

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, December 6, 2012

The meeting was held at 2610 Shamrock Road, Jonesboro, Georgia 30236. Vice Chairman, John Chafin called the meeting to order at 1:02 p.m.

Present at the meeting were: Vice Chairman, John Chafin, Secretary/Treasurer, Marie Barber, John Westervelt, Board Members, Oscar Blalock, Rodney Givens, Sophia Haynes and Sylvia Wright; General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams, Carla Clark, Executive Coordinator and other CCWA staff and visitors.

John Chafin called on Andre Sanford, Sewer Service Mechanic, to give the invocation.

Election of Officers: Vice Chairman John Chafin announced that the Election of Officers will be held and opened the floor up for nominations.

UPON Motion by Oscar Blalock and seconded by Sophia Haynes, Marie Barber was nominated for Chairperson. With no other nominations presented to the floor and with John Chafin, Rodney Givens, John Westervelt and Sylvia Wright in favor it was unanimously

RESOLVED to elect Marie Barber as Chairperson of the Clayton County Board of Directors.

John Chafin then turned the meeting over to Mrs. Barber to complete the election of officers. Mrs. Barber thanked the Board Members for the nomination and opened the floor for the election of a Vice Chairman and a Secretary/Treasurer.

UPON Motion by Sophia Haynes and seconded by John Westervelt, Oscar Blalock was nominated for Vice Chairperson. With no other nominations presented to the floor and with Marie Barber, John Chafin, Rodney Givens, and Sylvia Wright in favor it was unanimously

RESOLVED to elect Oscar Blalock as Vice Chairman of the Clayton County Board of Directors.

UPON Motion by Oscar Blalock and seconded by John Chafin, John Westervelt was nominated for Secretary/Treasurer. With no other nominations presented to the floor and with Marie Barber, Sophia Haynes, Rodney Givens, and Sylvia Wright in favor it was unanimously

RESOLVED to elect John Westervelt as Secretary/Treasurer of the Clayton County Board of Directors.

Approval of Minutes: Chairperson Barber called for any omissions or additions to the Regular Board Meeting minutes of October 2 and November 1, 2012. Hearing none, the minutes were approved as presented.

Financial and Statistical Report: Chairperson Barber called on Carl Stephens, Finance Director, to give the financial report. Mr. Stephens reviewed the financial information that was given to the Board for the period ending October 30, 2012.

Recognitions: Chairperson Barber called on Teresa Worley. Ms. Worley came to recognize Brandi Head, Senior Customer Service Call Representative in the call center. Teresa introduced Brandi and informed the Board that Brandi has been with the CCWA for 4 years. This year Brandi was nominated for and won the Georgia Association of Water Professionals Customer Service Award. Brandi was invited to the Fall Conference and was presented her award.

Chairperson Barber called on Bernard Franks. Mr. Franks came to announce that the CCWA Wastewater Collection System was recently awarded the 2012 Georgia Association of Water Professionals (GAWP) Wastewater Collection System Gold Award. Recognized as one of the best in the state of Georgia, this is the second consecutive year CCWA has earned the Gold Award. Mr. Franks introduced Charles Ecton, Compliance Specialist and Billy VonDenBosch, Conveyance Maintenance Supervisor, but also informed the Board the award truly is a team effort as it incorporates efforts from other Departments including, Water Reclamation, Engineering/GIS, and General Service, Customer Service and even our Human Resources Department all played vital roles in receiving this award.

Next Chairperson Barber called on Jim Poff, Water Reclamation Department Manager. Jim Introduced Jennifer Brandon & Troy Usry and Jimmy Powell to announce that CCWA received the Georgia F.O.G. Alliance Awards for Fats, Oils and Grease Program of the Year Award for the 251- 500 facility Class.

