

BUSINESS OFFICE, 4725 MOFFETT ROAD, MOBILE, ALABAMA
June 1, 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]	
Mr. Thomas Zoghby, Commissioner [via teleconference]	
Ms. Maria Gonzalez, Commissioner [via teleconference]	

Chair Nichols called the meeting to order and Commissioner Odom gave the invocation. **Committee Reports** was next and Chair Nichols asked if there were any questions in regards to the minutes of the Finance Committee meeting held on May 4, 2020.

Chair Nichols asked if any information related to MAWSS was included in the Relief Bill concerning the existing bonds; word should have come at the end of May 2020. Mr. Hyland asked if he meant the refunding bonds, if so there has not been an update. Chair Nichols clarified and said in the Relief Package, the inability to advance the tax-exempt bonds.

Mr. Hyland said he has been in touch with Mr. Cardinal and as of this morning, June 1, information related to that is not included in the bills. While they are still maintaining hope that something will be added to the next bill, it is uncertain.

Commissioner Odom asked if the new bill will affect our capacity and if so, does that mean the amount of monies borrowed or the amount of monies we attempt to borrow? Mr. Hyland said he was not sure if it was related to the drop in revenue or the *potential* of a drop in revenue and the possible effect that drop would have with the rating agencies and their conclusions. At this time, all businesses are in the veritable same boat and the rating agencies have dropped their findings on all industry sectors. This included water and wastewater along with all other utilities and corporations.

Mr. Hyland continued and stated that as rating agencies continue to evaluate potential borrowers, they will look at each individual entity. MAWSS is in a better position on the revenue side at this time than was anticipated during this event and Mr. McCrory will present an in-depth report later in this meeting.

Commissioner Drummond asked if Mr. Cardinal [*or any of the other financial agencies*] has given a prognosis as to what can be anticipated before we enter into the refunding phase and if so, how will it affect potential future infrastructure projects in our Master Plan. Mr. Hyland replied and said he feels future impact will be tied to the decision to postpone rate increases. That decision will be the driver by which projects can be moved forward. Mr. Cardinal is reviewing whether there is a change in any of the bills that will allow MAWSS to refund without incurring a penalty. That change has not been included thus far, but it would be of benefit to MAWSS if it were included in one of the bills; but the law has changed. The House passed a three trillion dollar bill in the middle of May 2020 and the house version did not include the tax-exempt advance refunding relief. Once the bill reached the Senate, it was stopped and they said they wanted to see what the other stimulus packages [that have passed] do prior to moving forward with anything else.

Minutes of the meeting of the Board June 1, 2020, continued

The odds are probably against that change in the tax-exempt refunding. In the Finance Committee meeting, we also discussed proceeding with getting the team in place. Mr. Cardinal has sent a draft of the request for qualifications (RFQ). It is a short RFQ and staff can forward the information to the committee and start the process of putting the team together. Once we have done that, we can move forward with the refunding at the best possible time.

Commissioner Odom asked Mr. Hyland the number on the team and Mr. Hyland responded the number is at the Board's discretion. At the time of our large refunding in 2014, there were two different firms on the team.

Commissioner Drummond asked if the submittals come to the Board and Mr. Hyland said yes, that is correct. At the refunding in 2014, firms submitted their RFQ's, and the Board conducted in-person interviews prior to making a decision.

Commissioner Zoghby said another factor that would negatively affect revenue and the number of projects going forward would be the loss of Prichard. Mr. Hyland said that is true and a definite consideration. Commissioner Zoghby said it would be a good idea to send the RFQ's to the Finance Committee and Mr. Hyland said he would forward the information to the committee this week.

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

WHEREAS, MR. PHILIP LAWSHE JR., Public Service Supervisor I, began his employment with the Board of Water and Sewer Commissioners on March 1, 1993, as an hourly employee, became classified on October 30, 1993, 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. PHILIP LAWSHE JR.,** whose retirement was effective May 1, 2020, 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 1st Day of June, 2020.

Mr. Hyland said Mr. Lawshe worked the bulk of his career in our Field Ops Department. He advanced his way to the supervisory level and he has been a good, hardworking and loyal employee to MAWSS. He will be missed, but we certainly wish him well and hope he has a very long, healthy and happy retirement.

Mr. Hyland continued:

WHEREAS, MR. MICHAEL C. SCOTT, Electronic Technician, began his employment with the Board of Water and Sewer Commissioners on November 25, 1991, as an hourly employee, became classified on December 12, 1992, and has worked continuously since; and

WHEREAS, he served the System faithfully for over 28 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. MICHAEL C. SCOTT,** whose retirement is effective June 1, 2020, 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 1st Day of June, 2020.

