



Board of Light, Gas and Water Commissioners

220 S. Main Street
Memphis, TN 38103
www.mlgw.com

Board Meeting

~ Minutes ~

Wednesday, February 22, 2017

1:00 PM

Board Room

CALL TO ORDER AND OPENING REMARKS:

Chairman Wishnia

The meeting was called to order at 1:00 p.m.

Chairman Wishnia acknowledged Councilwoman Patrice Robinson's presence today at the meeting.

PLEDGE OF ALLEGIANCE:

Chairman Wishnia

The Pledge of Allegiance was recited.

ROLL CALL:

Dana Jeanes

Attendee Name	Title	Status	Arrived
Steven Wishnia	Chairman	Present	
Carlee McCullough	Vice Chair	Present	
Mitch Graves	Board Member	Late	1:07 PM
Leon Dickson	Board Member	Absent	
Derwin Sisnett	Board Member	Present	

The following staff members were present: Jerry R. Collins, Jr., President and CEO; Dana Jeanes, Vice President, CFO and Secretary-Treasurer; Cheryl Patterson, Vice President and General Counsel; Alonzo Weaver, Vice President, Engineering and Operations; Nick Newman, Vice President, Construction and Maintenance; Von W. Goodloe, Vice President, Human Resources; and Lashell Vaughn, Vice President and Chief Technology Officer. Christopher Bieber, Vice President, Customer Care did not attend the meeting.

APPROVALS:

Motion To: Approve Minutes of the Meeting of February 1, 2017.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Derwin Sisnett, Board Member
SECONDER:	Carlee McCullough, Vice Chair
AYES:	Steven Wishnia, Carlee McCullough, Derwin Sisnett
ABSENT:	Mitch Graves, Leon Dickson

CITY COUNCIL ACKNOWLEDGEMENTS & UPDATE:

Dana Jeanes

Receipt of Certified Copies of City Council Resolutions dated February 7, 2017, Items 7 through 16 and Item 29. (See Minute File No. 1410.)

PRESENTATIONS:

(None)

GENERAL STATEMENTS FROM THE PUBLIC:

(None)

PRESIDENT'S BRIEFING:

1. Share the Pennies - Manuel Villanueva explained that in 2016 Memphis was identified as the most energy burdened city in the country by ACCEEE. He further explained that the energy burden is not a function of utility rates, but a combination of low income/poverty combined with poor housing. Currently Share the Pennies operates as an opt-in program. Bills are rounded up and the funds are donated to MIFA and used for assistance for the elderly and/or disabled homeowners. Weatherization programs are in place in order to improve energy insufficiencies in homes, such as insulation, broken windows, leaks, water heater repair or replacement and other measures. He thanked all of the organizations that have played a key role in the program and thanked Councilwoman Patrice Robinson. She was present and thanked everyone involved. She asked the MLGW Board of Commissioners to please approve the Resolution presented at today's Board Meeting. She noted that the City Council has already passed a Resolution in support of changing the Share the Pennies program from an opt-in to an opt-out program.

2. Review of Consent Agenda - Jerry R. Collins, Jr.

(President's Briefing Continued on Page 4)

The original of the resolutions and documents relating to each item is filed in the vault on the fifth floor of the MLGW Administration Building, 220 South Main. The original documents shall control in the event of any conflict between the description and these minutes and the original documents.

CONSENT AGENDA

(Items 1 through 10)

RESULT:	APPROVED [UNANIMOUS] – ITEMS 2 THROUGH 10
MOVER:	Derwin Sisnett, Board Member
SECONDER:	Carlee McCullough, Vice Chair
AYES:	Steven Wishnia, Carlee McCullough, Mitch Graves, Derwin Sisnett
ABSENT:	Leon Dickson

CONSTRUCTION & MAINTENANCE DIVISION

(None)

CUSTOMER CARE DIVISION

RESULT: APPROVED [UNANIMOUS] – ITEM NO. 1
MOVER: Mitch Graves, Board Member
SECONDER: Derwin Sisnett, Board Member
AYES: Steven Wishnia, Carlee McCullough, Mitch Graves, Derwin Sisnett
ABSENT: Leon Dickson

RESULT: APPROVED [UNANIMOUS] – SAME DAY MINUTES ITEM NO. 1
MOVER: Derwin Sisnett, Board Member
SECONDER: Carlee McCullough, Vice Chair
AYES: Steven Wishnia, Carlee McCullough, Mitch Graves, Derwin Sisnett
ABSENT: Leon Dickson

1. Resolution approving the transition of the current Share the Pennies program from an opt-in program to an opt-out program, in accordance with specific recommended guidelines as noted in the resolution. (Chris Bieber) (SAME DAY MINUTES REQUESTED)