Next Chairperson Barber called on Wayne Murphy from CH2M Hill. Mr. Murphy came forth to present CCWA with the American Water Intelligence Environment Project of the Year Award. This award was presented on behalf of the work that CCWA did on the East Jester Stream Restoration Project in partnership with the city of Lake City.

Records Management Policy: Staff identified the need for a formal entity wide Records Management Policy as part of the IT Master Plan. The overall purpose of the project as defined in the IT Master Plan was to develop a policy for records management that will consider storage and back up capacity for documentation/data required by law or needed for decision making including a solution for e-mail archiving and e-discovery as well as determining the need to update our existing document archiving and management system.

A CCWA team of staff representing all the various departments and sections was established in July to undertake this project. The first phase of the project was to develop the policy along with general guidelines and a records retention schedule under the guidance of the current State of Georgia requirements.

Staff recommends approval of the following Records Management Policy by the Board:

Business purposes and decisions, along with Federal and State laws, require CCWA to maintain certain types of records for particular periods. The records of CCWA are important to the proper functioning of CCWA, and to ensure the most efficient and effective operation of CCWA. Additionally, failure to maintain such records could subject CCWA to penalties and fines, obstruct justice, spoil legal evidence, and/or seriously harm CCWA's position in litigation.

This policy is derived from Georgia's Secretary of State Guidelines and legal counsel. Thus, it is imperative that each employee fully understands and complies with this policy, along with any records management guidelines, schedules and procedures. CCWA records include, but are not limited to, all records and documents produced, received, and/or maintained by CCWA employees, which can be in electronic or paper form, as well as other records that may not be considered important, such as interoffice emails, desktop calendars, printed memoranda, etc.

In addition, CCWA records include, but are not limited to, all documents and data as outlined and described in the CCWA's Records Management Guidelines, Schedules, and Procedures. Exceptions to the destruction of certain documents per CCWA's Records Management Retention Schedule may exist for the following reasons: 1) Written notification by the General Manager, 2) Certain records scheduled for destruction could be relevant to ongoing or potential future litigation. In the case of either of these exceptions, the employee must preserve such records until CCWA's legal counsel determines that the records are no longer needed

This policy will amend Chapter 14 of the Clayton County Water Authority Law and Policy Manual by adding Section 3 – Records Management Policy 14 by approval of Resolution No. 2012-6.

Additional phases required to complete this project will include:

- 1) Development of Implementation Plan and Schedule to including formalizing procedures and staff training.
- 2) Review of our existing document archiving and management system for upgrade or replacement purposes.
- 3) Research, selection and implementation of an e-mail archiving and e-discovery solution.

UPON Motion by Oscar Blalock and seconded by John Westervelt, it was unanimously

RESOLVED: to approve the Records Management Policy as presented and to amend the Clayton County Water Authority Law and Policy Manual by adding Section 3 – Records Management Policy 14 with the approval of Resolution No. 2012-6 and the additional three phases included in the overall project as presented.

Annual Fleet Washing Services Modified Bid Recommendation: The Annual Fleet Washing Service Contract includes monthly exterior pressure washing of approximately 163 vehicles. The detail service will be provided only upon justification and approval by the department managers. On average, only 1 or 2 details are performed annually.

Company Name	Exterior Wash Only Total Annual Bid Amount	Interior Unit Price Per Detail Service	
Exceptional Automotive Spa, Inc.	\$21,498.60	Sedans	\$35.85
		SUVs	\$35.85
		Small Trucks	\$35.85
		Medium Trucks	\$35.85
		Large Trucks	\$35.85
Everitte's Mobile Detailing	\$25,104.00	Sedans	\$25.00
		SUVs	\$30.00
		Small Trucks	\$20.00
		Medium Trucks	\$35.00
		Large Trucks	\$40.00

Staff recommends the award made to Exceptional Automotive Spa, Inc., on September 6, 2012, in the amount of \$21,498.60, be rescinded due to Exceptional Automotive Spa not being able to provide payment and performance bonds. In August 2006 and July 2009, CCWA required payment and performance bonds in an amount equal to the annual contract value for this contract. In 2006, Exceptional Automotive Spa was awarded the contract, and met all risk management requirements. In 2009, Everitte's Mobile Detailing was awarded the contract, and met all risk management requirements. This year staff reviewed the requirements, prior to advertising, and reduced the payment and performance bonds down to 25% of the annual contract value.

