

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, May 6, 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, Steve Lavinder of CH2M Hill, other CCWA staff and visitors.

Chairman McQueen called on Daniel Salmons, NTS Operator I, to give the invocation. Jim Poff, Water Reclamation Manager, recognized Daniel for passing the Wastewater Operator I Exam.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, April 8 & 9, 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 March 31, 2010.

Recognition: Chairman McQueen called on Mike Thomas to recognize Emory McHugh and the Finance Department. The Water Authority received the GFOA Excellence in Financial Reporting Award for the 23rd consecutive year.

Chairman McQueen called on Jim Poff, Water Reclamation Manager, to present the Science Fair Awards. Jim Poff recognized Anabel Liyen Cartelle, a student at Lovejoy High School for winning the CCWA Water Environment Science Fair Award for her project "How Can the Growing Population of Clayton County Be Affecting Water Parameters in the Flint River" and Ja'Sharee Bush, a student at North Clayton Middle School for winning the CCWA Water Environment Science Fair Award for her project "Water Quality Upstream & Downstream on the Flint River". The students were awarded a trophy and \$50 savings bond for their outstanding work on their science projects. Katrina Ford with the Clayton County Public School System expressed appreciation and thanked CCWA for being friends, colleagues and partners in education.

Chairman McQueen called on Kevin Osbey, Stormwater Program Manager, to recognize Shayla Nealy, Water Resources Engineer for Stormwater and Edie Yongue with Keep Clayton County Beautiful, for receiving the Rivers Alive Keep Georgia Beautiful Award.

Shoal Creek WRF Control Panel Upgrade Proposal Recommendation: Chairman McQueen called on Jim Poff, Water Reclamation Manager, to present the Shoal Creek WRF Control Panel Upgrade Proposal Recommendation.

This project involves an upgrade of existing proprietary US Filter D620i Programmable Process Controllers to CCWA standard Allen Bradley PLCs. These proprietary PLCs were installed in 2002 and they control and measure all plant processes. The main reasons for replacing these units are:

- Can't be modified or repaired by CCWA staff (we don't own programs);
- Current communication network does not allow separate operation or additions;
- Units are obsolete, aged past useful life, and much more prone to failure;
- Not CCWA standard equipment so there are no critical spare parts;
- Plant cannot be run manually because of staffing situation; and
- Spills, Permit Compliance, and Energy Efficiency could be compromised.

Vendor	Cost	Score (100 max.)
MR Systems, Inc. Norcross, Georgia	\$203,220	94
Industrial Controls Systems, Inc. Sandston, Virginia	\$249,900	90
Revere Control System Birmingham, Alabama	\$685,195	71

Staff recommends awarding the RFP to MR Systems, Inc. for their proposal price of \$203,220. This proposal scored the highest, meets all of CCWA's specifications for this project, and is the lowest cost.

Project will be funded by approved FY 2009 budget amount of \$176,000 and an additional \$27,220 will be needed from Water Reclamation Operating budget. Additional funds were needed for required equipment and software that was not included in budget estimate.

UPON Motion by John Chafin and seconded by John Westervelt it was unanimously

RESOLVED: to award the Shoal Creek WRF Control Panel Upgrade contract to the low bidder, MR Systems, Inc. for the bid price of \$203,220.00 contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Conley Road Tank Painting Summary: Chairman McQueen called on Guy Pihera, Water Production Manager, to present the Conley Road Tank Painting Summary.



In October 2009, the Board approved the awarding of a contract to repaint this tank to Southern Corrosion, Inc. of Roanoke Rapids, NC.

The project has been completed for the contract amount of \$43,120.

Inspection has been performed by CH2MHill for the amount of \$16,690 (pre-project budgeted estimate \$24,500).

Jeff Brandon, Distribution and Resource Coordinator, has been CCWA's Project Manager.

CCWA has been issued an extended warranty (2 years total) on this project due to recoating specific areas of the tank. Coating manufacturer advises that conditions of the extended warranty offers adequate protections to CCWA.

