

**MINUTES OF THE REGULAR BI-MONTHLY MEETING OF DIRECTORS OF THE
WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
December 11, 2024**

The regular meeting of the directors of The Water Works Board of the City of Birmingham was held on Wednesday, December 11, 2024, at 11:30 a.m.

The following Directors were present via roll call: William “Butch” Burbage, Jr., Tom Henderson, Tereshia Huffman, George Munchus, Dalton NeSmith, Jr., Mashonda Taylor, and Larry Ward. Director Lucien Blankenship was absent.

Others present were: Darryl Jones, Interim General Manager; Mac Underwood, Interim Deputy General Manager; Barry Williams, Interim Assistant General Manager of Finance and Administration; Derrick Murphy, Assistant General Manager of Engineering and Maintenance; Philip King, Assistant General Manager of Operations and Technical Services; Michael Parker, Interim Senior Manager of Customer Care; Cynthia Williams, Board Administrator; Anitra Clark, Corporate Governance Specialist; Tammy Wilson, Executive Assistant to Derrick Murphy and Philip King; Mark Parnell, Parnell Thompson, LLC; Janine Smith; Janine Smith Law Firm, LLC; Kelvin Howard, Kelvin W. Howard LLC; Bobby Davis, Bobby L. Davis, LLC; Jonathan Wilson, Colandus Mason, David Walker, Anthony Hazel, Rick Jackson, Michael Tartt, Joi Dulaney, Jaquice Boyd, Derrick Maye, Reauchann Richardson, Charles McGee and Jeff Wade, BWWB employees; Olivia Martin, State of Alabama Office of the Attorney General; Patrick Flannelly, ARCADIS U.S.; Matthew Arrington, Terminus Municipal Advisors; Frank Adams, Shinice Smith and Alex Perez, Direct Communications; Phillip Moultrie, Valent Group; Lindsey McAdory and Kyle Adams, CBG Strategies; Todd Barlow and Nicole Naassan, E Source; Bob Dickerson and Louis Willie, BBRC; Justin Goodwin, AmWins; Mark Niblett and Bernice Faalluckaly, IOA; Jonathan Hardison, WBRC-TV; Olivia McMurrey, Birmingham Watch; Jonathan Harris, BWW Retiree; Patricia Ann Dailey, Customer/Speaker; Lisa Fifles, Security Guard.

Chairwoman Tereshia Huffman called the meeting to order at 11:30 a.m. Interim Assistant General Manager Barry Williams opened the meeting with prayer.

Following a roll call, eight directors were present; therefore, there was a quorum in attendance.

Next, Chairwoman Huffman asked 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 Mr. Dalton NeSmith and seconded by Mr. William “Butch” Burbage, Jr., that the Board hereby approves the December 11, 2024, Regular Board of Directors’ meeting agenda, as printed.

Resolution No. 9665 is hereby adopted by unanimous vote.”

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Next, the Board moved to the first item on the agenda, Request Board to approve minutes of the Regular Board of Directors’ Meeting held October 9, 2024. 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. William “Butch” Burbage, Jr. and seconded by Mr. Larry Ward, that the Board hereby approves minutes of the Regular Board of Directors’ Meeting held October 9, 2024.

Resolution No. 9666 is hereby adopted by unanimous vote.”

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Following, Chairwoman Huffman asked to hear Reports of Committees. Interim General Manager, Darryl Jones announced the remaining Board and Committee Meetings scheduled for the month of December. Under Reports of Officers Derrick Maye, Employee Association Chair (EO), provided the Board updates as requested by Chairwoman Huffman. Mr. Maye stated he is a 32-year employee and that he has served in the role of Chair of the EO for at least 20 years. Mr. Maye stated there were three topics in their vote of no confidence in management: 1) Salaries, 2) Promotions and 3) Discipline. A panel of six peers was established to work on the disciplinary process corrections. The process is working fine according to Mr. Maye. Mr. Maye stated the EA has been in every meeting pertaining to the salary survey. Mr. Maye added that promotions are currently being worked on. Management is working directly with the EA. We have had access we have never had before Mr. Maye stated, and we feel things are moving forward. Mr. Maye thanked the Chairwoman and Directors for their support. Director Munchus stated he was glad to hear that management and employees are working together as a team. Interim General Manager Darryl Jones announced the Employee Service Pin ceremony at the Cahaba Pump Station tomorrow at 11:30 a.m. and he invited all Board Members to attend. There was no Unfinished Business.

