

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, September 2, 2010

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, Wayne Murphy of CH2M Hill, other CCWA staff and visitors.

Chairman McQueen called on Tony Head, Facility Maintenance Worker, 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, August 5, 2010. Hearing none, the minutes were approved as presented.

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 July 31, 2010.

Recognition: Chairman McQueen called on Mike Thomas to recognize Pam Hill, Call Center Supervisor. Mr. Thomas stated that Pam is the newest member of our management team and we are glad to have and welcome her to CCWA.

Mr. Thomas also recognized Emory McHugh and the entire Finance Department for receiving the Distinguished Budget Presentation Award for the sixth consecutive year. Mr. Thomas and Chairman McQueen thanked Mr. McHugh and his staff for their continued hard work and success with financial reporting.

Chairman McQueen called on Manager Jim Poff to recognize Keith Kiblinger, NTS Plant Supervisor, for passing the Wastewater Operator Class I Certification Exam. Jim congratulated and thanked Keith for his hard work and dedication to the Water Authority.

Audit Report: Chairman McQueen called on Emory McHugh, Finance Director, to present the FY 2009-2010 Audit Report. Emory introduced Miller Edwards, CPA of Mauldin & Jenkins, to discuss the FY2009-2010 Audit Report. Mr. Edwards informed the Board that CCWA had received an unqualified (or clean) opinion. He provided a brief overview of CCWA's audit report and financial statements.

Forklift Replacement Bid Recommendation: Chairman McQueen called on Teresa Adams, General Services Manager, to present the Forklift Replacement Bid Recommendation.

<b>Vendor</b>	<b>Total Bid Amount</b>	<b>Number of Specifications Met:</b>
<b>All Lift of Georgia</b> Fayetteville, GA	\$ 39,197.00	19/20 Max Load Capacity at 24" Center: 6,210 lbs  Max Load Capacity at 30" Center: 5,685 lbs
<b>American Forklift Service</b> Austell, GA	\$41,450.56	18/20 Max Load Capacity at 24" Center: 4,900 lbs  Max Load Capacity at 30" Center: 4,400 lbs
<b>Briggs Equipment</b> Atlanta, GA	\$ 41,895.08	20/20 Max Load Capacity at 24" Center: 6,900 lbs  Max Load Capacity at 30" Center: 6,150 lbs
<b>Ogden Forklifts</b> Atlanta, GA	\$ 43,341.30	19/20
<b>Athens Material Handling</b> Athens, GA	\$ 43,379.00	19/20
<b>Barloworld Handling</b> Decatur, GA	\$ 43,892.00	20/20
<b>Super Tech, Inc.</b> Fayetteville, GA	\$ 44,250.00	17/20

Staff recommends that this contract be awarded to Briggs Equipment in the amount of \$41,895.08. Funding source is the 2010 Capital Budget.



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

RESOLVED: to approve the purchase of one 8,000 lb Forklift from Briggs Equipment in the not to exceed amount of \$41,895.08 and to authorize the General Manager to sign the contract.

Hooper WPP Solids Removal Annual Contract Proposal Recommendation:  
Chairman McQueen called on Guy Pihera, Water Production Manager, to present the Hooper WPP Solids Removal Annual Contract Proposal Recommendation.

Proposals were received for transportation and disposal of alum sludge residuals. Clayton County Landfill accepts this material at no charge to CCWA for refuse cover. Residual solids are collected in roll off containers and approximately 4 loads per week are transported to the Clayton County Landfill.

Proposals were received from 3 companies. Proposals were scored in the following categories and point values: Cost (50), References (15), Project Understanding (15), Qualification/Experience (10), and Safety Program (10) for a total of 100 possible points. Proposals were evaluated independently by three CCWA staff members and averaged for a final score. Results are as follows:

<b>Company</b>	<b>Cost Per Load (up to 12 Tons)</b>	<b>Score</b>	<b>Final Ranking</b>
Advanced Disposal Services	\$ 98.00	96	1
BFI Waste Services, LLC (Republic)	\$ 119.25	88	2
Evergreen Waste, LLC	\$ 225.00	69	3

After evaluating all the proposals the staff recommends awarding this annual contract to Advanced Disposal Services for the period of December 1, 2010 – November 30, 2011. We would also recommend that this contract be extendable for a second and third year at no changes in price, terms or conditions.

