

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, March 7, 2013

The meeting was held at 2610 Shamrock Road, Jonesboro, Georgia 30236. Chairperson Barber called the meeting to order at 1:30 p.m.

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

Chairperson Barber called on Oscar Blalock to introduce Bridgett Graham, Water Reclamation Lab Analyst, to give the invocation.

Approval of Agenda: Chairperson Barber asked if there were any proposed changes to the Agenda as presented. There being none and

UPON MOTION by Oscar Blalock and seconded by Sophia Haynes it was unanimously

RESOLVED to approve and accept the March 7, 2013 agenda as presented.

Approval of Minutes: Chairperson Barber called for any omissions or additions to the Regular Board Meeting minutes of February 7, 2012. Hearing none, and

UPON MOTION by Sophia Haynes and seconded by John Westervelt it was unanimously

RESOLVED to approve and accept the February 7, 2013 minutes 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 January 31, 2013.

UPON MOTION by John Westervelt and seconded by Sylvia Wright it was unanimously

RESOLVED to approve and accept the January 31, 2013 financial report as presented

Annual Waste and Trash Removal Services Bid Recommendation:

Company Name	Monthly Bid Amount	Total Annual Amount
Advanced Disposal Norcross, GA	\$2,207.67	\$26,492.04
Cardinal Waste Solutions, LLC Fairburn, GA	\$2,777.13	\$33,325.56
Georgia Waste Systems, Inc., d.b.a. Atlanta South Hauling Lake City, GA	\$2,978.01	\$35,736.12
BFI Waste Services LLC d.b.a. Allied Waste Services of Atlanta// Republic Services of Georgia Atlanta, GA	\$3,252.56	\$39,030.72
Unity Southern Environmental, Inc. Austell, GA	\$4,100.52	\$49,206.24

Staff recommends this contract be awarded to Advanced Disposal at the monthly bid amount of \$2,207.67.

If Advanced Disposal is not able to meet CCWA's risk management requirements, then staff recommends this contract be awarded to Cardinal Waste Solutions, LLC at the monthly bid amount of \$2,777.13.

The initial term of this contract will be for a twelve month period, from May 1, 2013 to April 30, 2014. This contract will be for one year and may be extended for a second and third year by mutual consent by both parties, with no changes to terms or conditions. The funding source will be the Operating Budget.

UPON MOTION by John Chafin and seconded by Rodney Givens it was unanimously

RESOLVED to award the Waste & Trash Removal Service to Advanced Disposal at the monthly bid amount of \$2,207.67, contingent upon approval of bonds and insurance, if required, and to authorize the General Manager to sign the contract documents. If Advanced Disposal is not able to meet CCWA's risk management requirements, staff then recommends this contract be awarded to Cardinal Waste Solutions, LLC at the monthly bid amount of \$2,777.13 under the same conditions. The initial term of the contract will be for one year and may be extended for a second and third year by mutual consent by both parties.

Pre-cast Manhole Products Annual Bid Recommendation:

Item	Est.	Cole Concrete Products		Oldcastle Precast, Inc.		Foley Products	
		Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
48" Precast MH-VF	100	\$ 55.00	\$ 5,500.00	\$ 55.00	\$ 5,500.00	\$ 65.00	\$ 6,500.00
48" Base Slab	10	\$ 55.00	\$ 550.00	\$ 64.00	\$ 640.00	\$ 850.00	\$ 8,500.00
48" Precast Invert for 8" pipe	10	\$ 150.00	\$ 1,500.00	\$ 150.00	\$ 1,500.00	\$ 200.00	\$ 2,000.00
48" traffic flat top	20	\$ 120.00	\$ 2,400.00	\$ 120.00	\$ 2,400.00	\$ 180.00	\$ 3,600.00
Boot For 8"PVC/DIP	20	\$ 50.00	\$ 1,000.00	\$ 57.00	\$ 1,140.00	\$ 85.00	\$ 1,700.00
170# Metal Ring & Cover	20	\$192.00	\$3,840.00	\$187.62	\$3,752.40	\$250.00	\$5,000.00
			\$14,790.00		\$14,932.40		\$19,650.00

Staff recommends awarding this purchase agreement to the lowest responsive bidder, Cole Concrete Products. In the event that Cole Concrete Products is not able to meet our needs, staff recommends making purchases from the next lowest bidder, Oldcastle Precast, Inc.

The initial term of this purchase agreement will be for a twelve month period, from May 1, 2013 to April 30, 2014. Staff recommends that this agreement be extended for a second, and/or a third twelve (12) month period upon mutual consent of both parties, with no changes in terms and conditions.

Purchases will be made based on unit prices on an as needed basis, and will be funded by either the Operations Budget or a specific Capital Project.