Staff recommends rescinding the award to Exceptional Automotive Spa, Inc., and awarding to the lowest responsive bidder, Everitte's Mobile Detailing in the amount of \$25,104.00. Everitte's Mobile Detailing is required to meet all risk management requirements, including providing payment and performance bonds in the amount 25% of the annual contract value.

This contract will be for one year, and may be extended for a second and third year by mutual consent by both parties. An annual adjustment at the time of each extension shall not exceed five percent (5%).

**Annual Fleet Washing Services
 Unit Cost – Bid Tab**

Fleet Type	Quantity	Exceptional Automotive Spa, Inc.	Everitte's Mobile Detailing
		Unit Cost (Pressure Wash Only)	Unit Cost (Pressure Wash Only)
Sedans	2	\$5.85	\$5.00
SUVs	12	\$7.85	\$7.00
Small Trucks	85	\$7.85	\$8.00
Medium Trucks	13	\$10.85	\$12.00
Large Trucks	28	\$12.85	\$18.00
Utility/Specialty	31	\$14.85	\$20.00

	Estimated Quantity	Unit Cost Detail Service	Unit Cost Detail Service
Sedans	Upon request	\$35.85	\$25.00
SUVs	Upon request	\$35.85	\$30.00
Small Trucks	Upon request	\$35.85	\$20.00
Medium Trucks	Upon request	\$35.85	\$35.00
Large Trucks	Upon request	\$35.85	\$40.00

UPON Motion by Sophia Haynes and seconded by Rodney Givens, with Marie Barber, John Westervelt, Oscar Blalock and Sylvia Wright in favor and John Chafin opposing, the motion passed and it was

RESOLVED to rescind the award of the Fleet Washing Services Bid Recommendation made to Exceptional Automotive Spa, Inc., on September 6, 2012, in the amount of \$21,498.60, due to Exceptional Automotive Spa not being able to provide payment and performance bonds as outlined in the bid proposal and to award the next lowest bidder, Everitte's Mobile Detailing in the amount of \$25,104.00 contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

I-675 and Grant Road Sewer Repair Project Summary: In June of this year, during routine hydraulic cleaning, the Sewer Cleaning team discovered a serious issue with an 8" sewer line crossing under I-675. Using exploratory excavation it was discovered that the bottom of the pipe had completely corroded away. The severity of the corrosion caused a jet cleaner hose to drop into a void along the line and become lodged.

Immediate action was taken to provide by-pass pumping for this sewer main.

In August we notified the Board of Directors of the need to conduct emergency repairs utilizing annual contracts where appropriate but also procuring other services through emergency quotes. CCWA staff's original repair estimate was \$160,000 to \$200,000. To repair the line, a Geo-tech Horizontal Directional drill pilot survey was completed and soon after an 18" steered bore was underway. When the bore was completed, new 8" ductile iron pipe and manholes were installed, resuming gravity flow. The final cost for the project was \$183,025.

Distribution & Conveyance - Annual Contract for Closed Circuit Television Inspections:

Company Name	Price
Pipe Logistics Stockbridge, GA	\$8,389.00
All Pipeline TV & Air Testing, Inc. Hampton, GA	\$9,155.00
Cajenn Construction & Rehabilitation Services, Inc Hoboken, GA	\$11,230.00
Southeast Pipe Survey, Inc. Patterson, GA	\$14,529.55
Metals & Materials Engineers Suwanee, GA	\$16,475.00
Wolpert Atlanta, GA	\$22,805.32

Clayton County Water Authority received bids from the companies shown above for Closed Circuit Television Inspection services with our Distribution & Conveyance (D&C) Department. These services will include cleaning and inspecting sanitary sewer infrastructure throughout Clayton County. This service will assist D&C with lateral locates, allowing CCWA to update and acquire tap information.