Contract is valued at approximately \$20,384 annually (based on unit price listed and 4 loads per week). Expiring contract was for approximately \$27,560 annually (\$132.50 per load).

UPON Motion by Rodney Givens and seconded by John Westervelt it was unanimously

**RESOLVED:** to award the Hooper WPP Solids Removal Annual Contract to Advanced Disposal Services based on the unit prices provided and contingent upon approval of bonds and insurance as required by the specifications for the period of December 1, 2010 through November 30, 2011; to provide the option to extend the contract for a second and third year at no changes in terms or conditions for labor and equipment as outlined above; and to authorize the General Manager to sign the contract documents.

Hooper and Shoal Creek Dam Repair Updates: Chairman McQueen called on Guy Pihera, Water Production Manager, to present the Hooper and Shoal Creek Dam Repair Updates.

CCWA owns and operates 7 reservoir/dam systems for various purposes:

- Shoal Creek – 2.19 billion gallons, raw water storage
- Blalock – 889 million gallons, raw water storage
- Smith – 843 million gallons, raw water storage
- Hooper – 280 mg, raw water storage
- Shamrock – 260 mg, raw water storage
- Spivey Station – storm water detention
- Huie Pond Complex – land application spray field holding ponds

Shoal Creek, Blalock, Smith and Spivey Station are Category I dams. Category I dams are subject to annual inspections and work performed on these dams requires oversight by hydrologic/geotechnical specialty engineers approved by Georgia EPD Safe Dams Program, and referred to as Engineers of Record. Recent inspections at Shoal Creek and Hooper Dams will result in follow up corrective actions on both dams as described by Mr. Pihera.

NTS Tractor Procurement Recommendation: Chairman McQueen called on Jim Poff, Water Reclamation Manager, to present the NTS Tractor Procurement Recommendation.

<b>BIDDER</b>	<b>STATE CONTRACT</b>
Lashley Tractor Sales Lithonia, GA	Kubota M9540HDC \$38,578.76 (24% off list)
Lashley Tractor Sales Lithonia, GA	New Holland T5050 \$39,723.53(29% off list)

The FY 2010 budget includes the purchase of a mowing tractor for Natural Treatment Systems (NTS). With the addition of Huie Phase IV wetlands the mowing acreage at NTS has increased substantially. We propose to purchase one new tractor selected for its efficiency and safety on the steep slopes that exist around the wetland cells.

Staff recommends purchasing one new Kubota M9540HDC Utility Tractor with dual rear wheels from Lashley Tractor Sales in the amount of \$38,578.76 under State of Georgia Purchasing Contract. These purchasing contracts are awarded to the vendor that supplies the lowest quote to supply equipment at a percent off current list price. This replacement purchase was budgeted at \$38,500 in the FY 2010 Approved Budget. The remaining amount of \$78.76 will come from same BU budgeted funds.

UPON Motion by Don McMillian and seconded by Oscar Blalock it was unanimously

RESOLVED: to approve the purchase of one new Kubota M9540HDC Utility Tractor from Lashley Tractor Sales in the not to exceed amount of \$35,578.76 and to authorize the General Manager to sign the contract.

Hooper WPP Solids Handling Improvements Task Order Recommendation:  
Chairman McQueen called on Mike Buffington, Program Management Engineer, to present the Hooper WPP Solids Handling Improvements Task Order Recommendation.

The W. J. Hooper Water Production Plant (WPP) was upgraded and expanded to a design capacity of 20.0 MGD in 1979. The solids dewatering facility was added in 2002 to dewater alum residuals from the plant; and other treatment units were upgraded in 2006. At that time no work was done on the backwash water recovery basin constructed in 1979. The 2010 Strategic Master Plan recommended certain improvements to the solids handling facilities including upgrades to the backwash water recovery basin.