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

RESOLVED to award the Precast Concrete Manholes Bid to Cole Concrete Products. In the event that Cole Concrete Products is not able to meet our needs, staff recommends making purchases from the next lowest bidder, Oldcastle Precast, Inc. The purchase agreement will be for one year and may be extended for a second and third year upon mutual consent of both parties with no changes in terms and conditions.

Bill Print and Mailing Services Proposal Recommendation: Each month approximately 76,000 bills are printed, folded, stuffed and mailed to CCWA customers. Currently, this service is performed by Pinnacle Data Systems with the exception of final bills. Final bills are printed in-house. In addition, Pinnacle creates a PDF file of each bill and stores the past 12 months of bills for each customer. This vendor contract was last put out for a request for proposal (RFP) in 2009.

On November 20, 2012, CCWA opened proposals for bill print and mailing services. The RFP requested a proposal for the following services:

- Print, provide return envelopes, sort and stuff and mail 76,000 bills per month
- Create a pdf file for each bill and store the pdf for 12 months
- Allow CCWA customers to access the pdfs of their past 12 bills through a link
- Redesign our bill format (if required)
- Initial set-up

Vendors were evaluated based on the following criteria:

Evaluation Criteria		Points
1	Qualifications / Service Level	20
2	Project Understanding and Approach	20
3	References	10
4	Costs Proposal	50
5	Presentations	20

Eight vendors responded to the RFP. With the holidays and the Northstar upgrade in process, the proposal review and the reference checks timeframes were extended until January 15, 2013 at which point the costs were opened. Based on the proposals, reference checks and the costs, vendors were ranked as follows:

Company	Annual Costs	Points	Ranking
Cash Cycle Solutions	\$62,166.00	89	1
Best Practice Systems	\$70,224.00	82	2
Pinnacle Data Systems	\$73,248.00	81	3
Kubra	\$85,465.39	78	4
Bill Trust	\$83,904.00	72	5
Emdeon	\$86,640.00	70	6
Southwest Direct	\$120,060.00	51	8
SureBill	\$107,168.00	29	7

Note: Annual costs do not include postage.

The three vendors with the highest number of points were asked to participate in presentations. Presentations were worth a total of 20 points. After presentations, the vendors ranked as follows:

- 1 Cash Cycle Solutions 106 points
- 2 Best Practice Systems 101 points
- 3 Pinnacle Data Systems 93 points

Staff recommends offering the contract to Cash Cycle Solution at \$62,166.00 per year. This amount is based on average 76,000 bills per month. If the number of bills were to increase, the cost would be \$.068 each. Please note that this cost does not include postage. The cost of bill print services is budgeted in BU 132.

UPON MOTION by Oscar Blalock and seconded by John Westervelt it was unanimously

RESOLVED to award the Bill Print and Mailing Service contract Cash Cycle Solution at \$62,166.00 per year contingent upon approval of bonds and insurance, if required, and to authorize the General Manager to sign the contract documents. This amount is based on average 76,000 bills per month. If the number of bills increase, the cost would be \$.068 each.

Terry R. Hicks WPP Filter Tank Rehabilitation Bid Recommendation: This project consists of repainting the interior of eight steel cylindrical filter tanks plus miscellaneous piping and accessory repainting. This is the first rehab of these units since start up in 1999.

This project was put out to bid and the following bids were received:

Company Name	Bid Amount
Prim Industrial Contractors, Inc.	\$ 78,390
Llamas Coatings, Inc.	\$128,728
Charlie Irwin Painting, LLC	\$366,930
Mechanical Jobbers, Inc.	\$449,900

Staff recommends awarding this work to the low bidder, Prim Industrial Contractors, Inc. for the amount of \$78,390. The project is funded by 2012 Water Production Department operating budget and the project management will be performed by Water Production and Program Management and Engineering staff. \$85,000 was budgeted for this project.

UPON MOTION by John Westervelt and seconded by Sophia Haynes it was unanimously

RESOLVED to award the contract for the Filter Tank Interior Rehabilitation to Prim Industrial Contractors, Inc. for the amount of \$78,390 contingent upon approval of bonds and insurance, if required, to authorize the General Manager to sign the contract documents.

2013 Treatment Chemical Bid Recommendation: CCWA received bids for water and wastewater treatment chemicals for FY 2103. The Bids were received reviewed and we recommend awarding bids for individual chemicals to companies that submitted low bids for each chemical. These low bids are shaded grey on the spreadsheet below and low bid companies are listed at the bottom of the spreadsheet.

In the past, CCWA has received at least one bid for Liquid Lime. Occasionally we have received two bids for this chemical. We were contacted by Burnett Lime Company, Inc. in the hour prior to bid opening that they had unintentionally failed to send us their bid package. We received no bids for this chemical. Burnett Lime has agreed to honor the current bid pricing of \$0.055 per liquid pound of 30% Liquid Lime. Therefore staff additionally recommends extending the FY 2102 Burnett Lime bid of \$0.055 per pound through FY 2013.