Minutes of the meeting of the Board June 1, 2020, continued

Mr. Hyland continued and said the same holds true for Mr. Scott, he was a loyal and hardworking employee. He started his career in a different classification and completed on-the-job training in addition to outside training in order to become an Electronic Technician. We certainly appreciate all of his work and efforts to help with our customers and the community. He will be missed, but we do wish him a long, healthy and happy retirement.

Chair Nichols thanked Mr. Hyland and commented that it would be a great gesture once we return to in person meetings and at the appropriate time, to invite retirees that have retired during this event back so the Board can properly recognize them.

The **Minutes of May 4, 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.

Bids and Purchasing was next:

Item 4A Jacobs Project No. D3197100 Wright Smith Jr. WWTP Headworks Replacement

Original Estimates:		Current Estimates:	
Construction:	\$7,610,000.00	Construction:	\$7,251,000.00
Engineering:	<u>\$1,005,000.00</u>	Engineering:	<u>\$1,060,000.00</u>
Total:	\$8,615,000.00	Total:	\$8,311,000.00

Mr. Cote addressed the Board, and said one project was bid today, and there were two bidders for the referenced project. The apparent low bidder was The Creel Company with a low base bid amount of \$8,919,960.00. We will bring this back at the next Board meeting for action. Chair Nichols asked the identity of the second bidder and their bid amount. Mr. Cote responded the second bidder was Max Foote Construction, LLC and their base bid amount was \$10,082,000.00.

Chair Nichols asked if we are using that company and Mr. Cote answered Max Foote Construction, LLC is building the tanks on Three Mile Creek.

Commissioner Zoghby asked the estimate of the referenced project and Mr. Cote responded the current estimate is \$7,251,000.00. Commissioner Zoghby said the bid is approximately \$1 million over and Mr. Cote said that is correct. Chair Nichols questioned the low bid is \$8,919,960.00 and Commissioner Drummond stated that puts the amount at almost \$2 million over the estimate. Mr. Cote said it is roughly \$1.6 million over the estimate.

Item 4B IFB 20-010 Annual Contract – Hurricane Equipment Rental

Mr. McCrory addressed the Board and said this item is our annual contract for hurricane equipment rental. There were four bidders and Herc Rentals was the low bidder. The amounts are to-be-determined because they are on an as-needed basis during hurricane season. This is a multiple line item which includes but is not limited to pumps, generators and hoses. We ask the Board to approve Herc Rentals for this project. Commissioner Weber moved for approval and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board.

Item 4C IFB 20-012 Mechanical Joint Ductile Iron Pipe and Fittings – Annual

Mr. McCrory continued and said this item is an annual contract with a possible two-year extension. There were three bidders and the estimated value is \$150,000.00. We ask the Board to approve Ferguson Waterworks as the supplier. Commissioner Drummond moved for approval and Commissioner Bell seconded. The motion then carried with the unanimous vote of the Board.

Minutes of the meeting of the Board June 1, 2020, continued

Item 4D IFB 20-014 Fuel Re-circulating System

Mr. Cote addressed the Board and said this purchase is for the large fuel tanks at Big Creek Lake Pumping Station. The tanks serve the two 1.5-megawatt generators that were installed. There were two bidders and the low bidder was Mike Hoffman Equipment Services, Inc. in the amount of \$57,149.59 and we ask the Board for approval of this item. Commissioner Drummond moved for approval and Commissioner Odom seconded. Commissioner Drummond asked if the item has been replaced before and what is the life expectancy. Mr. Cote responded and said this is a new purchase and the pump is anticipated to last ten years. The motion then carried with the unanimous vote of the Board.

Item 4E IFB 20-015 Materials for Augusta Lift Station 189

Mr. Cote continued; this item is to purchase materials for the upgrade of the Augusta Lift Station 189 in order to increase its capacity to serve customers. There were three bidders and the low bidder was Consolidated Pipe in the amount of \$36,068.50 and we ask for the Board's approval of this item. Commissioner Odom moved for approval and Commissioner Gonzalez seconded. Chair Nichols asked if this project is the same one that bid considerably higher a few months back and staff decided to use in-house contractors instead. Mr. Cote said no, that was the Daniels Road Lift Station. The motion then carried with the unanimous vote of the Board.

Item 4F Sole Source Purchase of a Parker THM Analyzer for Myers WTP

This purchase will replace an existing analyzer and the supplier is Parker Hannifin Corporation in the amount of \$44,805.35. Mr. Cote asked the Board to approve this item. Commissioner Odom moved for approval and Commissioner Drummond seconded. Commissioner Bell asked if there will be an employee certified to complete testing on our drinking water in-house. Mr. Cote answered and said some testing is done in-house and then there are some analyses that are completed by an outside source. He will check and see if we have the capability to become certified to complete those other analyses. This particular analyzer is used to identify our trihalomethane levels and gauge how much powder activated carbon to put in the water which pulls and absorbs total organic carbon out of the water to prevent the formation of trihalomethane. The use of the analyzer is critical to our regulatory compliance and our employees are trained on its use.

