

**MINUTES OF THE REGULAR BI-MONTHLY MEETING OF DIRECTORS
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
September 4, 2024**

A regular meeting of the directors of The Water Works Board of the City of Birmingham was held on Wednesday, September 4, 2024, at 12:30 p.m.

The following directors were present: Tereshia Huffman, William “Butch” Burbage, Jr., Larry Ward, Dalton NeSmith, Lucien Blankenship, Thomas Henderson, George Munchus, and Mashonda Taylor.

Others present were: Darryl R. Jones, Interim General Manager; Mac Underwood, Interim Deputy General Manager; Barry Williams, Derrick Murphy, and Philip King, Interim/Assistant General Managers; Cynthia Williams, Board Administrator; Anitra Clark, Corporate Governance Specialist; Elyse Page, Executive Assistant; Michael Parker, Rick Jackson, Jeff Wade, Charles McGee, Colandus Mason, Paul Lloyd, Platon Crowell, Joyce DuPree, Derrick Maye, Ahki King, Anthony Hazel and David Walker, BWWB Employees; K. Mark Parnell, Parnell Thompson, LLC; Kelvin Howard, Kelvin W. Howard, LLC; General Ronald Burgess; Kessia Crenshaw, State of Alabama Attorney General’s Office; Patrick Flannelly, ARCADIS, U.S.; Lindsey McAdory, CBG Strategies; Frank Adams and Alex Perez, Direct Communications; Phillip Moultrie, Valent Group; and Mark Niblett, Insurance Office of America.

Chairwoman Huffman declared a quorum in attendance.

Chairwoman Huffman called the meeting to order at 12:30 p.m., and Interim General Manager Darryl Jones opened the meeting with prayer.

Following, Chairwoman Huffman asked the Board to approve the agenda. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Ms. Tereshia Huffman and seconded by Mr. William Burbage, that the Board hereby approves the agenda for the September 4, 2024 Regular Board of Directors’ Meeting. Resolution No. 9622 is hereby adopted by unanimous vote.”

* * * * *

Following, Chairwoman Huffman asked to hear Reports of Committees. The Interim General Manager stated an Engineering and Maintenance Committee Meeting would be held immediately after the Regular Board of Directors’ Meeting; a Regular Board of Directors’ Meeting will be held Wednesday, September 18, 2024 at 11:30 a.m.; and an Executive Committee Meeting will be held Wednesday, September 25, 2024 at 11:30 a.m.

Following, Chairwoman Huffman asked to hear Reports of Officers. The Interim General Manager gave a brief overview of the interim positions that were announced since the last Board meeting. He stated these team members are providing support to him and the goals and missions of BWWB. He stated the following positions were filled: Mac Underwood, Interim Deputy General Manager; Barry Williams, Interim Assistant General Manager of Finance and Administration; and Michael Parker, Interim Senior Manager Customer Care. The Interim General Manager recognized Interim Assistant General Manager Barry Williams, for a brief update on the Historically Underutilized Business (HUB) positions. Mr. Williams stated he was assigned the task of expediting the process of filling two HUB positions, Superintendent and Data Analyst II. Mr. Williams stated both positions are being reviewed and he indicated there have been several candidates interviewed. He then stated it was important to hire the Purchasing Manager first, to interact with potential candidates. Mr. Williams

stated the process is expected to be completed expeditiously. Chairwoman Huffman requested the status of the Purchasing Manager, interim position. The Interim General Manager stated LyTonja Levert has accepted the position and she is a seasoned BWWB employee, who has institutional knowledge. He stated she has agreed to defer her retirement to serve on an interim basis. He also stated going forward, the expectation is to improve operations in the Warehouse and Transportation Departments, and to complete the hiring of both HUB positions. Next, Director Munchus requested the Interim General Manager to send an email summarizing the interim positions that were announced. Director Munchus stated each person in their respective interim role is qualified to serve BWWB and has institutional knowledge. He stated BWWB's succession plan was never executed. Director Munchus stated he recalled being informed there was a succession plan with names of employees penciled into these positions. He stated he does not oppose hiring new employees; however, there are veteran employees, who have institutional knowledge that can help BWWB customers. Director Munchus thanked Mr. Williams for taking on the leadership role with the HUB positions. The Interim General Manager stated he will have the email sent to Director Munchus.

Following, the Board moved to Speakers. As there were no speakers, the Board moved to the first item on the agenda, Request Board to approve payment of invoices. On a motion duly made and seconded, the following resolution was adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Thomas Henderson, and seconded by Mr. William Burbage, that the Board hereby authorizes staff to execute payment of invoices from the following:

- 1.1 Fine Geddie and Associates, LLC for professional services rendered August 2024 in the amount of \$15,000.00.
- 1.2 General Ronald Burgess for professional services rendered July 18, 2024 through August 17, 2024 in the amount of \$27,410.92.