Item No:	1	2	3	4	5	6	7	8	9	10	11	12	13
	Liquid Aluminum Sulfate	Dense Soda Ash	Bulk Hydrated Lime	Liquid Lime 30% Calcium Hydroxide	Powdered Activated Carbon cult bag	Powdered Activated Carbon super sac	Sodium Silica Fluoride	Fluorosilic Acid 23%	Copper Sulfate Med. Crystal	Phosphoric Acid 36% PO4	Sodium Hydroxide 25%	Sodium Hypochlorite 12.5% Drum	Sodium Hypochlorite 12.5% Bulk
Price per:	/ dry ton	/ lb	/ lb	/ lb	/ lb	/ lb	/ lb	/ gal	/ lb	/ gal	/ lb	/ gal	/ gal
Affinity Chemical	\$235.93												
Allied Universal Corp.													\$0.68
Brenntag Mid-South, Inc.		\$0.28			\$0.63	\$0.63	\$0.46				\$0.22	\$1.80	\$0.74
C & S Chemicals	\$450.00												
Carmeuse Lime			\$0.10										
Carus Corporation										\$2.76			
Chemrite, Inc.									1.65				
Cheney Lime			\$0.09										
DPC Enterprises													\$0.86
E & C Chemicals													
F2 Industries					\$0.62	\$0.62				\$3.24			
General Chemical Corp.	\$228.00												
GEO Specialty Chemicals	\$524.08												
Harcross Chemicals Inc.		\$0.23											\$0.79
Hercules Inc.													
Industrial Chemicals Inc.		\$0.25			\$1.04		\$0.50					\$1.80	
Kemira Water Solutions													
Key Chemicals Inc.								\$2.74					
Mosaic								\$2.67					
Pencco Inc.								2.984					
Shannon Chemical Corp.										2.787			
Siemens Industries													
Southern States Chemical													
Sterling Water Technologies										\$3.64			
Thatcher Chemical of FL					\$0.72	\$0.72	\$0.45		\$1.70				
Univar USA, Inc.		\$0.24			\$0.94	\$0.94	\$0.46		\$1.71		\$0.17	\$1.75	\$0.87
Water Solutions, Division of Azure Water Services													
LOWEST BID	\$228.00	\$0.23	\$0.09	\$0.00	\$0.62	\$0.62	\$0.45	\$2.67	\$1.65	\$2.76	\$0.17	\$1.75	\$0.68
LOWEST BIDDER	General Chemical Corp.	Harcross Chemicals Inc.	Cheney Lime	No bids	F2 Industries	F2 Industries	Thatcher Chemical of FL	Mosaic	Chemrite, Inc.	Carus Corporation	Univar USA, Inc.	Univar USA, Inc.	Allied Universal Corp.

Item No:	14	15	16	17	18	19	20	21	22	23
	Caustic Soda 20%	Polymer, Ashland Praestol K144L	Polymer, Fort Bend Services FBS C-1487 (price per pound)	Polymer, Industrial Chemical KS-9817	Sulfuric Acid 78% bulk	Sulfuric Acid 78% tote	Solar Salt (>99.5% NaCl)	Ferric Sulfate liquid	Purate bulk	Purate tote
Price per:	/ gal / lb	/ lb	/ lb	/ lb	/ gal	/ lb	/ lb	/ del gal / lb of iron EE	/ lb	/ lb / gal
Affinity Chemical										
Allied Universal Corp.	0.67 /gal 0.0657 /lb									
Brenntag Mid-South, Inc.	0.785 /gal									
C & S Chemicals										
Carmeuse Lime										
Carus Corporation										
Chemrite, Inc.										
Cheney Lime										
DPC Enterprises										
E & C Chemicals	0.90 /gal 0.09 /lb				\$1.90					
F2 Industries										
General Chemical Corp.								\$1.03		
GEO Specialty Chemicals										
Harcross Chemicals Inc.										
Hercules Inc.		\$1.32								
Industrial Chemicals Inc.				1.2						
Kemira Water Solutions								\$0.71		
Key Chemicals Inc.										
Mosaic										
Pencco Inc.								\$0.91		
Shannon Chemical Corp.										
Siemens Industries									0.42	0.56
Southern States Chemical					\$1.62					
Sterling Water Technologies										
Thatcher Chemical of FL										
Univar USA, Inc.	0.65 /gal 0.0637 /lb							\$0.07		
Water Solutions, Division of Azure Water Services									\$0.39	\$0.59
LOWEST BID	0.65 /gal 0.0637 /lb	\$1.32	\$0.00	\$1.20	\$1.62	\$0.00	\$0.07	\$0.71	\$0.39	\$0.56
LOWEST BIDDER	Univar USA, Inc.	Hercules Inc.	No bids	Industrial Chemicals Inc.	Southern States Chemical	No bids	Univar USA, Inc.	Siemens Industries	Water Solutions, Division of Azure Water Services	Siemens Industries

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

RESOLVED to award the request for bid for the purchase of water and wastewater treatment chemicals and filter media to the lowest responsive bidder for each category received as outlined in the bid tabulation for bid documents.