Mr. Cote continued with his explanation and said certifying our laboratory to become a state-certified laboratory may be an unattainable endeavor, but he will be more than happy to let the Board know the requirements needed to make our lab employees state-certified. We use outside laboratories because they are less expensive than for us to develop the analyses, acquire the equipment and have the employees certified to perform the analyses.

Commissioner Bell affirmed that the employee training is updated on a regular basis and Mr. Cote said that is correct. The motion then carried with the unanimous vote of the Board.

Item 4G Sole Source Purchase of a Shimadzu TOC-L Analyzer

Mr. Cote said this item replaces an existing unit that has reached the end of its useful life. The supplier is Shimadzu Scientific Instruments, the value is \$38,108.70 and we ask the Board to approve this purchase. 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 Dean said there were three legal matters that were appropriate for discussion in an Executive Session; he will need approximately 35 minutes.

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

Minutes of the meeting of the Board June 1, 2020, continued

New Business was next and they are as follows:

Item 7A Stantec Project No. 175668273 Big Creek Lake Dam Gate Automation

Mr. Cote presented this item to the Board and asked approval to award the project to the responsive and responsible bidder, The Creel Company in the amount of \$3,012,292.00. Commissioner Odom moved for approval, Commissioner Zoghby seconded and asked Mr. Cote if this was the project that came in under budget after it was re-bid. Mr. Cote said that is correct. The motion then carried with the unanimous vote of the Board.

Item 7B Driven Engineering Project No. 19051 Citywide Manhole Installation Project

Mr. Cote continued and asked the Board for approval to award this project to the responsive and responsible bidder, Construction Labor Services, Inc. in the amount of \$818,492.50. Commissioner Drummond moved for approval and Commissioner Odom seconded. Chair Nichols asked if these are new manholes and not replacements; Mr. Cote responded and said some of them will replace old brick manholes needing replacement and also placing new manholes within the collection system that should have been installed when the system was built. This will facilitate maintenance of the collection system.

Commissioner Drummond commented and said she wished to compliment Mr. Cote and Ms. Allen on the interview they conducted concerning the disposal of wipes and towelettes into our system. It was presented in such an interesting and understandable manner. She was approached by someone and they appreciated seeing the interview because they were unaware of the damage disposing of such items could have on our system. Commissioner Drummond expressed her thanks to Mr. Cote and Ms. Allen. Mr. Cote said he appreciates that.

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

Item 7C MM395044DR Dog River Lift Station Relocation Project Additional Subcontractors Request

Mr. Cote stated that W. R. Mitchell Contractor, Inc., the prime contractor for the referenced project; has submitted a request to add Gulf South Asphalt, LLC and A-Long Boring, Inc. as subcontractors to their work. We ask the Board to approve these subcontractors. Commissioner Weber moved for approval and Commissioner Gonzalez seconded. The motion then carried with the unanimous vote of the Board.

Commissioner Bell commented that at some point in time, he would like the Board and staff to review the existing DBE Contractor Policy. He feels it should be reviewed often, especially during the current climate of our state, nation, country and city. He continued and said while he feels we have a good program, it needs to be improved. MAWSS is in the position to make a difference in terms of the number of contracts that are placed for bid. Commissioner Bell clarified that what is currently being done is good, but he feels that it needs to be expanded.

Commissioner Drummond said she agrees with Commissioner Bell and one of the areas that we can improve upon is (*she is not slighting any prime contractor*), when primes that are women owned and then become a DBE as well, is a loophole that needs to be fixed.

Mr. Hyland said they will bring the DBE Policy back to the table and present their findings to the committee and the Board.

Item 7D M5712-2612 2018 Annual Contract for Street and Sidewalk Repairs (Year Three)

Mr. Cote said when this project was bid, the Board awarded the bid amount of \$1,984,820.00 and we are asking the Board to approve additional funding up to the budgeted amount of \$2,300,000.00. Commissioner Drummond moved for approval and Commissioner Zoghby seconded. The motion then carried with the unanimous vote of the Board.

Minutes of the meeting of the Board June 1, 2020, continued

**Item 7E M5712-2665 Annual Contract 2020 Liquid Calcium Nitrate (Bioxide) and VX 456
Change Order No. 1**

Mr. Cote said this item is used to control odors at lift stations and we are asking the Board to approve a change order to the contract in the amount of \$36,050.00. This will allow us to install an odor and hydrogen sulfide control system at the Eslava Creek Pump Station. This will prevent odors and also degradation of concrete in the lift station. Commissioner Odom moved for approval and Commissioner Weber seconded. The motion then carried with the unanimous vote of the Board.