Next, Chairwoman Huffman asked to hear Speakers and then read the Speaker Statement aloud. Patricia Ann Dailey stated she believed she had some false meter readings and had copies of Sewer and Water bills dating back as far as last year to support her case. Ms. Dailey stated she reads her meter every month. Chairwoman Huffman asked IGM Jones and Staff to ensure that credit is given for any re-reads charged to the customer and to continue to work with Ms. Dailey on her issue. Lastly, Ms. Dailey publicly thanked employee, Ms. Joi Dulaney, for her initial assistance on the matter. Chairwoman Huffman recognized Ms. Dulaney and thanked her.

Next, under New Business, the Board moved to the second item on the agenda, Request the Board to approve payments of invoices. Interim GM Jones read the invoices into the record. 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. George Munchus, that the Board hereby approves payments of invoices to the following:

- 2.1 Fine Geddie & Associates, LLC for professional services rendered November 2024 in the amount of \$15,000.00.
- 2.2 The Jones Group, LLC for professional services rendered November 2024 in the amount of \$15,000.00.
- 2.3 General Ronald L. Burgess for professional services rendered October 18, 2024 through November 17, 2024, in the amount of \$26,345.46.
- 2.4 Kelvin W. Howard, LLC for professional services rendered November 2024 in the amount of \$29,806.50.
- 2.5 Direct Communications for professional services rendered December 2024 in the amount of \$33,000.00.
- 2.6 ARCADIS U.S., Inc. for the following:
 - 2.6.1 ARCADIS U.S., Inc. for professional services rendered September 2024 in the amount of \$389,011.23.
 - 2.6.2 ARCADIS U.S., Inc. for professional services rendered October 2024 in the amount of \$427,221.66.

Resolution No. 9667 is hereby adopted by unanimous vote.”

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Following, the Board moved to the third item on the agenda, Request Board to approve Items 3.1 through 3.3, as recommended by the Engineering and Maintenance Committee. 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. Larry Ward and seconded by Ms. Tereshia Huffman, that the Board hereby approves expenditures with the following, as recommended by the Engineering and Maintenance Committee:

3.1 To approve expenditures with the following:

- 3.1.1 Pro Logic ITS for the installation of Emergency Lights on eight (8) new single-axle dump trucks, at an estimated out-of-pocket cost to the Board of \$39,347.84. [NOTE: HUB participation 0%. This expenditure is exempt from bidding under the Alabama Competitive Bid Law because the items and services fall under State of Alabama Bid Contract #MA 230000004214.]

NO OF BIDS: 0 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes

- 3.1.2 Capital Tractor, Inc., for the purchase of four (4) new Diesel Utility Terrain Vehicles (UTV) for Lake Purdy, Inland Dam, Cahaba Pump Station, and Mulberry Pump Station, at an estimated out-of-pocket cost to the Board of \$88,127.56. [NOTE: HUB participation 0%. Expenditure is exempt from bidding under the Alabama Competitive Bid Law because items and services fall under State of Alabama Bid Contract #MA 230000004045.]
NO OF BIDS: 0 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes

- 3.1.3 Tractor and Equipment Company for the purchase of one (1) Komatsu WA270-8 Wheel Loader for use by the Distribution Department, at an estimated out-of-pocket cost to the Board of \$200,800.00. HUB participation 0%. [NOTE: This expenditure is exempt from bidding under the Alabama Competitive Bid Law because the items and services fall under the Sourcewell cooperative purchase, contract #011723-KOM.]
NO OF BIDS: 0 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes

- 3.1.4 Tractor and Equipment Company for the purchase of two (2) Komatsu PC88MR-11 Excavators to be used by the Distribution Construction Department at an estimated out-of-pocket cost to the Board of \$237,218.00. [NOTE: HUB participation 0%. This expenditure is exempt from bidding under the Alabama Competitive Bid Law because the items and services fall under the Sourcewell cooperative purchase, contract #011723-KOM.]
NO OF BIDS: 0 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes

- 3.1.5 Various Vendors, for Tires (Bridgestone), effective June 8, 2024, through June 7, 2025, at an estimated out-of-pocket cost to the Board of \$550,000.00, pursuant to the State of Alabama Contract #MA 230000004059. [NOTE: The expenditure is exempt from bidding under the Alabama Competitive Bid Law because it is a purchase from the State of Alabama Master Agreement contract.]
NO OF BIDS: 0 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes

- 3.1.6 Petroleum Traders, for Unleaded 89 (Mid-Grade) Gasoline and Low-Sulfur On-Road Diesel, for a period of up to one-year, beginning January 1, 2025, at an estimated out-of-pocket cost to the Board of \$2,815,046.00, contingent upon the State of Alabama renewing its current contract; October 1, 2023, through September 30, 2025, pursuant to the State of Alabama Contract # MA230000004238. [NOTE: Supplier is 100% veteran owned. Proposal is exempt from bidding under the Alabama Competitive Bid Law because it is a purchase from the State of Alabama Master Agreement contract.]
NO OF BIDS: 0 MINORITY VENDOR BID: No or Yes ✓ NEW VENDOR: No ✓ or Yes

Resolution No. 9668.3.1 is hereby adopted by unanimous vote.”

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“BE IT RESOLVED By the Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Larry Ward and seconded by Ms. Tereshia Huffman, that the Board hereby approves and authorizes the Interim General Manager and/or Interim Assistant General Manager to enter into an agreement with the following, as recommended by the Engineering and Maintenance Committee:

3.2 To approve agreements with the following:

- 3.2.1 City of Birmingham, for Laboratory Testing Services with the EnviroLab Department to perform testing services for a two-year period, effective January 1, 2025, through December 31, 2026, for the City’s Stormwater Testing Program, generating revenue for the Board up to \$89,660.00.
- 3.2.2 Carahsoft Technology Corporation, for Element Four Veeam Data Replication & Cloud Disaster Recovery Service, effective March 28, 2025, through March 27, 2026, at an out-of-pocket cost to the Board of \$83,645.04. [NOTE: HUB participation 0%. This item is exempt from bidding because it is being purchased from the Omnia Cooperative contract agreement R191902.]
NO OF BIDS: 0 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes
- 3.2.3 Integration, for extended SAP support, effective January 1, 2025, through December 31, 2025, at a total out-of-pocket cost to the Board of \$600,248.00. [NOTE: HUB participation 0%.]
- 3.2.4 Business Systems and Operations (BSO), for extended SAP support, effective January 1, 2025, through December 31, 2025, at a total out-of-pocket cost to the Board of \$611,562.00. [NOTE: HUB participation 100%.]

Resolution No. 9668.3.2 is hereby adopted by unanimous vote.”

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“BE IT RESOLVED By The Water Works Board of the City of Birmingham (“the Board”), on a motion duly made by Mr. Larry Ward and seconded by Ms. Tereshia Huffman, that the Board hereby awards bids to the following, as recommended by the Engineering and Maintenance Committee. Director Munchus asked about the difference in the State of Alabama and Sourcewell purchases. IGM Jones stated he was not aware of a difference; however, he stated the Board gave approval to purchase from the referenced entities. AGM Derrick Murphy added that these cooperatives must meet particular criteria that the state requires.