Bids for this contract were evaluated using unit prices provided by the vendors for a potential D&C project. The basis for bid selection consisted of creating a "Typical Job Evaluation Form". These values were shared with the above companies at the bid opening on Tuesday, November 6, 2012.

Using the "Typical Job Evaluation Form" (for D&C) and the Unit Pricing provided by the companies shown above, Pipe Logistics had the lowest responsive bid.

Staff recommends awarding this annual contract to Pipe Logistics. The contract terms will be for one year and may extended for a second and third year at no changes in terms or conditions.

All work under this contract will be assigned on an “as needed – when needed” basis and will be paid per the unit prices as shown on the included schedule. The funding source for this work will be the Distribution and Conveyance Budget.

UPON Motion by Oscar Blalock and seconded by Sophia Haynes, it was unanimously

RESOLVED to award the contract for the purchase of services to include closed circuit televising inspections to Pipe Logistics as outlined in the request for bid documents, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Stormwater Maintenance - Annual Contract for Closed Circuit Television Inspections:

Company Name	Price
All Pipeline TV & Air Testing, Inc. Hampton, GA	\$11,883.00
Cajenn Construction & Rehabilitation Services, Inc Hoboken, GA	\$14,255.50
Southeast Pipe Survey, Inc. Patterson, GA	\$15,554.23
Metals & Materials Engineers Suwanee, GA	\$22,725.00
Wolpert Atlanta, GA	\$33,615.62

Clayton County Water Authority received bids from the companies shown above for Closed Circuit Television Inspection services with our Stormwater Utility. These services will include cleaning and inspecting stormwater infrastructure throughout Clayton County. This service will assist the Stormwater Utility in meeting the requirements of the Municipal Separate Storm Sewer System (MS4) permit program.

Bids for this contract were evaluated using unit prices provided by the vendors for a potential stormwater project. The basis for bid selection consisted of creating a “Typical Job Evaluation Form”. These values were shared with the above companies at the bid opening on Tuesday, November 6, 2012.

Using the “Typical Job Evaluation Form” (for Stormwater) and the Unit Pricing provided by the companies shown above, All Pipeline TV & Air Testing, Inc. had the lowest responsive bid.

Staff recommends awarding this annual contract to All Pipeline TV & Air Testing, Inc.

The contract terms will be for one year and may extended for a second and third year with no changes in terms or conditions.

All work under this contract will be assigned on an “as needed – when needed” basis and will be paid per the unit price. The funding source for this work will be the Stormwater Utility Budget.

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

RESOLVED to award the contract for the purchase of services to include closed circuit televising inspections to All Pipeline TV & Air Testing, Inc. as outlined in the request for bid documents, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

General Services Maintenance Building Concept Design Task Order JA-RE-12-04: The General Services department staff and equipment are housed in a number of different buildings and locations. Some of the facilities have exceeded their useful service life and need to be replaced or rehabilitated. Over time the organizational structure and operations have also experienced changes.

The purpose of this project is to assess current staff and equipment operations and evaluate consolidating the staff into a single facility to improve communications and efficiency. Four candidate sites for a proposed new facility are to be considered.

The work includes:

Programming

- Interviews with staff to inventory operations/workflow, staff and equipment needs
- Development of room/area square footage needs
- Evaluations of the candidate sites, identification of limits/constraints
- Development of conceptual construction costs

Preliminary Design

- Development of conceptual floor plans
- Development of site layouts

From the results of this work, CCWA expects to make a decision on how to go forward with engineering design for the proposed facility.

CCWA Staff Recommends approval of a task order to Jacobs Engineering to complete this work.

