

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, February 3, 2011

Chairman, Pete McQueen, called the meeting to order at 1:30 p.m.

Present at the meeting were: Chairman, Pete McQueen, Vice Chairman, John Chafin, Secretary/Treasurer, Marie Barber, Board Members, John Westervelt, Don McMillian, Oscar Blalock, and Rodney Givens; General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams, other CCWA staff and visitors.

Chairman McQueen called on Zachary Bond, Temporary Meter Reader, to give the invocation.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, January 6, 2011. Hearing none, the minutes were approved as presented.

Public Comment – Mr. Ollie Carter: Mr. Carter did not show up for the meeting.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, to give our financial report. Mr. McHugh reviewed the financial information that was given to the Board for the period ending December 30, 2010.

Employee Recognition: Chairman McQueen called on Ed Durham, Human Resources Director, to recognize Scott Whitlock, Human Resources Analyst, for his 15 years of service. Ed thanked Scott for his hard work and dedication to the Water Authority and presented him with his 15-year service pin.

Chairman McQueen called on Mike Thomas, General Manager, who stated the Clayton County Water Authority received the Chamber of Commerce's 2010 Business of the Year Award at the Chambers Annual Banquet. He stated that this is quite an honor for the Water Authority and that it could not be possible without the significant contributions of the entire staff and Board.

Northeast WRF Weir Gates Bid Recommendation: Chairman McQueen called on Jim Poff, Water Reclamation Manager, to present the Northeast WRF Weir Gates Bid Recommendation.

Vendor	Total Bid Amount
Allsouth Constructors	\$141,171.00
Davidson Hydrant & Utility Service	\$150,718.00
Sol Construction	\$166,000.00
Willow Construction	\$169,000.00
Lakeshore Engineering	\$174,900.00

Background: Currently Northeast WRF operates with secondary clarifiers as a separate treatment train, which causes operational and effluent quality problems at the plant. Problems can be severe in wet weather and result in possible permit violations. This project will allow staff to operate additional clarifiers during times of wet weather and it will also allow for better treatment of Phosphorus because of increased detention time. A third benefit would be greater redundancy to overcome equipment outage problems that could also result in possible permit violations

Recommendation: Staff recommends awarding the contract for this project to lowest bidder, Allsouth Constructors for the bid total of \$141,171.00.

Funding: \$125,000.00 is budgeted in the R&E Fund. A budget revision of \$17,000 from Operating Materials and Supplies account will be used to cover the remainder of the project cost.

UPON Motion by Marie Barber and seconded by Don McMillian it was unanimously

RESOLVED: to award the contract for the Northeast WRF Weir Gates project to the lowest bidder, Allsouth Constructors for the not to exceed amount of \$141,171.00 contingent upon approval of bonds and insurance as required by the specifications, and to authorize the General Manager to sign the contract documents.

Casey WRF Pelletizing Improvements Summary: Chairman McQueen called on Mike Buffington, Program Management Engineer, to present the Casey WRF Pelletizing Improvements Summary.

The W. B. Casey WRF Sludge Pellitization Facility was placed in operation in 1980 along with expansion and upgrade of the water reclamation facility. This 30-year old facility provides beneficial use of bio-solids producing the product Agri-Plus 650. The Casey plant was rebuilt in 2004 but the Sludge Pellitization Facility was not upgraded. The W. B. Casey Solids Management and Capital Improvements Plan, completed in January 2008, recommended improvements to extend the life of the facility.

This project included construction of the recommended improvements including electrical upgrades; new instrumentation and control system (SCADA); safety improvements; odor control equipment; and architectural upgrades to the existing metal building, new control room, electrical room, laboratory, break room, and restrooms.