3.3 To award bids to the following:

- 3.3.1 Walter A Wood Supply Company, Inc., the lowest responsible and responsive bidder, for estimated quantities of Traffic Cones, at an estimated out-of-pocket cost to the Board of \$42,525.00. [NOTE: HUB participation 0%.]
NO OF BIDS: 2 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes
- 3.3.2 Shimadzu Scientific Instruments, the lowest responsible and responsive bidder, for a Total Organic Carbon (TOC) Analyzer, at an estimated out-of-pocket estimated out-of-pocket cost to the Board of \$59,137.85. [NOTE: HUB participation 0%. Vendor is a direct supplier.]
NO OF BIDS: 2 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No or Yes ✓

3.3.3 The Clorox Sales Company, the lowest responsible and responsive bidder, for estimated quantities of Lead-Free Water Pitchers and Filters for lead service line replacement, at an estimated out-of-pocket cost to the Board of \$100,640.00.

[NOTE: HUB participation 0%. Vendor is a direct supplier.]

NO OF BIDS: 1 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes

3.3.4 Y&S Technologies, Inc., the lowest responsible and responsive bidder, for Lenovo Desktops, Laptops and Smart Docs, at an estimated out-of-pocket cost to the Board of \$143,066.50. [NOTE: HUB participation 0%.]

NO OF BIDS: 4 MINORITY VENDOR BID: No ✓ or Yes NEW VENDOR: No ✓ or Yes

3.3.5 J.J. Morley Enterprises, Inc., the lowest responsible and responsive bidder, for the Cahaba Pump Station Intake Structure Repair and Rehabilitation Project, at an estimated out-of-pocket cost to the Board of \$266,627.60 (\$216,627.60 plus the mandatory \$50,000.00 contingency). [NOTE: HUB participation 3.57%. HUB labor and services participation 11.85%.]

NO OF BIDS: 2 MINORITY VENDOR BID: No or Yes ✓ NEW VENDOR: No or Yes ✓

Resolution No. 9668.3.3 is hereby adopted by unanimous vote.”

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Next, the Board moved to the fourth item on the agenda, Request Board to adopt a resolution to hire Janine Smith Law Firm, LLC, to provide legal services as required, at an hourly rate of \$300.00 per hour. 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. Dalton NeSmith and seconded by Ms. Tereshia Huffman, that the Board hereby adopts a resolution to hire Janine Smith Law Firm, LLC, to provide legal services as required, effective December 11, 2024, at an hourly rate of \$300.00 per hour; and to authorize the Interim General Manager to execute the agreement.

Resolution No. 9669 is hereby adopted by Directors Burbage, Henderson, Huffman, Munchus, NeSmith, and Ward. Director Taylor Abstained”

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Following, the Board moved to the fifth item on the agenda, Request Board terminate its agreement with Kelvin W. Howard, LLC. Director Munchus asked IGM Darryl Jones if he had anything to do with this decision. IGM Darryl Jones responded that he did not. 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 “Butch” Burbage, Jr., that the Board hereby terminates that certain agreement dated January 31, 2024, with Kelvin W. Howard, LLC.

Resolution No. 9670 is hereby adopted by Directors Burbage, Henderson, Huffman, and NeSmith. Directors Taylor and Ward Abstained. Director Munchus voted No.”

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Next, the Board moved to the sixth item on the agenda, Request Board to approve a contract renewal with Parnell Thompson, LLC, to continue to serve as General Counsel, at a rate of \$300.00 per hour. 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. William “Butch” Burbage, Jr. and seconded by Mr. Larry Ward, that the Board hereby approves a contract renewal with Parnell Thompson, LLC to continue to serve as General Counsel, effective December 11, 2024, at a rate of \$300.00 per hour; and authorizes the Interim General Manager to execute the agreement.

Resolution No. 9671 is hereby adopted by Directors Burbage, Henderson, Huffman, Munchus, NeSmith, and Ward. Director Taylor Abstained”

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Following, the Board moved to the seventh item on the agenda, Request Board to approve a new agreement with Birmingham Business Resource Center, to assist the Board in establishment of Business Sustainability and Capacity Building and Historically Underutilized Business programs. 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. George Munchus, that the Board hereby approves a new agreement with Birmingham Business Resource Center (BBRC), to assist the Board in establishment of Business Sustainability and Capacity Building (BSCB) and Historically Underutilized Business (HUB) programs, effective December 11, 2024, through December 10, 2025, at a monthly out-of-pocket cost to the Board of \$35,000.00; and authorizes the Board Chair to execute the agreement.

