

MEMPHIS LIGHT, GAS & WATER DIVISION OFFICIAL MINUTES	
Meeting Time: December 1, 2011 at 3:00 P.M.	
Meeting Location: Board Room, Fifth Floor, Administration Building, Memphis, Tennessee	



The meeting was called to order by Chairman Cobbins at 3:00 p.m.

The Pledge of Allegiance was recited.

The Secretary-Treasurer called the roll. The following Board Members were present: Darrell T. Cobbins, Chairman; Dedrick Brittenum, Jr., Vice Chairman; V. Lynn Evans; Rick Masson and Steven Wishnia

The following staff members were present: Jerry R. Collins, Jr., President & CEO; Dana Jeanes, Vice President, CFO and Secretary-Treasurer; Cheryl Patterson, Vice President and General Counsel; Nick Newman, Vice President, Construction and Maintenance; Christopher Bieber, Vice President, Customer Care; Alonzo Weaver, Vice President, Engineering and Operations; Von W. Goodloe, Vice President, Human Resources, and Lashell M. Vaughn, Vice President and Chief Technology Officer

Commissioner Wishnia moved that after personally reading and reviewing the typed minutes of the Memphis Light, Gas and Water Board meeting held November 17, 2011, that they be recorded as the official record, seconded by Commissioner Masson and unanimously carried.

The Secretary-Treasurer acknowledged receipt of Certified Copies of City Council Resolutions dated November 15, 2011, Items 14 through 25, approving items approved

by the MLGW Board at its meeting held October 20, 2011 (see Minute File No. 1346) and Item 26, approving item approved by the MLGW Board at its meeting held November 3, 2011 (see Minute File No. 1347).

GENERAL STATEMENTS FROM THE PUBLIC:

None

COMMITTEE REPORTS:

1. Supplier Diversity Committee Update – Commissioner Evans
 - Supplier Diversity - 3rd Quarter 2011 - Renise Holliday

Ms. Jozelle Booker, Manager, Procurement and Contracts, advised the Board that the Mid-South Minority Business Council held its annual meeting on November 18, and MLGW was selected as Corporation of the Year for 2011. Ms. Booker read a letter regarding MLGW's achievements regarding supplier diversity which was read at the annual meeting. (Letter is on file in Minute File No. 1348). Commissioner Evans congratulated staff on these accomplishments and stated that the Supplier Diversity Reception will be held at 4:00 p.m. today.

2. Human Resources Committee Update – Commissioner Masson
 - Health Report

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 in these minutes and the original documents.

CONSENT AGENDA

CONSTRUCTION & MAINTENANCE DIVISION

1. Resolution awarding Contract No. 11491, System Furniture, to Staples in the funded amount of \$249,000.00.

APPROVED (SUBJECT TO CITY COUNCIL APPROVAL)

2. Resolution approving Change No. 5 to Contract No. 11229, Professional Engineering Services, with Allen and Hoshall Engineers in the funded amount of \$75,600.00. (This change renews the contract for the fourth and final renewal term, January 1, 2012 to December 31, 2012, with no increase in rates).

APPROVED (SUBJECT TO CITY COUNCIL APPROVAL)

3. Resolution approving Change No. 5 to Contract No. 11230, Professional Engineering Services, with Thompson Engineers, Inc., in the funded amount of \$40,600.00. (This change renews the contract for the fourth and final renewal term, January 1, 2012 to December 31, 2012, with no increase in rates).

APPROVED (SUBJECT TO CITY COUNCIL APPROVAL)

4. Resolution approving Change No. 4 to Contract No. 11231, Professional Engineering Services, with Branham and Lloyd, LLC, with no increase in contract value. (This change renews the contract for the fourth and final renewal term, January 1, 2012 to December 31, 2012, with no increase in rates).

APPROVED

5. Resolution approving Change No. 2 to Contract No. 11308, Line Clearance, with Blume Tree Services, Inc., with no increase in contract value. (This change is to add additional equipment rates that are required due to the clearing of a transmission easement for the Mitsubishi Electric Project).