E. Jesters Creek Stream Restoration Project Summary: Chairman McQueen called on Mike Buffington, Program Management Engineer, to present the E. Jesters Creek Stream Restoration Project Summary.

CCWA Watershed Management Plan identified East Jesters Creek as degraded due to historic land clearing for agricultural practices that removed the natural vegetation that protected the stream banks. The channel did not promote suitable habitat for fish and macro invertebrates resulting in poor water quality in the stream. Jesters Creek is one of our water supply watersheds.

This project included construction of a stable stream channel (3,500 L. F.) based on natural stream conditions. The area along the reconstructed channel was replanted with native vegetation. The completed project will improve habitat conditions in the channel; improve water quality; stabilize the stream banks; reduce erosion; and promote growth and survival of fish and macro invertebrates.

Project Managers:

- CH2M Hill, Engineers – Phil Sacco (Design)
- CH2M Hill, Engineers – Chris Cranmer (Construction)
- Clayton County Water Authority – Mike Buffington

Construction Contract Summary:

- General Contractor – Batson Cook, GDP, Oakley Joint Venture
- Bid (Contract) Amount – \$ 699,282.60
- Final Change Order (Deduct) – (\$ 11,894.43)
- Final Contract Amount – \$ 687,388.17

Services During Construction Summary – Task Order No. SW-09-01

- Task Order Amount – \$120,000.00

Construction and Services During Construction Funding:

- EPD Grant (60 Percent) \$484,433
- CCWA Stormwater (40 Percent) \$322,955

This is an estimate as all EPD grant requirements have not yet been finalized.

Lake City Nature Preserve & Stream Restoration Services During Construction Task Order Recommendation: Chairman McQueen called on Mike Buffington, Program Management Engineer, to present the Lake City Nature Preserve & Stream Restoration Services During Construction Task Order Recommendation.

This task order includes services during construction provided by CH2M Hill for construction of the Lake City Nature Preserve and East Jesters Creek Stream Restoration project.

Stream restoration, funded by the Water Authority, includes construction of a stable stream channel and tributaries (2,600 LF) based on natural stream conditions with the area being planted with native vegetation. The completed project will improve habitat conditions, improve water quality, stabilize the stream banks, reduce erosion, and promote growth and survival of fish and macro invertebrates. The nature preserve, funded by Lake City, includes walking trails, bridges, a lake and pavilion, an overlook structure, park entrance, landscaping, lighting, and other park features.

Services provided by CH2M Hill include construction management and administration; document management; site coordination; project controls; field inspection; shop drawing and samples review and approval; monthly pay request approval; design clarifications; preparation of as-built documents; and closeout of the completed construction project.

Project Managers:

- CH2M Hill, Engineers – Chris Cranmer
- Clayton County Water Authority – Mike Buffington

Task Order Summary:

- Water Authority Share \$ 209,679.00
- Lake City Share \$ 193,321.00

Total Task Order Amount \$ 403,000.00

Funding:

- Water Authority – Storm Water Program
- Lake City – “Set Aside” Letter

UPON Motion by John Westervelt and seconded by Marie Barber it was unanimously

RESOLVED: to approve the Lake City Nature Preserve & Stream Restoration Services During Construction Task Order Recommendation as presented and to authorize the General Manager to sign the task order.

Stormwater On-call Services Task Order Recommendation: Chairman McQueen called on Kevin Osbey, Stormwater Program Manager, to present the Stormwater On-call Services Task Order Recommendation.

The purpose of this Task Order is to provide supplemental technical services in support of ongoing Stormwater Utility Operations.

On Call Services have been provided to the Clayton County Water Authority (CCWA) by CH2M Hill to address special needs and expertise in mobilizing and maintaining Stormwater Utility operations.

Examples of prior work includes: CCWA’s Stormwater Permit reapplication, the modification to the county-wide Stormwater Management Plan, assistance with the Metro North Georgia Water Planning District Audit, Floodplain Management assistance with Conditional Letter of Map Revision (CLOMR) reviews.