Resolution No. 9672 is hereby adopted by unanimous vote.”

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Next, the Board moved to the eighth item on the agenda, Request the Board to approve a settlement in the case styled 22-CV-00838, in the amount of \$75,000.00. 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. Dalton NeSmith and seconded by Mr. George Munchus, that the Board hereby approves a settlement in the case styled 22-CV-00838, in the amount of \$75,000.00; and authorizes the Board’s legal counsel, Brandon Prince, and the Board’s Interim General Manager to execute any necessary documentation to effectuate the settlement.

Resolution No. 9673 is hereby adopted by unanimous vote.”

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Following, the Board moved to the ninth item on the agenda, Request the Board to rescind modification to the ARPA Subrecipient Agreement with Jefferson County. IGM Darryl Jones explained that this was the project in which Jefferson County asked us to add an additional \$1M and it was done pre-maturely. IGM Darryl Jones stated that the additional \$1M will be given though and applied to another project, which will be brought before the Engineering and Maintenance Committee. Director Munchus asked if this is only to rescind. IGM Darryl Jones stated the project and work was already approved. Director Munchus asked how much HUB participation was awarded on the project. AGM Derrick Murphy stated the HUB participation with the labor and services piece came in at the 20% range. 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. Larry Ward and seconded by Mr. Dalton NeSmith, that the Board hereby rescinds modification to the ARPA Subrecipient Agreement with Jefferson County to increase the previously approved amount of \$2,000,000.00 by an additional \$1,000,000.00 bringing the total amount from Jefferson County to \$3,000,000.00. The total project cost including contractor’s bid, material, and Board’s labor is \$5,841,493.21; the estimated out of pocket cost to the Board, after Jefferson County’s \$3,000,000.00 ARPA funding, will be \$2,841,493.21; and authorizes the Interim General Manager and/or Assistant General Manager to execute the agreement. [NOTE: This was for the project awarded to Gillespie Construction, LLC on Sardis Road between Mount Olive Road, and Honeysuckle Way in unincorporated Jefferson County for the installation of approximately 8,730-feet of 12-inch DICL pipe; 120-feet of 8-inch DICL pipe, directional drilling HDPE pipe at Crooked Creek Crossing and related appurtenances; and three (3) water services in unincorporated Jefferson County.]

Resolution No. 9674 is hereby adopted by unanimous vote.”

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Next, the Board moved to the tenth item on the agenda, Request the Board to adopt a resolution establishing a team to assess the advantages of conducting a Disparity Study. Director Munchus thanked the Board, Attorney Parnell, and Management for bringing this study forward adding if it is done right, that this could help spur Economic Development. Director Munchus asked those involved to think broadly but be mindful of the law. Chairwoman Huffman stated leadership recommended this and she asked that we push the envelope to make sure we are really reaching minority vendors and helping them to qualify. 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. George Munchus and seconded by Ms. Tereshia Huffman, that the Board hereby adopts a resolution establishing a team comprising of the Interim General Manager, the Interim Deputy General Manager, and the Board’s legal counsels, Parnell Thompson, LLC, and BHM Law Group, LLC, to assess the advantages of conducting a Disparity Study for the Board and provide guidance on the study’s process. The team is directed to complete this evaluation by January 31, 2025.

Resolution No. 9675 is hereby adopted by unanimous vote.”