Item 7F 2020 GIS Base Map Project Agreement

Approximately every two years, the City, County and MAWSS agree to do a fly over of the city and photograph changes in landmasses and the use of the land. Mr. Cote said we use that data as our base map to indicate the location of our water and sewer facilities. MAWSS' share in this project is \$50,192.95 and we ask the Board to approve our share for this project. Commissioner Odom moved for approval and Commissioner Bell seconded.

Commissioner Drummond asked Mr. Cote if the annual fly over is limited only to the city limits of Mobile. Does it include outlying areas for the potential growth of MAWSS? Mr. Cote responded and said we look at outlying areas as well as the county. It is not limited to the jurisdiction of the city. The area at Big Creek Lake and beyond is also included. Commissioner Drummond asked if we all share in the same mapping system and Mr. Cote said that is correct. When he has shown presentations to the Board and it includes our water and sewer system, those maps, which show trees, houses, streets, infrastructure improvements and properties, that background is an example of the mapping associated with this agreement. Commissioner Drummond asked if the city, county and MAWSS all share in the cost equally and Mr. Cote said that is correct. The amount of \$50,192.95 is one-third of the total cost. The motion then carried with the unanimous vote of the Board.

Item 7G Annual Security Guard Service IFB 19-043

Mr. McCrory presented this item to the Board for approval. There have been changes in the functionality of our Operation and Communications Department. It was difficult to fill the night shift position and the vacant positions were being carried for years. If the position was filled, we were unable to retain the employee due to scheduling conflicts and we were having to pay overtime to fill the gap. Staff decided to extend the Annual Guard Service contract to include a guard at the Park Forest Facility which totaled an increase of \$36,000.00.

This change has allowed the elimination of a budgeted position in that department permanently which means cost savings in the long run. The guard will be onsite and cover the hours of 10:00 p.m. to 6:00 a.m. Monday-Sunday. An answering service will take calls as a Tier 1 call, if they can not handle the call it will be routed to the Dispatch area on standby to handle Tier 2 calls.

Commissioner Drummond asked which companies are being used for this change to operational functions. Mr. McCrory answered and said we are using Answer United for the answering service and Kings Security Services for the night guard, we ask the Board to approve this item. Commissioner Odom moved for approval and Commissioner Weber seconded. The motion then carried with the unanimous vote of the Board.

**Item 7H Proposed Changes to Policy and Procedure Manual Provision of Water/Wastewater Service
Section 2**

Mr. McCrory said during recent discussions of metering raw water we determined after review of the manual there was information that needed to be included in regards to the definitions and how certain processes and requirements will be handled.

The proposed changes are entered here for the record:

Minutes of the meeting of the Board June 1, 2020, continued

2.2 Classes of Water/Wastewater Service

Industrial *Raw Water Service* is service to a customer receiving *raw water ~~untreated water~~* for industrial processing. *Raw water is provided as-is to the customer with no minimum standard of quality. The suitability of raw water for any particular purpose is not guaranteed. MAWSS does not warrant the Raw Water it furnishes. MAWSS shall not be responsible for any damage, claim, or harm caused by said raw water. The customer is responsible for analyzing the water and determining its suitability for the customer's purpose. Raw water quality will vary from time to time. Customers must provide their own means of safeguarding their equipment from such variations in water quality. Customer's using raw water are encouraged to install turbidity meters at the points of service so that alarming can occur if turbidity exceeds customer's defined limits. Industrial Raw Water Service is metered and billed according to consumption.*

7.2 Definitions

~~Fire Lines mean the pipe, isolating valves, detection check valves, and fittings of MAWSS which extend from the water main to the detection check valve, and which are used for supplying water exclusively for fire protection purposes. At the discretion of MAWSS, a customer's fire line and domestic line can be one and the same.~~

Fire Line is a pipeline that extends from the main to the customer's premises for the sole purpose of providing water to fire suppression systems like sprinklers, hydrants and standpipes. Fire lines are usually fed with potable water, however, industrial customers may use raw water for fire protection where raw water is available. Dedicated fire lines are billed according to the fire service charge -standby charge.

Dual Service Line is a pipeline that extends from the main to the customer's premises and the pipeline is used for both fire protection and other needs including domestic and industrial process uses. Dual service lines are metered and billed according to consumption.

7.8 Fire Protection

Water service for fire protection purposes is intended to stand ready and to provide a supply of water exclusively for fire protection purposes and no water shall be used from the fire protection system facilities for any other purpose unless the said system is a MAWSS approved fire/domestic dual service, and such dual service is noted in the Contract for Service and all applicable fees paid.

The customer's fire protection apparatus, facilities or system installation (plumbing) to which service is rendered must be entirely separate and apart from the customer's domestic water service unless the system is a MAWSS approved dual system as herein noted. Those existing fire protection facilities and installations which do not conform to this requirement will be reviewed by MAWSS on a case-by-case basis to determine actions required to conform to the aforementioned requirements.