Resolution No. 9623 is hereby adopted by unanimous vote.

Following, the Board moved to the second item on the agenda, Request Board to approve the following items, as recommended by the Human Resources Committee. The Interim General Manager stated agenda items 2.3, regarding a wellness program by Vitality, and 2.4, regarding an employee assistance program by Behavioral Health Systems have two (2) options, a one-year or a three-year agreement for the Board's approval. Chairwoman Huffman questioned whether the Human Resources Committee made a recommendation for these options. The Interim General Manager responded the request was to review the difference in pricing for the one-year and three-year agreements. He stated the two (2) options for both agreements were not presented at the Human Resources Committee meeting; therefore, it was decided to bring the items before the Board. He stated the one-year agreement with Vitality, offered an option with a difference in pricing, and he indicated the second option offered a discount for a three-year agreement. The Interim General Manager also stated Behavioral Health Systems provided a fee schedule and he indicated the fees are the same for both agreements. Director Henderson made a motion to accept Option A, a one-year agreement for agenda items 2.3 regarding Vitality and 2.4 regarding Behavioral Health Systems, and Director Taylor seconded the motion. On a motion duly made and seconded, the following resolutions were adopted:

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Thomas Henderson, and seconded by Ms. Mashonda Taylor, that the Board hereby approves the following staffing agreements; and authorizes the Interim General Manager and/or the Assistant General Manager to execute the necessary documents, as recommended by the Human Resources Committee:

- 2.1.1 An agreement with InTime Staffing, effective October 1, 2024 through September 30, 2025.
- 2.1.2. An agreement with Spherion Staffing, effective October 1, 2024 through September 30, 2025.
- 2.1.3 An agreement with Robert Half Staffing, effective the date of execution.
- 2.1.4 An agreement with Aerotek, effective the date of execution.

Resolution No. 9624.2.1 is hereby adopted by unanimous vote.”

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Thomas Henderson, and seconded by Ms. Mashonda Taylor, that the Board hereby approves the 2025 Health Insurance Plan which includes the following items; and authorizes the Interim General Manager and/or the Assistant General Manager to execute the necessary documents, as recommended by the Human Resources Committee:

- 2.2.1 BCBS Health Insurance Plan Designs and Employee and Under 65 Retiree Premium Rates (IWB retiree plan is grandfathered).
- 2.2.2 2025 COBRA Rates
- 2.2.3 Health Reimbursement Account (HRA) and Health Savings Account (HSA) incentive payments.
- 2.2.4 Benefitfocus to provide COBRA administrative services at an estimated annual out-of-pocket cost to the Board of \$5,948.00.
- 2.2.5 Livongo to provide Diabetic and Hypertension Wellness Program Services at an estimated annual out-of-pocket cost to the Board of \$34,000.00.
- 2.2.6 HealthEquity to provide Flexible Spending Account (FSA), HRA, and HSA administrative services at an estimated annual out-of-pocket cost to the Board of \$47,557.00.

Resolution No. 9624.2.2 is hereby adopted by unanimous vote.”

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Thomas Henderson, and seconded by Ms. Mashonda Taylor, that the Board hereby approves Option A, a one-year agreement, as recommended by the Human Resources Committee:

- 2.3 Vitality to provide Wellness Program Services, effective January 1, 2025 through December 31, 2025, at an estimated annual out-of-pocket cost to the Board of \$42,474.00; and authorizes the Interim General Manager and/or the Assistant General Manager to execute the agreement.

Resolution No. 9624.2.3 is hereby adopted by unanimous vote.”

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Thomas Henderson, and seconded by Ms. Mashonda Taylor, that the Board hereby approves Option A, a one-year agreement, as recommended by the Human Resources Committee:

- 2.4 Behavioral Health Systems (BHS) to provide an Employee Assistance Program (EAP), effective December 1, 2024 through November 30, 2025, based on the attached fee schedule; and authorizes the Interim General Manager and/or the Assistant General Manager to execute the necessary documents.

Resolution No. 9624.2.4 is hereby adopted by unanimous vote.”

“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Thomas Henderson, and seconded by Ms. Mashonda Taylor, that the Board hereby approves a one-year agreement, as recommended by the Human Resources Committee:

- 2.5 The Workplace (UAB) to provide pre-employment screenings and occupational medicine services, effective September 12, 2024 through September 11, 2025, based on the attached fee schedule; and authorizes the Interim General Manager and/or the Assistant General Manager to execute the necessary documents

Resolution No. 9624.2.5 is hereby adopted by unanimous vote.”

Next, Chairwoman Huffman then made a motion to adjourn the meeting and Ms. Mashonda Taylor seconded the motion. On a motion duly made and seconded, the motion was approved, and the meeting was adjourned at 12:45 p.m.

/s/
Tereshia Q. Huffman
Chairwoman

Attest:

/s/
Larry Ward
Secretary-Treasurer