Project Managers:

- CH2M Hill, Engineers – Greg Yarberry (Design)
- CH2M Hill, Engineers – Chris Cranmer (Construction Manager)
- Clayton County Water Authority – Mike Buffington

Construction Contract Summary:

- General Contractor – Heavy Constructors, Inc., Marietta, Georgia
- Bid (Contract) Amount – \$3,517,652.00
- Final Change Order – Deduct (\$9.86)
- Final Contract Amount – \$3,517,642.14

Funding:

- The project was funded by R&E Funds.

Headquarters Building Space Planning Recommendation: Chairman McQueen called on Terry Moy, Program Management & Engineering Manager, to present the Headquarters Building Space Planning Recommendation.

In August 2010 CCWA initiated a Space Planning Study to address implementing the recommendations of the Customer Service Improvement Project. That work included consolidating and centralizing customer service staff including the Call Center, Customer Service Representatives and Customer Accounts and Accounts Receivables. The work also identified improvements needed to address additional drive in teller facilities and workplace ergonomics. Reducing traffic congestion, improving pedestrian safety, separating staff and public parking, improving freight and heavy equipment access to maintenance yards and the planned widening of Battle Creek Road were also included in this work to coordinate inside improvements with site layout needs. The work also included a preliminary assessment of existing mechanical systems to support the planned improvements.

An important aspect of the project which developed after the preliminary studies were completed identified significant improvements in security and perimeter control that could be developed as a part of the alternative layouts that were prepared.

The work is now complete and includes conceptual costs and layout alternatives which will be presented at the Board meeting.

Staff recommends board approval to go forward with the preparation and advertisement of a Request For Proposals (RFP) for Detailed Architectural Design Services.

UPON Motion by John Chafin and seconded by Oscar Blalock it was unanimously

RESOLVED: to approve going forward with the preparation and advertisement of a Request For Proposals (RFP) for Detailed Architectural Design Services for the headquarters building as requested and outlined above.

Engineering Services Contract Recommendation with CH2MHill: Chairman McQueen called on Mike Thomas, General Manager, to present the Engineering Services Contract Recommendation with CH2MHill.

A transition plan to effect closure of the existing Engineering Master Services Agreement with CH2M HILL has been completed and includes the following items:

- Termination of the existing Master Services Agreement effective upon review, approval and payment of February 2011 invoices,
- Development of a new agreement with CH2M HILL with Terms and Conditions to cover six (6) previously authorized projects that are currently in progress. Authorized projects include: On Call Stormwater Services, Hooper WPP Solids Handling Improvements Design, Regulatory and Monitoring Data Management, Lake City Nature Preserve and East Jesters Creek Stream Restoration Phase 4 Services During Construction and Engineering On Call Services.
- The new agreement will also be used to provide two (2) contract amendments to existing authorizations. Amendments include: Detailed Floodplain Mapping and FY 2010 Services During Construction (Smith WPP and Hooper Solids Handling Improvements projects).
- The new agreement will also provide for one (1) new authorization for the Flint River National Pollutant Discharge Elimination System (NPDES) Permit, which is a result of the Casey Wastewater Basin Flow and Load Study.

The new task order will provide the services to complete required documentation to support the W.B. Casey WRF permit modification to discharge 6.6 mgd to the Flint River. CCWA has submitted a Waste Load Allocation (WLA) request to GAEPD for an average daily discharge of 6.6 million gallons from the W.B. Casey WRF to the Flint River immediately downstream of the W.B. Casey WRF. Once CCWA has the WLA, technical studies/reports must be prepared and coordinated with GAEPD for approval. The purpose of the Flint River NPDES Permit Task Order is to prepare these documents. Based on previous experience with similar permitting projects, it is anticipated that the permitting process may take approximately 3 years. Typically, there are multiple rounds of GAEPD comments that must be addressed before each document is approved. Specific tasks include:

- Task 1 Anti-Degradation Report - economic analysis of the costs associated with the new discharge and other alternatives analyzed during the selection process
- Task 2 Environmental Information Document - address potential impacts on water resources, water quality, biotic resources, wetlands, forests, and socioeconomic resources as required in the Georgia guidance