No disconnection of fire protection apparatus, facilities or systems in whole or in part, from water service provided by MAWSS is permissible unless the customer can provide proof of demolition of the existing structure or a letter from the Fire Marshall authorizing the disconnection of the fire protection facilities or system, clearly designating the portion authorized for such disconnection.

No fire line connection will be furnished to anyone using treated water from any service other than MAWSS.

To provide reasonable fire protection to adjacent properties, the installation and location of fire hydrants on any water line having a diameter of 6-inch or more is at the discretion of MAWSS. Upon request by a customer and approval by MAWSS, a fire hydrant may be installed on any water main having a diameter of 6-inch or more. The requesting customer shall pay the cost of installation including material, labor, equipment, and overhead.

When an existing water main is inadequate to provide the fire protection requirements of a new development, the developer will assume all construction costs for the new main required.

Minutes of the meeting of the Board June 1, 2020, continued

No fire hydrant shall be installed on any water main having a diameter less than six inches.

An approved backflow prevention device is required on all fire protection system facilities in accordance with Section 6.0 *unless raw water is being used for fire suppression.*

Fire lines are to be used only for fire suppression purposes. If a fire line is determined to be used for purposes other than fire suppression, a meter will be installed on the fire line at the customer's expense and future billings will be based on meter size and consumption.

Mr. McCrory continued and said we ask the Board for approval to advertise the proposed changes and have a thirty day comment period prior to bringing comments (*if any*) back to the Board and requesting approval to incorporate these changes into the manual providing there aren't any issues from public comments. Commissioner Drummond moved for approval and Commissioner Bell seconded. The motion then carried with the unanimous vote of the Board.

Item 7I HR 19-01 MAWSS Standby Policy Revision

Mr. McCrory explained that this item correlates to Item 7G where standby has been placed with the Dispatch area. The changes are indicated on Page 2 of the policy and they reference the Disaster and Emergency Closing/Pandemic Policy. We are continuing to work on that and should have it completed for the Board's review in July 2020. On page 7 of the policy, the Maintenance Clerk/Dispatcher Responsibilities are detailed along with how standby pay will be paid accordingly. The proposed revisions are entered here for the record:

POLICY:

*Standby shifts are authorized by the Director to provide operational coverage during normal non-working hours when there is the likelihood that an emergency situation may develop that could jeopardize the health and well-being of our customers if corrective action were not taken prior to the start of regular work hours. Standby is a condition of employment. This policy does not apply during **Disasters/Emergency Closings/Pandemics**, or any Inclement Weather Emergencies, and shall be temporarily suspended in the event the Director calls for closure of MAWSS business due to "State of Emergency" **which includes all of the categories listed.** Working a rotating standby schedule is a job requirement for employees designated to work standby by their supervisors or managers.*

MAINTENANCE CLERK/DISPATCHER RESPONSIBILITIES:

1. *Maintenance Clerk/Dispatchers will be required to answer calls when listed as the primary standby or backup standby personnel.*
2. *Standby personnel that receive a call between the hours of 10:00 p.m. and 6:00 a.m. will receive a minimum of 30 minutes of standby pay for each call that is less than 30 minutes. If the call takes longer than 30 minutes to resolve, employees will be paid for the actual time worked.*
3. *If multiple calls are received during the standby hours those calls will follow the procedure below.*
 - *If the calls are received within 30 minutes of each other they will be counted as one 30-minute period unless the call takes longer than 30 minutes to resolve.*
 - *If calls are more than 30 minutes apart, each call will be independent.*
 - *If the calls take longer than 30 minutes to resolve, employees will be paid for the actual time worked.*

If the standby personnel are required to travel to the Park Forest building; standby pay will be calculated according to the current Standby Pay listed above. Employees should clock-in upon arriving at the office and clock-out when leaving unless instructed to record time in another manner by their manager and/or supervisor.

Minutes of the meeting of the Board June 1, 2020, continued

Mr. McCrory asked the Board to approve the changes to the policy. Commissioner Drummond moved for approval and Commissioner Bell seconded. The motion then carried with the unanimous vote of the Board.

Item 7J Reports on COVID-19 Pandemic

Chair Nichols stepped out at 2:41 p.m.

Mr. Hyland addressed the Board and said in the agenda packet; Page 155, there is a summary and he will briefly highlight a few areas. The week of May 18, 2020, we had our first MAWSS employee to test positive for COVID-19. The employee works solitarily and only exposed one other employee when they were working on a project together. The second employee has tested negative for COVID-19. Both employees were tested onsite at the Care Here Facility. The employee that tested positive for the virus is in quarantine and is doing satisfactory at this time. Staff has made sure the vehicle the employee utilized has been sanitized and is not currently being used in our fleet.