Additional support in these and other areas will continue to be needed to supplement existing staff capabilities and experience. As with previous On Call Services, work will be authorized on an individual task by task basis, based on a negotiated scope of work.

Project Managers:

- CH2M Hill, Engineers – Kelly Taylor
- Clayton County Water Authority – Kevin Osbey

Task Order Amount: \$80,000

UPON Motion by Marie Barber and seconded by Rodney Givens it was unanimously

RESOLVED: to approve the Stormwater On-call Services Task Order as presented and to authorize the General Manager to sign the task order.

Regulatory and Monitoring Data Management Task Order Recommendation:
Chairman McQueen called on Terry Moy, Program Management and Engineering Manager, to present the Regulatory and Monitoring Data Management Task Order Recommendation.

The purpose of this Task Order is to provide professional engineering services in support of regulatory compliance activities related to watershed protection and stormwater management. Services include tasks to develop a system that optimizes data storage, management, tracking, and regulatory reporting activities.

Various data such as inspection reports, water quality testing results and biological stream sampling, are collected by different CCWA personnel and stored in multiple formats (electronic and hard copy) and in multiple locations. Monitoring and reporting of this data, both internal and external, can be a labor intensive process.

The purpose of this work is to evaluate data collected, assess reporting and monitoring needs and development of a consolidated format and approach for managing data. Prior work by CH2M Hill to consolidate Water Production, Water Reclamation and Stormwater sampling and monitoring site locations and testing have been estimated to provide an annual savings of more than \$60,000 per year.

The scope of services includes six primary tasks:

- Task 1 – Data Management and Reporting System Requirements
- Task 2 – Data Management and Reporting System Design
- Task 3 – Data Management and Reporting System Implementation
- Task 4 – Documentation and Training
- Task 5 – Project Management

The work is scheduled to take 12 months to complete and included in the new 10 year Master Plan as Project 208 – Optimize Regulatory and Monitoring Data Management.

Project Managers:

- CH2M Hill, Engineers (B&E Jackson & Associates) – Kelly Taylor
- Clayton County Water Authority – Terry Moy

Task Order Amount: \$200,000

UPON Motion by John Chafin and seconded by Don McMillian it was

RESOLVED: to approve the Regulatory and Monitoring Data Management Task Order as presented and to authorize the General Manager to sign the Task Order.

Headquarters Campus Modifications – Proposal to Procure Architectural Services:
Chairman McQueen called on Terry Moy, Program Management and Engineering Manager, to present the Headquarters Campus Modifications – Proposal to Procure Architectural Services.



The Jack H. Drew Sr. Water Authority Complex building was originally constructed in 1994. A wing expansion that currently houses Finance, Accounting, Program Management and Engineering was added in 2002. As a part of the Customer Service Improvement Project (CSIP) completed in 2009, the 2010 Master Plan and other recent developments, additional improvements to the Headquarters complex were identified.

The major improvements needed include:

- Additional drive in teller capacity and improved safety for traffic flow at the existing drive in teller facility
- Improved workflow and ergonomics at customer service representative stations
- Additional employee, customer and visitor parking
- Improved safety, access and traffic flow for employees, customers and visitors
- Coordination with future widening plans (which include traffic medians) for Battle Creek Road
- Improved large vehicle ingress/egress to the maintenance yard

The CCWA Engineering department has completed a preliminary study to assess site issues. A Request for Professional architectural services are now needed to complete a space study to assess expansion needs, develop conceptual layouts and prepare a basis of design.

Following this work, a separate Request for Proposals would be issued for architectural design and construction services.

T-Mobile Cell Tower Lease Proposals: Chairman McQueen called on Mike Thomas, General Manager, to present the T-Mobile Cell Tower Lease Proposals.