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

RESOLVED to extend the 2012 bid price for Item 4 Liquid Lime 30% Calcium Hydroxide, Item 16 Polymer and Item 19 Sulfuric Acid 78% (tote); for an additional year.

Public Access Properties Plan Recommendation: CCWA operates the following facilities for public use:

- Smith Reservoir, public use area and Community Use Building
- Shamrock/Blalock Reservoirs, public use area and Community Use Building
- Shoal Creek Reservoir (limited public fishing)
- Huie Natural Treatment Area (seasonal public archery deer hunts)
- Huie Holding Pond Area (wildlife viewing)
- Newman Wetlands Center

According to the **Clayton County Water Authority Law and Policy Manual** section listed below, this plan must be reviewed and adopted from time to time.

CHAPTER 13 FACILITIES AND LAND USE

Section 4 Public Access to Authority Properties

The Board shall adopt a Public Access to the Properties of the Clayton County Water Authority Plan from time to time as deemed appropriate, a copy of which shall be available to the public.

A copy of this plan is included for your review. User fees were last updated 1-1-2010 and no changes are requested at this time.

CCWA Recreational Properties Public Access Plan (Feb 2013 update)



- I. Reservoir Areas
- II. Wetlands Center
- III. Community Buildings
- IV. Archery Deer Hunting
- V. Natural Treatment Systems: Pond Complex and Constructed Wetlands.
- VI. Clayton County Water Authority Employee Access Privileges

I. Reservoir Areas

The Authority operates five reservoirs. Shamrock/Blalock and J.W. Smith Reservoirs are open to the public seasonally from March through October. The Shoal Creek Reservoir is open to Clayton County residents with a season pass on a limited basis every spring. Access to the Hooper Reservoir is limited to CCWA employees and adjoining landowners. An honor box system is used at Shamrock/Blalock and J.W. Smith Reservoirs similar to the Georgia State Parks.

2013 User Fees

- Clayton County residents: \$5 per vehicle per day; season passes: \$30.
- Non Clayton County residents: \$10 per vehicle per day; season passes: \$40.

2013 Operational Schedule

- **Shamrock/Blalock and Smith Reservoirs** are open to the public March – October.
 - Weekly Schedule
 - Shamrock /Blalock Reservoirs are open Wednesdays – Sundays and are closed on Mondays and Tuesdays.
 - JW Smith Reservoir is open Saturdays – Wednesdays and is closed on Thursdays and Fridays.
 - Hours of Operation
 - March and October, 7 a.m. – 7 p.m.
 - April through September, 7 a.m. – 8 p.m.
 - Adjoining Landowner Access
 - Landowners whose property adjoins a CCWA reservoir have access to these reservoirs. The landowner may purchase an Adjoining Landowner Permit for \$25 for access to fish the adjoining reservoir by boat or bank from their property. The Authority owns the property surrounding all of Shamrock reservoir. Permitted adjoining landowners have access to the reservoir their property adjoins throughout the year, seven days a week from dawn to dusk.

- **Shoal Creek Reservoir** will be scheduled to open for Clayton County residents with a Reservoir Area Season Pass on six Saturdays in March, April and May.
 - Hours of Operation
 - Open on scheduled Saturdays from 7 a.m. – 3 p.m.
 - Access
 - No bank fishing. Boat access only. The number of boats using the reservoir will be monitored and limited if deemed necessary.
 - All access, both public and employee, will be dependent upon ramp accessibility in relation to the budgeted dam repair work scheduled for 2013.
 - Adjoining landowner access: Landowners whose property adjoins a CCWA reservoir have access to these reservoirs. The landowner may purchase an Adjoining Landowner Permit for \$25 for access to fish the adjoining reservoir by boat or bank from their property. The Authority owns the property surrounding all of Shamrock reservoir. Permitted adjoining landowners have access to the reservoir their property adjoins throughout the year, seven days a week from dawn to dusk.
 - Access may be suspended or modified due to construction or maintenance activities.
- **Hooper Reservoir**
 - Access is limited to CCWA employees and adjoining landowners.
 - Adjoining landowner access: Landowners whose property adjoins a CCWA reservoir have access to these reservoirs. The landowner may purchase an Adjoining Landowner Permit for \$25 for access to fish the adjoining reservoir by boat or bank from their property. The Authority owns the property surrounding all of Shamrock reservoir. Permitted adjoining landowners have access to the reservoir their property adjoins throughout the year, seven days a week from dawn to dusk.