<i>Total Task Order Value:</i>	\$25,544.00	Jacobs Engineering
	<u>\$38,593.00</u>	J.W. Robinson / DBE Subcontractor
	\$64,137.00	Total Task Order Amount

Funding: RE Funds

Project Managers: Jacobs: Mike Rachelson
 CCWA: *Terry Moy*

UPON Motion by John Westervelt and seconded by Sophia Haynes, with John Chafin, Marie Barber, Oscar Blalock and Sylvia Wright in agreement and Rodney Givens abstaining, it was

RESOLVED to approve Task Order JA-RE-12-04 as presented in an amount not exceed \$64, 137.00 and to authorize the General Manager to sign the Task Order.

SCADA System Evaluation Task Order BC-RE-12-05: The purpose of this Task Order is provide professional engineering services to evaluate the current state of the SCADA systems and assist CCWA with specifying hardware and software for future updates to the system.

Scope of Services will include:

- Kick off meeting and data gathering.
- SCADA Software and Server Hardware Evaluation.
- PLC and RTU Hardware Evaluation.
- Remote SCADA Monitoring Evaluation.

Final Report with Recommendations.

Task Order Amount shall not exceed \$61,751.24. Funding Source will be \$60,000 from Casey WRF Capital budget earmarked for SCADA software and the remaining amount will come from Water Reclamation operating budget. Project Managers for Brown and Caldwell will be Ryan Lynn and for Clayton County Water Authority, Terry Moy/Jim Poff.

UPON Motion by John Westervelt and seconded by Sophia Haynes, with John Chafin, Marie Barber, Oscar Blalock and Sylvia Wright in agreement and Rodney Givens abstaining, it was

RESOLVED to approve Task Order BC-RE-12-05 as presented in an amount not to exceed amount of \$61, 751.24 and to authorize the General Manager to sign the Task Order.

Recommendations for Changes to Fees for Service: In coordination with our planned rate adjustment for January 2013, CCWA staff has reviewed our current fee schedule and cost of service. These potential changes were discussed at the November 2012 Board meeting and the Board directed staff to review the septage and industrial surcharge fees as they compare to other local utilities. Based on that review, no change in septage disposal and industrial surcharge fees are recommended at this time. The attached table includes a list of only those fees where staff is recommending a change.

CCWA Fees
 January 2012

Description	Current Fee	Proposed Fee	Notes	Law and Policy Manual
Customer Fees				
Raw Water	\$3.15	\$3.31	Minimum charge	Requires update to Chapter 8 Section 13
Returned Check Fee or Denied Draft	\$25.00	\$30.00	Fee raised to discourage writing bad checks.	Requires update to Chapter 6 Section 1
Service Orders				
New Service	\$20.00	\$25.00	Move-in, Transfers, Requests by Customer during normal office hours	Requires update to Chapter 6 Section 1
Disconnect for Non-payment	\$20.00	\$40.00	Assumes a reconnect fee will occur, therefore, eliminates the need for a reconnect fee; assumes normal business hours;	Requires addition to Chapter 6 Section 1
	Require payment of past due	Require payment of past due		
Reconnect	\$20.00	Delete	Included in disconnect fee	N/A
Reconnect (after hours)	\$20.00	Delete	Included in disconnect fee plus after hours premium fee	N/A
After hours premium	N/A	\$30.00	After hours is considered after 3:00pm Monday-Friday and weekends; fee charged in addition to the service requested	Requires update to Chapter 6 Section 1
Lien fee	\$12.00	\$50.00	Establishing and canceling lien can include the following up to 2 trips to court house, \$12 for filing the lien, mailing of up to 3 letters	N/A
Temporary Service – water only	\$50.00	\$55.00	Temporary Service is used by Realtors for inspection purposes; Fee includes new service fee, turn off fee and 2k usage; Usage over 2k will be added to the bill.	Requires update to Chapter 9 Section 41
Temporary Service – water / sewer	\$60.00	\$65.00	Temporary Service is used by Realtors for inspection purposes; Fee includes new service fee, turn off fee and 2k usage; Usage over 2k will be added to the bill.	Requires update to Chapter 9 Section 41
Administrative fee	\$0.00	\$35.00	Use when more than 1 hour of administrative time is spent on a customer issue caused by the customer.	Requires addition to Chapter 6 Section 1
Residential Trip Charge (Normal Hours) by D&C	\$0.00	\$30.00		Requires addition to Chapter 6 Section 1
Residential Trip Charge (After Hours) by D&C	\$30.00	\$45.00		Requires addition to Chapter 6 Section 1
Non-Residential Trip Charge (Normal Hours) by D&C	\$0.00	\$60.00		Requires addition to Chapter 6 Section 1
Non-Residential Trip Charge (After Hours) by D&C	\$100.00	\$95.00		Requires addition to Chapter 6 Section 1