- Task 3 Design Development Report - develop and describe the layout and components of the new discharge location, also develop and summarize the treatment facilities at W.B. Casey WRF
- Task 4 NPDES Permit Application - prepare draft of the permit application submit to GAEPD and respond to comments to expedite the permitting process
- Task 5 Section 404 and Stream Buffer Variance Applications - applying for a permit from the US Army Corps of Engineers, as well as a stream buffer variance from GAEPD (construction of the pipeline and discharge would require a stream buffer variance from GAEPD)
- Task 6 Coordination/Meetings with GAEPD - prepare materials for meetings with GAEPD and a public meeting

A table showing all existing amended and new task orders to be included in the new contract with CH2M HILL is attached.

Work to prepare an On Demand Engineering Services Request For Proposals is continuing and is expected to be advertised in February. The procurement is tentatively planned to result in a May Board presentation and recommendation for award.

CCWA TASK ORDER #	PROJECT	AUTHORIZED BUDGET	ADDENDUM AMOUNT	ESTIMATED COMPLETION
EXISTING TASK ORDERS TO BE COMPLETED				
SW-10-02	Lake City Nature Preserve and East Jesters Creek Stream Restoration Phase 4 Services During Construction	\$403,000	N/A	Q3 2011
SW-10-03	Regulatory and Monitoring Data Management	\$200,000	N/A	Q2 2011
SW-10-04	On Call Stormwater Services	\$80,000	N/A	Q2 2011
OP-10-02	Engineering On-Call Services	\$95,000	N/A	Q2 2011
RE-10-02	Hooper WPP Solids Handling Improvements	\$146,000	N/A	Q2 2011
EXISTING TASK ORDERS WITH ADDENDUMS				
SW-08-05	Floodplain Mapping	\$1,098,178	\$105,147	Q4 2013
RE-10-01	FY2010 Pgm Mgmt Services During Construction	\$975,000	\$114,395	Q3 2012
NEW TASK ORDER				
RE-10-03	Flint River NPDES Permit	\$389,000	N/A	Q4 2013

UPON Motion by Rodney Givens and seconded by Oscar Blalock it was unanimously

RESOLVED: to approve the new Engineering Master Services Agreement with CH2M HILL as requested and outlined above.

Meter Services Final Reorganization Recommendation: Chairman McQueen called on Mike Thomas, General Manager, to present the Meter Services Final Reorganization Recommendation.

Significant progress has been made on our meter change out and upgrade project. CCWA staff has upgraded over 46,000 meters to automated meter reading (AMR) technology. This will make our meter reading process much more efficient as well as provide customer leak detection and more accurate meter readings.

We are proposing that the Meter Services Technicians, who will now have the role of completing the AMR routes, conducting customer leak notifications and responding to customer bill complaints be upgraded from their current grade 4 to a grade 6. We also propose the creation of a Meter Services Supervisor and to upgrade the pay grade of the install team from a 6 to a grade 7 to insure that this team is motivated to complete the upgrade. The Account Services Representative job is not changing significantly and will remain at a grade 7. The Account Services Representative job is not changing significantly and will remain at a grade 7.

UPON Motion by Oscar Blalock and seconded by Marie Barber it was unanimously

RESOLVED: to approve the Meter Services Department reorganization as requested and outlined above.

Upon Motion by John Chafin and seconded by Oscar Blalock it was unanimously

RESOLVED: that the Board adjourn into executive session for land, legal, and personnel issues. The Board reserves the right to return to open session.

The Board returned to open session.

Mr. Thomas stated there will be an OPEB Meeting immediately following the regular Board Meeting.

UPON Motion by Oscar Blalock and seconded by Marie Barber it was unanimously

RESOLVED: to adjourn the regular session board meeting.

There being no further business to come before the open meeting, the meeting was adjourned.

Pete McQueen, Chairman

Walter Marie Barber, Secretary/Treasurer