down from the 2019 actual, but up from the 2020 budget. The discrepancy from the 2019 actual to the 2020 accrued year to date is that we collected timber funds last year during that period that was not collected this year during the same period. It is in line with the 2020 budget.

Labor costs are down slightly compared to both actual and the 2020 budget. *Contractual* expenses are down, but we have incurred large expenses with our IT maintenance and it will show more in line with the budget later this year.

Operational supplies and materials show a slight increase with a \$3,000 difference in the 2020 budget and down from the 2019 actual.

Regular pay is up compared to the budget and the actual. This increase is COVID-19 related because a number of plant operators were placed in quarantine at the same time and they were on two shift rotations. This drew regular pay upward.

Premium pay is up because of the 19-day closure where we operated under our emergency closure policy due to COVID-19. Our taxes and fringe benefits offset this increase; they are down and we hope the reason for that decrease is our insurance premiums and the Care Here facility. This will continue to be monitored closely.

The next chart covers our *connection history*; Mr. McCrory said he is pleased to report that we have picked up 77 new connections for March (34) and April (43) 2020.

Overtime hours broken down by department shows admin support, transmission, and collection are down. Wastewater treatment and water treatment are up due to the quarantine process with our plant employees to ensure their safety and our continued operation.

Standby hours are down in all categories; we did not pay standby pay during the COVID-19 closure. We were operational and functioning as we normally would, but due to the emergency closure policy, we did not pay the standby pay rate.

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

- A. MWPP Report – Williams Plant and Smith Plant
- B. MM395044DR Dog River Lift Station Relocation Project
Change Order No. 1
Original Contract Amount: \$998,800.00
Change Order Amount: \$29,220.00
Revised Contract Amount: \$1,028,020.00
Percentage of Contract Amount: 2.9%
- C. Sole Source Repair of a Flygt Pump at Perch Creek LS044
Supplier: Jim House & Associates
Value: \$23,133
- D. Ext 2 Annual Contract MAWSS 18005 – Custodial Services
Supplier: J-Low & Personal Touch
Contract: 6/1/20-5/31/21 Extension Request for year 3 (final)
2020 Value: \$72,587
2019 Value: \$72,587

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- E. Ext 2 Annual Contract MAWSS 18010 – Safety Shoes
Supplier: Shoes Plus
Contract: 6/1/20-5/31/21 Extension Request for year 3 (final)
Est. Annual Value 2020: \$21,480
Est. Annual Value 2019: \$43,000

- F. ADEM Notice of Violation for Stickney Water Quality Sampling

- G. Sensitive Position Memo

- H. Consultant Project Status Reports
 1. Asarisi & Associates, LLC – through March 2020
 2. Constantine Engineering, Inc. – through March 2020
 3. Corporate Environmental Risk Mgmt – through March 2020
 4. Dewberry – through March 2020
 5. Driven Engineering, Inc. – through March 2020
 6. GMC - through March 2020
 7. HDR – through March 2020
 8. Isaiah Engineering, Inc. - through March 2020
 9. Jacobs – through March 2020
 10. McCrory Williams – through March 2020
 11. Mobile Group, Inc. - through March 2020
 12. Mott McDonald - through March 2020
 13. Neel Schaffer, Inc. – through March 2020
 14. Stantec - through March 2020
 15. Volkert, Inc. – through March 2020

Commissioner Bell referred back to the April 6, 2020 Board meeting. A resolution was introduced on a month-to-month basis giving the Director and the Chair added authorities on signings for emergency projects. That resolution needs to be updated as it expired today to allow staff to continue with operations should the need arise. Chair Nichols thanked Commissioner Bell and deferred to Mr. Hyland.

Mr. Hyland said he would like to ask the Board to extend the resolution for an additional thirty days. Staff did not have to use the authority during the month of April 2020. Approval is requested up until our next Board meeting. Commissioner Bell said he will make the motion to extend the resolution mentioned from the prior Board meeting to the next Board meeting. Commissioner Bell continued and said he would like a copy of the resolution with the dates May 4, 2020 through June 1, 2020 sent to the entire Board via email at the end of this meeting. Mr. Hyland said he will make sure to do that. Commissioner Weber seconded.

Chair Nichols clarified this motion is to extend the resolution that was granted at the April 6, 2020 Board meeting which gives the Director and Chair certain signature authorities during COVID-19. This item will be identified as **Item 8I** and it is entered here for the record:

RESOLUTION TO ALLOW DIRECTOR OF MAWSS TEMPORARY ADDITIONAL AUTHORIZATIONS DURING COVID-19 EVENT

Whereas, both the State of Alabama and the City of Mobile have proclaimed that, due to the onset of the novel coronavirus known as COVID-19, a state of emergency exists; and

Whereas, in order to facilitate the continued daily operation of the Mobile Area Water and Sewer System some changes to normal procedures may be needed;

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Be it Resolved by the Board of Water and Sewer Commissioners of the City of Mobile that the following temporary authorizations be given the Director of the Mobile Area Water and Sewer System during the COVID-19 event with the parameters given below:

1. The Board of Water and Sewer Commissioners of the City of Mobile Purchasing Policy 92-6 is temporarily amended to raise the Director's purchase approval to \$ 100,000. All purchases made with this temporary amendment will comply with all existing Board policies including the DBE policy. A list of all purchases made in excess of \$ 25,000 and approved by the Director under this amended temporary authorization will be sent to the Board on a weekly basis.
2. In the event the Board Chair or Secretary-Treasurer are not able to execute contracts the Director will be authorized to execute contracts with either party. A list of all contracts approved by the Director with either the Chair or Secretary-Treasurer under this temporary authorization will be sent to the Board on a weekly basis.

This Resolution, originally approved on April 6, 2020, is hereby extended on May 4, 2020 and will expire June 1, 2020.

The motion then carried with the unanimous vote of the Board present.

Commissioner Weber said during the Finance Committee meeting that was held today, it was suggested moving the June 1, 2020 Board meeting to allow time for CAFR presentation. Mr. Hyland said that was discussed but it may not have been clearly stated. This is a process we may introduce moving forward next year. Staff will not have the report prepared this year until late July or August 2020 due to the ongoing pandemic and related issues.

There being no further business to come before the Board, at 3:10 p.m., Chair Nichols thanked everyone and said the Board will transition to **Executive Session** and requested that staff disconnect from the teleconference.

At 3:36 p.m., the meeting reconvened. Commissioner Odom moved to go back into regular session, Commissioner Bell seconded and the motion then carried with the unanimous vote of the Board present.

Attorney Dean advised Chair Nichols to recuse himself at 3:37 p.m. Mr. Cote and Commissioner Drummond continued further discussion regarding Item 8G; **Purchase of Property at Navco Road and Nortons Lane for Eslava Creek SWAT Facility to Mitigate Wet Weather SSOs**. Commissioner Odom moved for approval and Commissioner Gonzalez seconded.

Commissioner Bell – Aye
Commissioner Weber – Aye
Commissioner Drummond – Nay
Chair Nichols – Recused

The motion then passed with a vote of four in agreeance.

Chair Nichols returned to the meeting at 3:43 p.m. He thanked everyone for participating and reiterated to Commissioner Gonzalez that the Board is happy to have her and looks forward to working together. If she has any questions, please reach out as needed.

Chair Nichols concluded the meeting at 3:44 p.m. and wished everyone to continue to practice care and safety.

The next regular meeting is scheduled for June 1, 2020, at 2 p.m.



Sheri N. Weber, Secretary-Treasurer