We are continuing to social distance, stagger schedules/work days and have some employees work remotely which has been functioning extremely well. Managers and Supervisors are doing an excellent job with this, and making sure the aggressive cleaning schedule continues along with all employees wearing facemasks, sanitizing their offices, vehicles and equipment.

Staff is persisting with the development of the Disaster and Emergency/Pandemic Closing Policy and the pay plan that will be associated with that policy. The plan we are using now is only associated with our Hurricane Plan which was designed around an event lasting only a short time. This pandemic is unlike anything we have experienced before and it is definitely a learning experience for everyone involved. It should be available for review in July 2020.

Chair Nichols returned at 2:43 p.m.

Mr. Hyland continued and stated that we are continuing to track and work with all of the national organizations MAWSS belongs to, working with their CEO's and their Governmental Affairs Directors. We are pushing the idea that utilities would benefit from federal legislation that would aid the utilities with some of the associated expenditures and assist our customers who have lost their jobs and/or experiencing hardship because of this event.

MAWSS has contacted our congressional delegation in addition to the four national organizations that represent MAWSS. We are also working through McMillan & Associates, LLC; based in Montgomery, Alabama and they are the lobbying group that represents AWWI.

We would like to see if there is a possibility that some of the funding the state received, be used to help with recouping utilities and our customers. At this time, we are unsure if this will happen, but we are still pursuing the endeavor.

Item 4 of the summary details the costs to date and not only are we following the avenues mentioned above, we have approached FEMA for reimbursement also as this is a declared event. FEMA is allowing costs associated with *preparation* for the event at this time, which limits us, but we will continue to explore that avenue.

Costs associated with COVID-19 are in the range of \$430,000 to date, which includes labor costs, equipment purchases, safety materials, face shields/masks, vehicle sanitizing, contract cleaning, lock down provisions, etc. It should be noted we will utilize some of these purchases for non-COVID related tasks after the event is over; 56% of the total spent went to labor costs and 44% was spent on additional equipment and materials.

Mr. Hyland reiterated that we are unsure if we will be able to recover these costs, but we are continuing to research all possibilities.

Minutes of the meeting of the Board June 1, 2020, continued

As mentioned in the summary, we are working on a plan to reopen our lobby areas at both the Springhill location and Park Forest location in order to take payments inside once again. We would like to do this in a way that promotes social distancing, all while protecting the public and our employees. The Springhill location lobby opened as of today and it seems to be working well at this time. We normally have off-duty police officers at both locations, but with the police department being stretched thin today, we were unable to have an officer onsite at the Park Forest location today but there is an officer at the Springhill location.

At the Springhill location, we are allowing two customers inside at a time and there are screened areas that prevent the customers from passing the kiosk point; customers and employees are kept separated. We will continue to open our facilities in phases and in doing this; we hope it will allow staff and the Board to meet in person for our July 2020 meeting.

Mr. Hyland continued and said as an aside, there are some topics that require the scheduling of committee meetings. Information will be sent to the Board as a refresher on those topics as it has been a while since the meetings were held.

Mr. Hyland referenced Item 6 on the summary and said staff is recommending the continuation of the suspension of the late fees and disconnecting services on delinquent accounts through the end of June 2020. This was initially projected and discussed to continue through May 2020 and the Board may want to wait and hear Mr. McCrory's report on revenues before making a decision.

Commissioner Odom said he heard Chair Nichols and Mr. Hyland suggest we may be able to meet in person in July, what would be done differently in July that will permit us to meet that is not being done today? Mr. Hyland clarified and said the July meeting would not be open fully; it will be very controlled with only the Board present along with a minimal number of staff. Social distancing would continue to be practiced for all that choose to attend in person if we are able to arrange the in person meeting.

Commissioner Drummond asked about awareness regarding a second wave of COVID-19. In weekly meetings held with Dr. Eichold, the Health Department has mentioned a recurrence of this virus. They are not sure when it will happen but they do stress that we should be prepared for it to happen. It may be after the July meeting, and even though she would like to meet in person, this should be taken into consideration. Numbers are continuing to rise in the Mobile area, and even though it is suggested that the rise is attributed to nursing home residents, those infections have been traced to workers coming into the facilities.

Mr. Hyland thanked Commissioner Drummond for that information and said we will continue to monitor the numbers on a daily basis. As the July date approaches, we will reevaluate our stance on an in person meeting as needed. If we are able to meet, social distancing and facemasks will be used.

Commissioner Odom wanted to know which committees Mr. Hyland was referring to earlier that need meetings scheduled prior to the July meeting. Mr. Hyland responded and said the committee meetings may be handled via teleconference after he sends reading materials to the members. He continued and said he would like the Property Committee to meet to discuss the Ziebach property and the agreement with the City of Mobile. The Finance Committee needs a meeting to discuss the CAFR, but that meeting may hold until August 2020.