Off-season usage Shamrock /Blalock (November – February):

- Wildlife viewing permits allow for wildlife viewing in the reservoir recreation area. Season permit \$25; daily permit \$5.00 per vehicle
- Schedule
 - Open Monday – Friday 7 a.m. - 3:30 p.m.
 - Closed weekends and holidays.
 - Season Permit holders are also invited each month on half day CCWA staff- guided birding trips to non-public areas.

- **Off-season usage JW Smith (November – February):**
 - The park area is available for reserved group usage during the closed months (November through February). This usage includes camping for organized groups such as scouts or church groups.
 - Off Season Group Rates:
 - \$50 for groups up to 25 people
 - \$2 per person for groups over 25 people
 - Organized groups camping (Scouts or Church Groups) receive a reduced rate of \$1.50 per person, per night for camping. Maximum group size is 100 people.

II. Wetlands Center

The Newman Wetlands Center offers an environmental educational building and half-mile walking trail that allows public access to both reserved groups and the general public.

- Fees
 - Educational program fees: \$1 per person; reservation required
 - Off-site program fees: \$25 within 20 miles and \$40 from 21 to 50 miles
 - Other fees may be charged for special programs such as the River of Words, field trips and Scout Merit Badge Programs
 - Educational classes are taught in related fields of interest for set fees.
 - There is no admission fee for unguided visits to the area/trail.
- Annual Special Events
 - Wetlands and Watershed Festival
 - Regional High School Envirothon competition, as well as other special programs
- Schedule of Operation
 - The trail and picnic areas are open throughout the year
 - Interpretive Building is open Monday – Friday 8:30 a.m. – 5 p.m. and closed on weekends September – May
 - Interpretive Building is open Tuesday – Saturday 8:30 a.m. – 5 p.m. and closed Sundays and Mondays June – August
 - Interpretive Center is closed on holidays and/or as posted.
 - The Wetlands Center Trail is open 7 days a week
 - 7 a.m. – 7 p.m. March – October
 - 7 a.m. – 5 p.m. November – February

III. Community Buildings

The Authority operates two community buildings (CUB) that are available for the public to rent and hold functions that range from wedding receptions and family gatherings to business meetings. Both facilities offer great rooms with fireplaces, kitchens, restrooms and central heat/air. Tables and chairs are provided at each facility for use during rentals. The facilities are available year round for rental except on Thanksgiving, Christmas Eve/Day, and New Years Eve/Day; they are closed on these five holidays.

Shamrock CUB

- Rental Access Hours
 - 8 a.m. – 11 p.m.
- Compliance Deposit
 - \$400
- Rental fees
 - March - October - Fridays, Saturdays and Sundays: \$700/Mondays – Thursdays \$500
 - November – February - 7 days a week: \$500
 - Non Clayton County Residents or Organizations – add \$100
 - Government and Non-Profit Organizations - \$100
- Business Hours Special
 - The Authority offers a discount for business functions Monday - Thursday from 8 a.m. – 6 p.m.
 - Rental Fees
 - \$100 Compliance Deposit
 - \$200 Rental Fee

***Note:** The compliance deposit is refunded to the public rental group after the function if the facility is left clean and undamaged.

JW Smith CUB

- Rental Access hours
 - 8 a.m. – 10 p.m.
- Compliance Deposit
 - \$300
- Rental Fees
 - March – October- Fridays, Saturdays and Sundays: \$300/Mondays – Thursdays: \$200
 - November – February -7 days a week: \$200
 - Non Clayton County Residents or Organizations – add \$100

- Business Hours Special
 - The Authority offers a discount for business functions Monday - Thursday from 8 a.m. – 6 p.m.
- Rental Fees
 - \$100 Compliance Deposit
 - \$100 Rental Fee
 - Government and Non-Profit Organizations - \$75

***Note:** The compliance deposit is refunded to the public rental group after the function if the facility is left clean and undamaged.

Employees of the Clayton County Water Authority are not required to pay a compliance deposit, but are responsible for the rental fee and any damages that might occur during rental of the facilities.

IV. Public Archery Deer Hunting on Authority Property: E.L. Huie Site

Public archery hunting is permitted for half a day on Fridays and full days on Saturdays and Sundays during scheduled weekends. Six weekend hunts are planned each season. The exact dates will coincide with the State Archery Deer Season. Hunt dates may be impacted by timber management and land maintenance activities. Season pass holders are chosen by random drawing and are limited to 90 with preference given Clayton County Residents.

- Fees for Public Hunt including all six weekends
 - Clayton County residents - \$120
 - Non Clayton County residents - \$180
 - Guest of season pass holder - \$20 per weekend

V. Natural Treatment Systems: Pond Complex and Constructed Wetlands

Holding Ponds

The complex has gained a national reputation as one of the premier bird watching locations in the southeast. Local neighbors and the policy academy also utilize the complex for walking/exercising.