CCWA currently has leases for three independent cell towers and one water tank antennae with cellular companies that result in over \$70,000 of revenue each year. In August 2009, the Board agreed to contract with Georgia Tax and Recovery Solutions who has expertise in marketing and managing cell tower leases in order to better manage these sites and maximize the potential revenue from these and future sites.

Georgia Tax and Regulatory Solutions, LLC (GTRS) has the experience and knowledge necessary to assist CCWA with these efforts. They provide the following services:

- Market existing CCWA properties to national cellular companies and negotiate leases for additional cellular towers or antennas;
- Provide application reviews for new sites and annual site audits for existing sites to insure that:
 - cellular companies are complying with the lease and other local, state or national regulations or codes related to cell towers and antennas;
 - cellular companies do not add additional carriers to existing sites without CCWA approval and revenue sharing; and
- Represent CCWA in negotiations for lease extensions or changes.

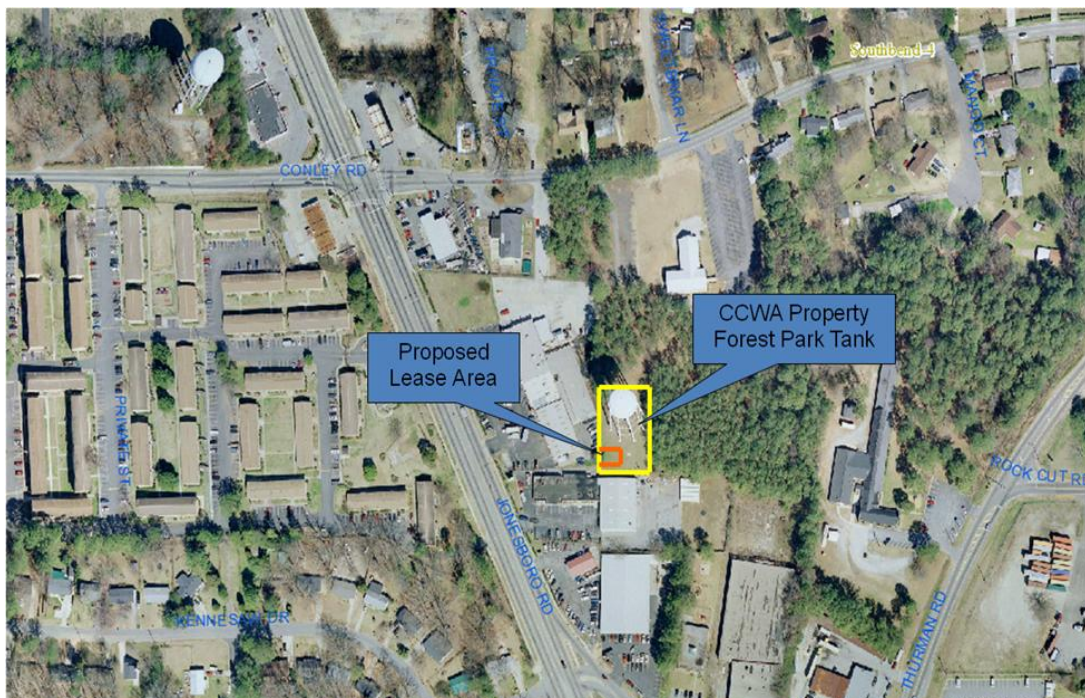
GTRS has been actively marketing additional CCWA sites for cell tower locations and currently has two proposals from T-Mobile as shown on the attached maps. A third site has also been identified near the Shoal Creek Water Reclamation Facility. The proposal calls for the following:

- Annual lease payment of \$22,800;
- 3% annual increase in lease payment each year;
- 25% revenue sharing for co-location of any other service providers;
- Five year term with ability to renew at the end of the term

If these leases are approved; GTRS will;

- receive 25% of revenues generated by leases for new cellular towers or antennas for the first 5 years and then 20% or revenues for any succeeding years if the agreement is renewed;
- GTRS may negotiate annual audit or application fees as approved by CCWA to be paid by the lease holder for any new sites;

CCWA staff requests Board approval for the General Manager to sign the leases for the three new T-Mobile cell tower sites.