APPROVED

6. Resolution awarding 36-month blanket contract for Construction and Maintenance shirts to Paramount Uniform in the amount of \$458,606.88.

APPROVED (SUBJECT TO CITY COUNCIL APPROVAL)

CUSTOMER CARE DIVISION

7. Resolution adopting the 2012 Customer Care Policy, effective January 1, 2012.

APPROVED

8. Resolution adopting the 2012 Electric, Gas and Water Schedule of Charges, effective January 1, 2012.

APPROVED

9. Resolution approving the 2012 Electric, Gas and Water Service Policy, effective January 1, 2012.

APPROVED

10. Resolution approving the 2012 Incentive Policies for Housing and Economic Development, effective January 1, 2012.

ITEM 10 WAS DELETED

**ENGINEERING &
OPERATIONS DIVISION**

11. Resolution awarding 12-month blanket contract to American Electric Lighting c/o Ruffin and Associates for luminaries in the amount of \$1,816,633.75.

APPROVED (SUBJECT TO CITY COUNCIL APPROVAL)

12. Resolution awarding Contract No. 11493, Installation of Overflow Pipe for Nine Elevated Water Storage Tanks, to Utility Service Company, Inc., in the funded amount of \$137,100.00.

APPROVED (SUBJECT TO CITY COUNCIL APPROVAL)

FINANCE DIVISION

13. Resolution approving changes to the *Statement of Investment Policy of the Memphis Light, Gas and Water Division*.

APPROVED

14. Resolution approving changes to the *Investment Policy Statement of the MLGW Retirement and Pension Fund*.

APPROVED

GENERAL COUNSEL DIVISION

(None)

HUMAN RESOURCES DIVISION

(None)

**INFORMATION TECHNOLOGY
DIVISION**

(None)

PRESIDENT'S DIVISION

15. Resolution approving Change No. 5 to Contract No. 11191, Television Production and Broadcast Services, with Media Source in the funded amount of \$38,685.00. (This change renews the contract for the fourth and final renewal term, January 4, 2012 to January 3, 2013, with no increase in rates, and covers post-production/video-editing services of six bi-monthly episodes of Memphis Energized, video production services, including on-location filming, and in-studio filming at Media Source).

APPROVED (SUBJECT TO CITY COUNCIL APPROVAL)

16. Resolution approving Change No. 4 to Contract No. 11250, Waste Management Services, with Tradebe with no increase in contract value. (This change renews the contract for the third of four renewal terms, January 1, 2012 to December 31, 2012, with no increase in unit prices from the previous year).

APPROVED

17. Resolution awarding contract to Bell and Howell, LLC for Utility Bill inserting equipment in the amount of \$277,109.56.
18. Resolution approving Position No. 03468, Manager, Residential Contact Centers and Position No. 06282, Manager, Customer Metering & Billing. (Jerry R. Collins, Jr.)

APPROVED

AMENDMENT TO CONSENT AGENDA

It was moved by Commissioner Evans, seconded by Commissioner Masson and unanimously carried that Item 18 be and hereby is added to the Consent Agenda and Item 10 be and is hereby deleted from the Consent Agenda.

**APPROVAL OF CONSENT AGENDA, AS AMENDED
(Items 1 through 9 and Items 11 through 18):**

MOTION: Commissioner Evans
SECOND: Commissioner Wishnia

ROLL CALL:

AYE: Commissioner Masson
AYE: Commissioner Evans
AYE: Commissioner Wishnia
AYE: Vice Chairman Brittenum
AYE: Chairman Cobbins

APPROVAL OF SAME DAY MINUTES FOR ITEM 18 ONLY

It was moved by Commissioner Wishnia, seconded by Commissioner Masson and unanimously carried that the minutes of Item 18 of today's meeting be and are hereby approved.

OTHER BUSINESS:

Vice Chairman Brittenum inquired about the status of the Ballard Project and the Records Management issue.

There being not further business, the meeting was adjourned at 3:33 p.m.

SEE MINUTE FILE NO. 1348.

APPROVED WITHOUT INTERLINEATION

Chairman

**These Minutes Compiled by
Undersigned and are Correct.**

Secretary-Treasurer