ENGINEERING & OPERATIONS DIVISION

2. Resolution awarding approval of Change No. 1 to Contract No. 11882, Mallory Pumping Station Value and Pipe Replacement, with Landmark Construction General Contractors, Incorporated, in the funded amount of \$147,600.00. (This change is to expand the scope to include the installation of filter control valves at the MLGW Mallory Pumping Station. The work initially was to be performed by MLGW; however, due to MLGW's increased workloads and labor workforce limitations, the work is being contracted to meet the increased summer water demand. In addition, this change is to extend the contract term through May 14, 2017 to allow time for this work to be completed.) (Jozelle Booker) (REQUIRES CITY COUNCIL APPROVAL)
3. Resolution awarding Contract No. 11913, Distribution Engineering Analysis Software, to CYME International T & D, in the funded amount of \$621,081.00. (Jozelle Booker) (REQUIRES CITY COUNCIL APPROVAL)
4. Resolution approving Change No. 4 to Contract No. 11489, Customer Care Center (CCC) Telephone Service, with AT&T, in the funded amount of \$50,000.00. (This change is to ratify and extend the contract for six months covering the period February 16, 2017 to August 15, 2017, with no increase in rates. This change is necessary to

allow the completion of the negotiations, obtain an executed contract, and maintain services.) (Jozelle Booker) (REQUIRES CITY COUNCIL APPROVAL)

5. Resolution approving payment of an invoice from the American Public Gas Association for the 2017 annual membership dues in the amount of \$52,000.00. (Alonzo Weaver) (REQUIRES CITY COUNCIL APPROVAL)

FINANCE DIVISION

6. Resolution approving rejection of bids received up to 4:00 p.m., Tuesday, November 8, 2016 for furnishing MLGW with various wire. (Jozelle Booker)

GENERAL COUNSEL DIVISION

(None)

HUMAN RESOURCES DIVISION

7. Resolution approving the following positions: Position Nos. 00584 and 01964, both of which are Lead Customer Service Technician positions. (Jerry R. Collins, Jr./Von Goodloe)

RESULT:	APPROVED [UNANIMOUS] – SAME DAY MINUTES ITEM NO. 8
MOVER:	Derwin Mitch Graves, Board Member
SECONDER:	Carlee McCullough, Vice Chair
AYES:	Steven Wishnia, Carlee McCullough, Mitch Graves, Derwin Sisnett
ABSENT:	Leon Dickson

8. Resolution approving an annual salary of \$112,207.68 for the Manager of Procurement and Contracts position. (Jerry R. Collins, Jr./Von Goodloe) *(During the review of the Consent Agenda, President Collins paused and asked Mr. Jeanes to discuss the hiring of the Manager of Procurement and Contracts position. Mr. Jeanes introduced Mr. Clifton Davis. He also shared his work history and experience with the Board. He also explained that Mr. Davis has a strong background in Contracts and Purchasing. He stated his current position with the County and experience in government is comparable to the duties of the position he will be filling.)*

INFORMATION SERVICES DIVISION

9. Resolution approving Change No. 3 to Contract No. 10072, Online Summary and Reference Product, with Chicago-Soft, Ltd., in the funded amount of \$5,206.00. (This change is to renew annual software maintenance, license, and support for the period covering May 8, 2017 to May 7, 2018. This renewal reflects a 10% increase from the previous renewal due to the company's pricing module for services. MLGW is requesting approval of the acquired system, which can only be performed by Chicago-Soft, Ltd.) (Jozelle Booker) (REQUIRES CITY COUNCIL APPROVAL)
10. Resolution awarding a contract to Thomas Consultants, Inc., for SAN switch add on expansion, in the amount of \$68,801.61. (Jozelle Booker) (REQUIRES CITY COUNCIL APPROVAL)

PRESIDENT'S DIVISION

(None)

PRESIDENT'S BRIEFING (Continued):

3. HR Policy #21-04 - Termination of Employment - Rutha Griffin reviewed the proposed revisions to the policy. The Board had no questions.

4. HR Policy #21-11 - Personnel Review Board - Rutha Griffin reviewed the proposed revisions to the policy. She stated the revisions clarify that the Personnel Review Board will review all cases of employees arrested to determine if the arrest will impact the employee's ability to perform the duties of their position. She reviewed what is acceptable in regard to employees notifying their supervisors, the loss of driver's licenses, and other specific items addressed in the policy.

5. HR Policy #22-18 Relocation - Rutha Griffin stated a definition is being added to the policy. She also discussed extended coverage and to whom that applied. The organization responsibility is also being corrected. She discussed guidelines in regard to reimbursement by the employees and the percentages outlined in the policy.

6. Other - Jerry R. Collins, Jr.

COMMITTEE REPORTS:

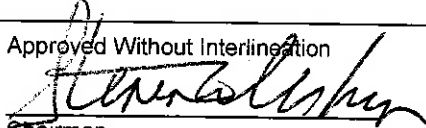
(None)

ADJOURNMENT:

Prior to adjournment, Chairman Wishnia congratulated Jozelle Booker on her new position and her retirement. He also welcomed Clifton Davis.

There being no further business, the meeting was adjourned at 1:45 p.m.

(See Minute File No. 1410.)

Approved Without Interlineation

Chairman

These Minutes Compiled by Undersigned and
are correct

Acting Secretary-Treasurer