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

RESOLVED: to approve request for the General Manager to sign the leases for the three new T-Mobile cell tower sites.

2010 Strategic Master Plan Update: Chairman McQueen called on Mike Thomas, General Manager, to present the 2010 Strategic Master Plan Update.

The draft 2010 Strategic Master Plan was presented at the April Board Retreat. CCWA and CH2M HILL staff continue to refine the document based on our discussions at that meeting. We have also initiated the Casey/Huie Flow and Load Task Order work to identify the most efficient alternative to meeting needs in this sewer basin. The results of this work may significantly impact the funding required to implement the Master Plan. Therefore, staff recommends that we maintain the current 2010 Strategic Master Plan as a draft working document until the results of the task order are available and the financial plan can be finalized. This should be complete by the end of the year.

We also wanted to take this opportunity to provide more detail on the projects that were recommended for funding in the Renewal & Extension Fund (R&E) with the transfer of Revenue Fund surplus dollars as approved at the April meeting.

Galvanized and AC Pipe Replacement	\$1,750,000
Pipeline Relocations	\$1,100,000
JD Edwards Upgrade	\$500,000
Security Upgrades	\$200,000
Design HQ Building Upgrade	\$250,000
Design Solids Handling Improvements @ Hooper	\$150,000
Design Morrow PS Improvements	\$150,000
Design Huie Phase V	\$500,000
Sewer Rehab & Lining	\$500,000
HQ Upgrade Construction	\$1,500,000
Hooper WPP Solids Handling Upgrade	\$1,350,000
Morrow PS Improvements	<u>\$509,000</u>
Total	\$8,459,000

Galvanized and Asbestos Cement Pipe Replacement – These pipe types are the most likely to fail and leak. Most of the galvanized pipe is only two inches in diameter and has been restricted even further by the build-up of minerals on the inside of the pipe. We have 344,452 feet of galvanized pipe remaining in the system and would like to accelerate the replacement of this pipe. We have 44,913 feet of Asbestos Cement pipe in the system that needs to be replaced.

Pipeline Relocations – Road improvements frequently require water, sewer and stormwater lines in the right-of-way to be relocated at our expense. CCWA staff coordinates with other local and state government agencies to identify these and minimize the cost to CCWA, however, there are several major projects planned that will require relocations.

JD Edwards Software Upgrade – This is the company’s financial management software that is used for all our accounting, procurement, inventory and plant and equipment asset management tracking. The current version of the software was installed in 2002 and approximately 7 new versions of the software have been released since that time. Oracle, the company that now owns JD Edwards still supports our current version but in a limited fashion. Some functionality related to tax tables will no longer be supported in the near future. The newer versions of the software also include significant enhancements. This project would involve upgrading our software to the newest version and will include software and computer hardware costs, significant consultant assistance and temporary staffing to backfill some of our staff while they work on implementation of the upgrade.

Security Upgrades – In today’s environment security is an important aspect of any operation but especially related to vulnerable water and sewer operations and assets. CCWA has implemented enhanced security at all facilities over the last ten years but much of it has been done in an uncoordinated fashion on a facility by facility basis. Much of the technology we originally utilized, especially the cameras, is now becoming obsolete. We have had several instances where we needed camera footage to investigate an incident and the quality of the video was not adequate. This project involves the review of company-wide practices and equipment and implementation of a plan to coordinate and improve our security measures and equipment.

Design HQ Building Upgrade – As part of our Customer Service Improvement Plan, we identified several improvements that are needed to our drive-thru facility and customer counter areas. These issues combined with space and parking constraints at our Headquarters complex on Battle Creek Road are driving the need to make improvements to this campus. This project will include a preliminary study and conceptual layout by an architectural firm and final detailed design of these improvements.