- Fees
 - There is no user fee charged for this area
- Hours of Operation
 - The facility is open seven days a week
 - Winter: 7 a.m. – 6 p.m.
 - Summer: 7 a.m. – 8 p.m.

Constructed Wetlands

- CCWA staff provides tours of the Panhandle Road and Huie Site facilities. Wetlands Center staff lead approved small groups of birders on scheduled birding trips to the area. These constructed wetlands sites may provide expanded wildlife viewing areas and tours for the general public in the future.

VI. Clayton County Water Authority Employee Access Privileges

CCWA employees have been extended the following privileges concerning access to the Authority's properties:

- Fishing
 - May access Shamrock/Blalock and JW Smith Reservoirs free of charge during the operational season days and hours
 - May access Hooper Reservoir and Shoal Creek Reservoirs year round
 - An annual fee of \$25 is required for fishing privileges at Shoal Creek Reservoir

***Note:** Employee fishing privileges to Shoal Creek Reservoir may be suspended due to construction or maintenance activities

- Hunting
 - May access Shoal Creek and Woolsey Road properties seven days a week throughout the entire deer season
 - May access Huie Site North Loop, 9C and Pipe Yard areas Fridays – Sundays throughout the entire deer season
 - May access Huie Site during the six scheduled public weekend hunts
 - Access to Huie Site is expanded to seven days a week once the public weekend hunts are completed (including the January extended season)
 - Seasonal fee of \$75 is required or employee may volunteer to work three hours at the Huie Check Station during the public hunt weekends.

***Note:** Employee hunting privileges on the Huie Site may be limited and/or impacted by the scheduled timber harvest in the related areas. This plan summarizes the planned public access to be permitted on Authority properties. Specific policies, guidelines and regulations apply to each area and are available upon request.

UPON MOTION by John Westervelt and seconded by Sophia Haynes it was unanimously

RESOLVED to require \$1 million in liability insurance for all rentals. This can be accomplished by requiring insurance certificates through homeowner's insurance, renter's insurance, a one day policy purchase on their own or, purchased through a program of CCWA. There will be no adjustment to rental rates, and the cost of insurance would be in addition to rental rates on new rentals and not rentals already booked.

Wm. J. Hooper WPP Alternate Coagulant Tank Project Recommendation:
Coagulant chemicals make up our largest single chemical expense annually at water production plants. Through detailed bench scale testing we have determined that changing our coagulant type at the Hooper Plant has the potential of reducing costs by lowering the amount of coagulant needed. This in turn reduces the amount of liquid lime needed to adjust the pH of the finished water. Most significantly, the reduction in coagulant feed will dramatically reduce the production of solids in the treatment process. Solids reduction in turn lowers the amount of belt press operation, saving labor and power. Lowering the volume of solids reduces landfill hauling costs.

Annual cost savings are estimated at \$15,000 on coagulant, \$65,000 on lime (pH adjustment), \$56,000 on labor, and \$25,000 on solids hauling for a total of \$161,000 annually. In order to be certain and to eliminate the potential of long term process interruption we are proposing to install an alternate coagulant feed system. This alternate system will allow a transition to an alternate coagulant while maintaining readiness of a backup coagulant. The alternate coagulant system involves the following equipment and costs:

20,000 gal FRP tank	\$20,560
Containment area - CCWA labor	\$15,000
Containment area materials	\$15,000
Coagulant feed system	\$13,000
Total	\$63,560

Staff is requesting to use a previous bid for a 12,000 gallon FRP tank as the vendor has agreed to honor the previous bid price. Funding is from surplus funds in 2012 operational budget due to lower than anticipated electrical power costs/usage.

UPONMOTION by John Chafin and seconded by Oscar Blalock it was unanimously

RESOLVED to approve the requested project budget and to authorize staff to use a previous bid for a 12,000 gallon FRP tank from Augusta Fiberglass, as the vendor has agreed to honor the previous bid price. (Reference minutes of January 6, 2011; Page 4405-4406).

Household Hazardous Waste Amnesty Day Contractor Bid Tab Sheet:

Company Name	Price
Perma-Fix of South Georgia. Valdosta, GA	\$43,028.00
Tradebe East Chicago, IN	\$50,161.00
EQ – Environmental Quality Atlanta, GA	\$65,289.00
CARE Environmental Valdosta, GA	No Bid

Clayton County Water Authority received bids from the companies shown above for Household Hazardous Waste Amnesty Day materials collections for the Stormwater Utility. The purpose of this event is to provide a safe and effective means for the residents of Clayton County to properly dispose of household hazardous items. These items include, but are not limited to, paints, cleaners, pesticides, motor oils, antifreeze, gas & fuels, fertilizers, and cooking oil.