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

RESOLVED to approve the changes presented regarding Rates and Fees.

UPON Motion by Oscar Blalock and seconded by Sophia Haynes, 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.

UPON Motion by John Westervelt and seconded Sophia Haynes, it was unanimously

RESOLVED: to approve the Executive Sessions Minutes of December 6, 2012.

General Manager's Performance Review: After brief discussion of the General Managers Annual Performance Review, Chairperson appointed a committee to process the review of Mr. Thomas and brings it recommendations back to the Board. The committee will consist of Sophia Haynes, Chairperson, Oscar Blalock and Rodney Givens.

Bond Refinancing: After some discussion regarding the Bond Refinancing it was decided to rescind authorization for Bill Camp of Raymond James/Morgan Keegan to proceed with the preparation work for bond refinancing on the 2003 and 2004 Series Bonds.

UPON Motion by Sophia Haynes and seconded Rodney Givens, it was unanimously

RESOLVED: to rescind authorization for Bill Camp of Raymond James/Morgan Keegan to proceed with the preparation work for bond refinancing on the 2003 and 2004 Series Bonds.

After much continued discussion on the professional services associated with the Bond Underwriting for the Bond Refinancing the Board has directed the General Manager to bring back to the Board a Proposal Package for review.

Headquarters Modification Contract Interpretation: Mr. Thomas reported that CCWA received and signed a contract for the HQ Modifications, however during initial scheduling meetings it was discovered that there were some rather significant interpretation differences that need to be addressed. For this contract those items consisted of unsuitable soils and rock removal and replacement of damaged roof insulation. CCWA estimated these quantities in the bid documents and the contract. The Board had decided to hold to CCWA's contract understanding that the contract amount is \$2.5 million. The Board further authorizes the General Manager to enter into a contract amendment to formalize the understanding and to produce a contract change order for the unit pricing for unsuitable soils and rock removal and replacement of damaged roof insulation.

UPON Motion by Sophia Haynes and seconded by Oscar Blalock, it was unanimously

RESOLVED maintain CCWA's contract understanding that the total contract amount is \$2.5 million bid. The Board further authorizes the General Manager to enter into a contract amendment to formalize the understanding and to produce a contract change order for the unit pricing for unsuitable soils and rock removal and replacement of damaged roof insulation.

Clayton County Branch of the NAACP Request: Mr. Thomas informed the Board that he had received numerous request from the NAACP to sponsor a table at it's fundraising December banquet in the amount of \$2,500. Mr. Thomas informed the Board that \$2,500 exceeds the customary amount that the CCWA normally pays for such events. Because the price exceeds CCWA customary practice, the Board authorized the General Manager to make a \$1,000 donation to the Clayton County Branch of the NAACP.

UPON Motion by Sophia Haynes and seconded by Oscar Blalock 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.

Walter Marie Barber, Chairperson

John Westervelt, Secretary/Treasurer