Design of Hooper WPP Solids Handling Improvements – The Hooper WPP was significantly upgraded several years ago, however, one area that was not included in this upgrade was the solids concentrating facilities. This facility is old and no longer functioning properly and pumps have to be rented periodically to remove solids buildup from the facility. This project will include the design of necessary improvements to this facility to avoid expensive repairs to an inefficient system.

Design of Morrow Pump Station Improvements – CCWA staff and CH2M Hill have been evaluating long term changes to our distribution system operation that will improve water pressure in the Forest Park area and other low pressure areas. Part of the solution is to improve pumping and back-up operation systems at the Morrow Pump Station. This project will include the design of any necessary improvements such as new pumps and back-up generators.

Design of Huie Wetlands, Phase V – Phase IV of the Huie wetlands will go into operation later this year and will give us over 17 mgd of wetlands treatment capacity. The Casey WRF has 24 mgd of treatment capacity and the difference in flows between the Casey plant and Huie wetlands is handled by the aging spray irrigation system. The construction of phase V will allow us to eliminate the need for the irrigation system and eliminate the permitting and monitoring of the irrigation system.

Sanitary Sewer Rehabilitation and Relining – CCWA has implemented an aggressive program of waterline rehabilitation but has not put the same level of effort on the sewer side. As these assets are beginning to age and fail in potentially catastrophic ways, we need to accelerate our sewer rehabilitation efforts. This project will fund the repairs to aging sewer lines that are identified through our flow monitoring and sewer condition evaluation program.

Headquarters Campus Improvements – This project includes the construction of improvements identified in the study and design project described above.

Hooper WPP Solids Handling Upgrades – Construction of improvements identified in the design project described above.

Morrow Pump Station Improvements – Construction of the improvements identified in the design project described above.

Southern Regional Medical Center Resolution: This item was added to the agenda. Chairman McQueen called on Mike Thomas, General Manager, to present the Southern Regional Medical Center Resolution.

This resolution is to support Southern Regional Medical Center's efforts to have an Open Heart Surgery Center.

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

RESOLVED: to approve request for signatures in support of Southern Regional Medical Center's Resolution.

Upon Motion by Don McMillian and seconded by John Westervelt 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 and made a motion to ratify action of Chairman to approve previous settlement amount of Worker's Compensation claim.

UPON Motion by John Westervelt and seconded by Marie Barber it was unanimously

RESOLVED: to ratify action of Chairman and approve increase in settlement amount for the current Worker's Compensation claim.

Due to the change in outgoing and incoming Board Members, it is necessary to update the Other Post-Employment Benefits (OPEB) Trust Board.

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

RESOLVED: to approve Rodney Givens to replace Wes Green on the OPEB Trust Board.

Mr. Thomas discussed current annual deer hunting policies. Mr. Thomas proposed to end current policy of having a special guest list for deer hunting procedures and do a lottery for the entire season.

Mr. Thomas informed the Board of an increase in pipe prices from U.S. Pipe. Pipe prices increased approximately 17.5% from the last renewal but remain 16% below the original bid price.

Mr. Thomas requested approval for mechanical repairs at the Smith WPP. A high service pump ball valve has failed and must be replaced and due to the space constraints in the piping layout it must be replaced with the same type valve. The sole source purchase price for this valve is \$23,000. The drive unit on the sludge thickener has also failed and must be replaced. Quotes will be obtained for this repair and costs will not exceed \$26,500. Mr. Thomas recommended approval of these repair purchases.

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

RESOLVED: to approve request to make mechanical repairs at the Smith WPP in the not to exceed amount of \$49,500.

Ms. Dorothy Carswell at 7688 Lakeshore Court sent a letter of appeal to the Board requesting an additional leak adjustment on her bill. CCWA Customer Service staff had already calculated a toilet leak adjustment of \$78.00 based on Board policy but Ms. Carswell was requesting additional relief. The Board declined to provide an exception to our current leak detection policy and the staff recommendation will stand.

Upon Motion by Don McMillian and seconded by John Westervelt 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