This is a one day event to be held on Saturday, April 27, 2013. This will be the sixth year that CCWA manages the event and the fifth year taking place at the W.B. Casey Water Reclamation Facility.

Bids for this contract were evaluated based on the 23 waste streams that could be collected. Vendors provided unit pricing for each waste stream. Estimated quantities for each waste stream were provided in the bid package. Vendors were also given the opportunity to include other charges such as site set up fees and personnel.

Based on the unit pricing provided by the vendors shown above, Perma-Fix of South Georgia had the lowest responsive bid.

Staff recommends awarding this contract to Perma-Fix of South Georgia.

The contract terms will be for one year and may extended for a second and third year at no changes in terms or conditions. The funding source for this work is the Stormwater Utility Budget.

Household Hazardous Waste Amnesty Day									
Clayton County Water Authority									
February 12, 2013									
Pricing Bid Table									
Waste Stream	Estimated Quantity, LBS	Perma-Fix			Tradebe			EQ	
		Unit Price, \$/LB	Unit Cost	Unit Price, \$/LB	Unit Cost	Unit Price, \$/LB	Unit Cost		
Oil Based Paint	40,000	\$0.15	\$6,000.00	\$0.40	\$16,000.00	\$0.74	\$29,600.00		
Latex Paint	20,000	\$0.25	\$5,000.00	\$0.11	\$2,200.00	\$0.13	\$2,600.00		
Flammables	17,000	\$0.22	\$3,740.00	\$0.45	\$7,650.00	\$0.69	\$11,730.00		
Gasoline/Flammables	500	\$0.22	\$110.00	\$0.15	\$75.00	\$0.69	\$345.00		
Corrosive	3,000	\$0.49	\$1,470.00	\$0.68	\$2,040.00	\$0.48	\$1,440.00		
Oxidizers	2,000	\$0.49	\$980.00	\$1.40	\$2,800.00	\$1.11	\$2,220.00		
Reactives	200	\$1.00	\$200.00	\$4.66	\$932.00	\$6.23	\$1,246.00		
Pesticides/solid	2,500	\$1.70	\$4,250.00	\$0.80	\$2,000.00	\$1.03	\$2,575.00		
Pesticides/liquids	2,000	\$1.70	\$3,400.00	\$0.89	\$1,780.00	\$1.03	\$2,060.00		
Chlorinated solvents	100	\$0.22	\$22.00	\$0.73	\$73.00	\$1.05	\$105.00		
Aerosols	2,000	\$1.60	\$3,200.00	\$0.78	\$1,560.00	\$1.03	\$2,060.00		
Non-hazardous	500	\$1.45	\$725.00	\$0.15	\$75.00	\$0.24	\$120.00		
Household Batteries	500	\$0.73	\$365.00	\$0.70	\$350.00	\$0.45	\$225.00		
Automotive Batteries	2,000	\$0.00	\$0.00	\$0.70	\$1,400.00	\$0.10	\$200.00		
Motor Oil	4,000	\$0.19	\$760.00	\$0.15	\$600.00	\$0.09	\$360.00		
Anti-Freeze	1,000	\$0.25	\$250.00	\$0.15	\$150.00	\$0.12	\$120.00		
Mercury - Liquid, compounds	100	\$5.00	\$500.00	\$6.28	\$628.00	\$5.28	\$528.00		
Mercury devices	100	\$5.00	\$500.00	\$3.55	\$355.00	\$5.28	\$528.00		
Dioxins/Pentachlorophenols	100	\$0.25	\$25.00	\$6.55	\$655.00	\$25.17	\$2,517.00		
Cooking Grease/Oil	500	\$0.19	\$95.00	\$0.15	\$75.00	\$0.12	\$60.00		
Cylinders - Propane/Butane	200	\$1.50	\$300.00	\$2.50	\$500.00	\$0.80	\$160.00		
Cylinders - Fire Extinguishers	200	\$0.95	\$190.00	\$2.50	\$500.00	\$8.72	\$1,744.00		
Florescents Lights	100	\$1.00	\$100.00	\$0.89	\$89.00	\$1.04	\$104.00		
			\$32,182.00		\$42,487.00		\$62,647.00		
Other Charges	Quantity								
Site Set Up, per event	1	\$4,350.00	4 Techs \$4,350.00	\$1,285.00	\$1,285.00	\$450.00	\$450.00		
Labor, Per Man-Day		\$312.00	8 Techs \$2,496.00	\$298.00	15 Techs \$4,470.00	\$204.00	8 Techs \$1,632.00		
Transportation	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00		\$0.00		
Transportation per load + FSC	1			\$1,269.00	\$1,269.00				
Transportation per load + FSC	1			\$650.00	\$650.00				
per diem per person per day	0			\$75.00	\$0.00				
Forklift	1					\$560.00	\$560.00		
Price per Cubic Yard Box	0			\$52.00	\$0.00				
Price per 55-gallon Drum Metal	0			\$25.00	\$0.00				
Price per 30-gallon Drum	0			\$31.00	\$0.00				
Price per 15-gallon Drum	0			\$27.00	\$0.00				
Price per 5-gallon Drum	0			\$7.00	\$0.00				
			\$0.00		\$0.00		\$0.00		
Total Cost:			\$43,028.00		\$50,161.00		\$65,289.00		