This project includes engineering design services provided by CH2M Hill to complete detailed design and preparation of construction documents for these improvements. The improvements will include modifications to the sedimentation basin sludge collection system; and modifications to the backwash water recovery basin sludge collection and pumping facility. The task order will include site visits; workshops; detailed design and preparation of construction documents; cost estimates; and bid services.

Design and construction of this project was included in the Fiscal Year 2010 Capital Improvements Plan, list of projects.

***Project Managers:***

- CH2M Hill, Engineers – Stuart Jeffcoat
- Clayton County Water Authority – Mike Buffington

***Proposed Task Order Amount:***

- Task Order Amount – \$146,000
- Time and Materials (not to exceed amount)

***Funding:***

- The project will be funded by R&E Funds

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

RESOLVED: to approve the Hooper WPP Solids Handling Improvements Task Order in the not to exceed amount of \$146,000.00 and to authorize the General Manager to sign the task order.

Aerial Photography Procurement Summary: Chairman McQueen called on Terry Moy, Program Management and Engineering Manager, to present the Aerial Photography Procurement Summary.

CCWA uses high resolution aerial photography as the foundation of its Geographic Information System (GIS). This base layer of information supports plan review/design work, stormwater operations and maintenance, pipeline systems management, property/lands, easement mapping, and floodplain mapping.

The board approved up to \$45,000 to be spent based on preliminary USGS quotes. Prior updates of CCWA aerials in 2007 cost more than \$52,000. Final costs for this work including USGS subsidies were \$15,630. Funding for this work was from R&E Funds.

JD Edwards Upgrade Needs Assessment Summary: Chairman McQueen called on Karen Riser, Risk Manager, to present the JD Edwards Upgrade Needs Assessment Summary.

In June the Board approved Denovo to perform an upgrade assessment for our J.D. Edwards software applications. J.D. Edwards is CCWA's financial management software that is used for all our accounting, procurement, inventory and plant and equipment asset management tracking - about fifteen applications in total. The current version of the software was installed in 2002 and seven new versions of the software have been released since that time. Oracle, the company that now owns J.D. Edwards still supports our current version but in a limited fashion.

The newer version of the software includes significant enhancements, new functionality and addresses compatibility issues with other third party software that is currently used in conjunction with JDE. Specifically, the current software maintenance level will end in December 2013. To that end CCWA will lose the annual maintenance support including future enhancements for all fifteen JDE modules including payroll tax table support from Vertex, any major financial reporting requirement changes, and third party forms print for Create!form such as W-2's and 1099's. Also compatibility issues exists between JDE and all Microsoft Office applications beyond Office 2003.

The assessment has been completed and the following is a summary of the finding and associated budget costs as presented by Denovo and/or developed by CCWA staff:

<b>Item</b>	<b>Budget Costs</b>
Implementation Professional Services	\$570,000.00
Migration of Licensing Model	\$15,600.00
Additional Software Licensing	\$27,500.00
Additional Annual Maintenance	\$9,500.00
Hardware Upgrade	\$110,000.00
CCWA Staff Training	\$83,500.00
Implementation Backfilling/Temp Labor	\$100,000.00
<b>Total Requested Budget</b>	<b>\$916,100.00</b>

In April the board authorized \$500,000 from the R&E fund for this upgrade project. At this time staff is recommending the board authorize additional funding of \$416,100 - \$223,000 from the R&E fund and \$193,000 from the current fiscal year operating budget. Upon Board approval, CCWA staff will proceed with developing the necessary requests for proposals to continue with implementation of the upgrade.

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

**RESOLVED:** to approve additional funding of \$416,100 for the JD Edwards upgrade assessment project in the not to exceed total amount of \$916,100.00 and to authorize staff to proceed with issuing Requests for Proposals to complete the work.

Annual Grassing Contract Proposal Recommendation: Chairman McQueen called on Mike Thomas, General Manager, to present the Annual Grassing Contract Proposal Recommendation.