Commissioner Drummond queried if the Growth and Development Committee needs to schedule a meeting since we have mentioned strengthening the DBE policy and Mr. Hyland said she is correct on that and we will need to add that committee to the group.

Commissioner Zoghby said he would of course like to meet in person for committee meetings and Board meetings, but we should also have the capability and the option to participate via conference call if so desired.

Commissioner Bell asked if we have considered going to an electronic format for meetings such as ZOOM or Go-To Meeting; both options allow parties to see each other on screen. Mr. McCrory responded and said we do have the Go-To-Meeting process available.

Minutes of the meeting of the Board June 1, 2020, continued

Commissioner Bell suggested the process be available for the July 2020 Board meeting in case we either cannot meet in person or we can meet and some parties would prefer not to attend a public meeting. Mr. Hyland assured that capability would be an option for the next meeting.

Mr. McCrory began his report summary on MAWSS payment locations:

- Walmart – 399 payments collected per month
- Northside Check Exchange – 460+ payments collected per month
- Bauer Drugs – 546 payments collected per month (*Drugstore has closed/MAWSS will lose this location as a payment option for customers*)

These locations total 2% of MAWSS' payment collections. The partnership with Alabama Power will begin the week of June 15, 2020. Testing is being completed this week to make sure all is well. This will give MAWSS four additional payment locations and eleven additional kiosks to accept bill payments. As mentioned in January 2020, those locations include Michigan Avenue (downtown area), Saraland Branch and the Hillcrest Road/Airport Boulevard Branch.

Commissioner Odom asked if we are losing Northside Check Exchange and Mr. McCrory said we are not losing that location, only Bauer Drugs, which has closed and sold out to Walgreens.

Commissioner Weber asked how information regarding our partnership with Alabama Power and the additional payment option locations would be spread to the public. Mr. McCrory replied and said there will be a press release and the information will also be posted to our website. Ms. Allen [*via teleconference*] said we also have two billboards, one is on Virginia Street at Ann Street and the other is at Navco Road. They are static billboards announcing the upcoming partnership. We will continue with that promotion and include newspaper advertisements.

Ms. Allen said she is not sure if Alabama Power is conducting a media release, but she will check with them. Commissioner Weber said it would benefit Alabama Power as well as MAWSS. Mr. McCrory said he thinks Cooper Systems will combine the press release on behalf of Alabama Power, we will follow up to make sure that information is correct and that MAWSS is included in the release when it is conveyed to customers.

Commissioner Bell questioned the costs for this option and Mr. McCrory replied that we do not pay anything to Alabama Power. Alabama Power will collect the payments and forward them to MAWSS via ACH. MAWSS does pay Cooper Systems \$1.50 per transaction.

Mr. McCrory continued with his summary:

- Bill Questions (*53% increase*)
- Move-In/Move-Out
- Service Inquiries
- Delinquent Accounts
- Installments

The increase of call volume in Bill Questions is due to the AMI meter change out. We are catching leaks that went unnoticed previously, questions when customers notice employees at their meter, etc. This number is expected to reduce as we educate our customers about our portal, but this will take time. Ms. Allen has completed a video detailing how to navigate the portal and it will be posted to our You Tube channel and our website this afternoon.

Our customer service department will be instructing customers on the portal and we will place information in the newspaper promoting the portal and letting our public know about the instructional video.

Minutes of the meeting of the Board June 1, 2020, continued

Once the call center volume decreases, as anticipated, it will relieve the need for representatives (*approximately 1,900 calls per representative per month*) within the call center and we will transition them elsewhere within MAWSS.

Commissioner Bell asked if artificial intelligence is in use on the phone line, which instructs the customer about the portal. Mr. McCrory said not at this time, but he and Ms. Allen will look into it.

Ms. Allen wanted to let everyone know that the instructional video is already live on the MAWSS You Tube channel. All videos have been placed on the You Tube Channel and everyone is welcome to view them. The 30-second commercial that MAWSS has been running for the past several months has been nominated for a Nappie Award for 'best television spot'. It is a hard category and she feels that the commercial was very well done.

Mr. McCrory informed the Board that the transitioning of Meter Readers has begun. These transitions are based on the AMI Project closing on the residential side. He will give an update on the project in July or August 2020.

The chart showing 2019 versus 2020 water revenues collected comparison of a 3.9% adjusted revenue increase (\$51,000) indicates a \$345,000 loss from March 1 to May 21, 2020 without the increase. We will continue to track the numbers, but Mr. McCrory said he feels positive with how our customer base is continuing to make payments.

If it is decided to cease waiving late fees and delinquent accounts in July 2020, there will be a change. Staff has a plan in place to handle payment arrangements with customers for as long as we are able. We would like disconnections to be a last resort once we cease with the current suspensions.