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Following, the Board moved to the eleventh item on the agenda, Request the Board to approve an agreement with Companion Life/ISU for Stop Loss Insurance, and AmWins, for a Gene Therapy Program. Director Munchus asked what the gene therapy program is. IGM Darryl Jones stated he was not sure. Justin Goodwin, from AmWins stated some of these programs can be up \$1M to \$1.5M, which is very uncommon. The gene therapy insurance kicks in beyond the Stop Loss. Director Munchus applauded everyone for being innovative and he added that he is not a lover of insurance. 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. George Munchus, that the Board hereby approves an agreement with Companion Life/ISU for Stop Loss Insurance, at a projected annual cost of \$443,785.20, and AmWins for a Gene Therapy Program, at a projected annual cost of \$38,760.00; for a total projected out-of-pocket cost to the Board of \$482,545.20, effective January 1, 2025, through December 31, 2025; and authorizes the Interim General Manager and/or Interim Assistant General Manager to execute the agreement.

Resolution No. 9676 is hereby adopted by unanimous vote.”

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Next, the Board moved to the twelfth item on the agenda, Request the Board to terminate agreements with various recruitment firms. Director Munchus asked if this was a cost savings effort. IGM Darryl Jones responded that it would be a cost savings adding that we have other firms working as well and we have had success in this area with our internal staff. 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. Larry Ward and seconded by Mr. William “Butch” Burbage, Jr., that the Board hereby terminates agreements with the following recruitment firms as listed on the attached termination letters; authorizes the Interim General Manager and/or Interim Assistant General Manager to execute the necessary documents as follows:

- 12.1 Human Capital Services LLC; effective 14-days from today’s date of December 11, 2024.
- 12.2 Insight Global; effective 14-days from today’s date of December 11, 2024.
- 12.3 Innova Solutions; effective 90-days from today’s date of December 11, 2024.
- 12.4 Excelsior Staffing; effective May 31, 2025.

Resolution No. 9677 is hereby adopted by unanimous vote.”

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Following, the Board moved to the thirteenth item on the agenda, Request the Board to approve a Scope of Services with E Source, for the Advanced Metering Infrastructure Project. 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. Larry Ward and seconded by Mr. George Munchus, that the Board hereby approves a Scope of Services with E Source, for the Advanced Metering Infrastructure Project, Phase 2-Project Management Services, at a cost of \$7,955,400.00; and authorizes the Interim General Manager and/or Interim Deputy General Manager to execute the agreement.

Resolution No. 9678 is hereby adopted by unanimous vote.”

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Next, IGM Darryl Jones stated the HUB employee positions have been filled and they will officially start December 16, 2024. Director Munchus asked where these employees will be housed. IGM Darryl Jones stated that they will be in the Main Building and a part of the Purchasing Department.

Following, the Board moved to the fourteenth item on the agenda, Request the Board to hear a presentation on changes to Alabama’s Public Records Act. Attorney Parnell presented the new information/changes, the last of the installments this year regarding training for the Board. Next year there will be educational presentations throughout the year as required by the Self-Governance Policy Attorney Parnell stated. Attorney Parnell stated that recent changes to the Public Records Act do not change private or privileged records. One of the changes made clear, according to Attorney Parnell, state that requests apply to State of Alabama residents. The types of requests are broken into those that require less than 8 hours and those that require more than 8 hours. Attorney Parnell stated he plans to run a new policy through the Executive Committee next year. When requests are made; they will need to be in writing, by hand or mail. If our procedure is not followed, we are not required to respond, according to Attorney Parnell. We will come up with a standard request form next year Attorney Parnell stated. When requests are not clear, we may ask for clarity. There is also a timeline, Attorney Parnell stated. Under the standard requests we need to establish a fee, which is being researched now. We have 10 business days to acknowledge that we have received a request and 15 days to respond that we are able to begin working on a response. Fees are charged accordingly, in relation to time spent Attorney Parnell stated. Some requests may be time intensive, and in this case, we have 45 days to complete. Part of the process involves keeping a log Attorney Parnell stated. Director Munchus asked what the definition of a public office is. Attorney Parnell responded that would be Staff.

Next, Director Ward then made a motion to adjourn the meeting and Director Taylor seconded the motion and the meeting was adjourned at 12:22 p.m.

_____/S/
Tereshia Q. Huffman
Chairwoman

Attest:

_____/S/
Larry Ward
Secretary-Treasurer