<b>Vendor</b>	<b>Score</b>	<b>Proposal</b>	<b>DBE</b>
Georgia Landscape Management 13700 Hughes Crossing Hampton, GA 30228	90.0	\$ 134,010.04	
TPL Construction Landscaping 862 New Hope Dr. Hampton, GA 30228	76.25	\$ 79,770.00	
DAF Concrete, Inc. 212 Hicks Dr Marietta, GA 30060	52.0	\$ 118,625.00	

CCWA staff has re-evaluated the proposals for the Annual Grassing/Lawn Repair RFP and found TPL Construction Landscaping to be a qualified contractor. We recommend amending this award to include both Georgia Landscape Management and TPL Construction Landscaping at their quoted bid prices.

Work will be assigned on an “as needed – when needed” basis and work will be paid per the unit prices as shown on the included price schedule not to exceed the amounts listed below per contract year without further Board approval.

Distribution & Conveyance - \$450,000.00  
Stormwater Maintenance - \$200,000.00  
Plant Repairs - \$25,000.00

Funding sources will be from the Water & Sewer Operations Budget, Stormwater Utility Budget, or a specific Capital Project.



<b>Item</b>	<b>Georgia Landscape Management</b>	<b>TPL Construction Landscaping</b>
Grassing Type 1 & 2	\$1.35	\$0.19
Lawn Repair seeding - less than 1,500 sf	\$0.55	\$0.15
Lawn Repair seeding - greater than 1,500 sf	\$0.50	\$0.14
Lawn Repair Sodding - less than 1,500 sf	\$1.60	\$0.38
Lawn Repair Sodding - greater than 1,500 sf	\$1.60	\$0.36
Hydro Seeding	\$0.05	\$0.03
Silt Fence - Type 2	\$0.01	\$1.00
Silt Fence - Type C	\$0.01	\$1.90
Fill Dirt per ton	\$1.00	\$40.00
Top Soil per ton	\$1.00	\$40.00
Minimum Billing	\$50.00	\$75.00
Temporary Mulching	\$1.00	\$0.01
Compact Loader per hour	\$0.01	\$40.00

UPON Motion by Don McMillian and seconded by John Westervelt it was unanimously

RESOLVED: to award the Annual Grassing Contract to both vendors Georgia Landscape Management and TPL Construction Landscaping based on the unit prices provided and contingent upon approval of bonds and insurance as required by the specifications for the period of September 1, 2010 through August 31, 2011; to provide the option to extend the contract for a second and third year at no changes in terms or conditions for labor and equipment as outlined above; and to authorize the General Manager to sign the contract documents.

Upon Motion by Marie Barber and seconded by John Chafin 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 informed the Board of an emergency repair that had to be made to a large pump at the Jackson TPS. The cost of the repair was \$23,804.70.

Mr. Thomas asked if the Board had any concerns with doing a onetime insert in our bills for a Chamber of Commerce event. The Board supported this activity.

Mr. Thomas stated that the Cured in Place Pipe Annual Contract to improve sewer lines was approved back in December 2009 and awarded to Insituform. Due to the level of work involved and a number of other factors there is a need to increase the budgeted amount from \$500,000 to \$1,000,000. Staff recommends the Board approve an increased budgeted amount of \$1,000,000 for the annual contract.

Upon Motion by John Westervelt and seconded by Don McMillian it was unanimously

RESOLVED: that the Board approve the increased budgeted amount for the Cured in Place Pipe Annual Contract to Insituform from \$500,000 to \$1,000,000.

Mr. Thomas updated the Board on the events coming up in October – the Wetlands Festival, Rivers Alive and Employee Appreciation Day and invited all to attend.

Mr. Thomas stated that the Huie Site Dedication invitations will be mailed on Tuesday, September 7. The dedication will take place on Thursday, September 30 at 10:00 am.

Mr. Thomas stated that Congressman Scott's office along with the EPA Administrator has contacted him and expressed interest in touring the Huie Wetlands site. Mike will provide additional information of the details as it becomes available.

UPON Motion by John Westervelt and seconded by Rodney Givens 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.