Commissioner Odom requested explanation, if a customer has a late fee in May and it has been waived; then MAWSS returns to assessing late fees in July, is the May late fee added to the July late fee? Will customers be responsible for both late fees? Mr. McCrory responded that they would not be responsible for the May late fee. We are trying to have the software company that built the system exclude all late fees incurred during this three-month period once we start back in July. It will charge late fees on balances from July 2020 and moving forward.

Mr. McCrory continued with the Financial Report (*emailed to the Board May 29 separately*):

Page 1:

- Revenues are up compared to budget (2.3%)
- Expenses are down compared to budget (6.2%)
- Net Income up approximately 12% compared to budget

Mr. McCrory stated that the 12% increase is a great example of how our finances are holding during this pandemic.

Page 2:

- Sewer service sales are down approximately \$8,000 compared to budget
- Water service sales are up approximately \$800,000 compared to budget
- All other revenue is up (*Alum lawsuit information was emailed to the Board last week*)

Mr. McCrory summarized labor costs, contractual and operating supplies:

- Labor costs are up approximately \$300,000 compared to our budget numbers this year and \$100,000 compared to 2019.
- Contractual expenses are down, but as mentioned last month, we do have expenses that have not posted and they are expected to hit later this year.
- Operating Supplies and Materials are down approximately \$22,000 compared to budget. This expense is normally lower, but the COVID-19 expenses increased it a bit.

Minutes of the meeting of the Board June 1, 2020, continued

- Items were coded ‘overtime regular’ during the shutdown period and this caused an increase in ‘regular pay’.
- ‘Premium pay’ is down compared to last year, but up compared to budget (attributed to COVID-19 shut down).
- Taxes and Fringe Benefits are down and that is credited to insurance claims being down.

Connection History was summarized:

- May 2020 – 78 (new)
 - Third highest of the year (Cottages at Schillinger Pointe)

Overtime Hours worked comparison was summarized:

- Support – up
- Water Supply – up
- Wastewater Treatment – up
- Water Treatment – up

This increase is due to the premium pay used during our two and a half week shut down period.

- Administration – down
- Transmission – down
- Collection – down

Mr. McCrory concluded his summaries and said he would like the Board to know Transmission and Collection are down by approximately 900 hours. The increases in other areas can be traced to the quarantine process with our treatment plants.

Item 7K Resolution to allow Director of MAWSS Temporary Additional Authorizations during COVID-19 Event

Mr. Hyland addressed the Board with this item, which is on page 159 of the agenda. The Board originally approved this on April 6, 2020 and extended it on May 4, 2020; he asks the Board to extend the resolution until our next Board meeting date of July 13, 2020. He continued and said it has not been used to date but feels it would be prudent to extend it once again.

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;

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:

Minutes of the meeting of the Board June 1, 2020, continued

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, extended on May 4, 2020, is hereby extended and will expire July 13, 2020.

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

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

Item 8. Information Only

- A. Constantine Project No. 100316.24
2018 Small Diameter Gravity Sewer Cured-In-Place Pipe Project
Change Order No. 2
Contract Amount: \$794,825.00
Previous Change Order No. 1 Amount: \$23,806.70
This Change Order Amount: \$13,000.00
Revised Contract Amount: \$831,631.70
Percentage of Contract Amount: 1.6%
- B. GMC Project No. CMOB160039
Three Mile Creek Trunk Sewer Upgrades
*Allowance Allocation No. 1 and Change Orders No. 1 and 2
Original Allowance Amount: \$300,000.00
Allowance Allocation: (\$179,082.36)
Change Order No. 1 (\$85,747.26)
Change Order No. 2 (\$201,600.00)
*Original Contract Amount is unchanged
- C. Ext 1 MAWSS 19007 Annual Contract – Cam Lock Retainer Glands
Supplier: Consolidated Pipe
Contract Period: 8/1/20-7/31/21 (Year Two)
2020 Est Value: \$25,000
2019 Est Value: \$25,000
- D. Ext 1 MAWSS 19009 Annual Contract – Fire Hydrants
Supplier: Core & Main
Contract Period: 7/1/20-6/30/21 (Year Two)
2020 Est Annual Value: \$180,000
2019 Est Annual Value: \$200,000

Minutes of the meeting of the Board June 1, 2020, continued

E. Sensitive Positions Memo

F. Consultant Project Status Reports

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

There being no further business to come before the Board at 3:16 p.m., Chair Nichols thanked everyone and said the Board will transition to **Executive Session** and requested that staff disconnect from the teleconference.

At 3:43 p.m., the meeting reconvened. Commissioner Odom moved to go back into regular session, Commissioner Drummond seconded and the motion then carried with the unanimous vote of the Board.

Commissioner Drummond moved for adjournment and Commissioner Odom seconded. Chair Nichols concluded the meeting at 3:43 p.m.

The next regular meeting is scheduled for July 13, 2020 at 2 p.m.



Sheri N. Weber, Secretary-Treasurer