UPON MOTION By Oscar Blalock and seconded by Sylvia Wright, it was unanimously

RESOLVED to award the contract for the Hazardous Household Waste collection to Perma-Fix of South Georgia 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 contract documents. The contract may be extended for a second and a third year with no changes in terms and conditions.

Upper Flint River - Lake Mirror Road Stormwater Infrastructure Study, Task Order JA-SW-11-05 Amendment: During the April 2012 Board Meeting, The Board approved Task Order JA-SW-11-05 to have Jacobs Engineering develop an improvement plan on impacted Stormwater infrastructure in one of the most industrialized drainage areas previously identified by the Upper Flint River Watershed Master Plan Study (October 2010).

This 120 acre area captures drainage from industries located Lake Mirror Road, Lake Mirror Place, and Royal Drive. Clorox, Georgia Power, Tara Plastics, and Kuhne & Nagle represents a few of the business located in this area.

Results from this study will analyze existing performance of the system and identify potential locations for improvements including areas subject to flooding.

The scope for this Task Order includes:

- Task 1 – Stakeholder Outreach
- Task 2 – Stormwater Infrastructure Survey
- Task 3 – Stormwater Hydrologic/Hydraulic Modeling
- Task 4 – Stormwater Improvement Alternatives

While developing the scope, assumptions were made regarding the amount of structures, pipes, and ponds needing to be verified. As Jacobs' field staff worked through the infrastructure survey, we recognized inaccuracies of the existing structures as well as discovery of new structures. 176 structures were included in the original scope. An additional 78 structures were located.

In an effort to continue progress, Staff recommended that Jacobs continue the survey process to capture and correct existing and missing infrastructure. This corrected information ensures a more complete analysis when developing improvements.

The original task order amount was \$160,522. The amendment request is \$15,990, for a revised task order of \$176,512 of which \$116,272 has been expended. The funding source from this will be the 2011-12 Stormwater Revenues, Watershed Improvement Projects.

UPON MOTION by John Westervelt and seconded by Sophia Haynes, with Marie Barber, Oscar Blalock, Sylvia Wright, John Chafin voting affirmatively and Rodney Givens abstaining, it was

RESOLVED to approve Jacobs Engineering to continue the survey process to capture and correct existing and missing infrastructure and to amend the original task order by \$15,990.

Health and Welfare Insurance Renewal Recommendation: BlueCross/BlueShield, CCWA's Medical provider, provided loss ratios for the year to date as 93% HMO and 180% POS with a combined ratio of 106%. The loss ratio is a statistical comparison of what percentage of each dollar paid in premiums by CCWA were paid out in medical claims. Typically a favorable loss ratio is in the 70% range and will return renewal numbers that are very low or no increase at all. After much negotiation and putting our medical insurance out in the marketplace for competitive pricing, BCBS has reduced the renewal premiums to an increase of 29.5% increase. The other carriers that were considered are United Healthcare, Aetna and Cigna but none of these offered a significantly lower renewal rate than BCBS. It is our recommendation that BlueCross/BlueShield be selected as our medical insurance provider for the coming fiscal year.

United Healthcare, CCWA's Dental provider, provided a loss ratio of 80% for the year to date. The initial renewal premium that was offered was an increase of 24%. This proposal was reviewed and after considerable negotiation was finalized at a renewal increase of 8%. It is our recommendation that we accept this proposal.

Both of the Life and Disability products were reviewed and no increase will be needed to maintain the current coverage. It is our recommendation that we accept this proposal.

Staff recommends the approval of renewal with Blue Cross Blue Shield Medical Health Insurance plan with implementation of wellness program at a 29.5% increase in premium; and renewal of United Health Care dental program with an 8% increase in premium.

UPON MOTION by John Chafin and seconded by Oscar Blalock, it was unanimously

RESOLVED to approve Blue Cross Blue Shield Medical Health Insurance plan with the implementation of wellness program at a 29.5% increase in premium; and renewal of United Health Care dental program with an 8% increase in premium.

Inner-tite Water Valve Lock Device Recommendation: Part of Clayton County Water Authority's day-to-day operation, water services that are turned off are locked down to prohibit/deter illegal access. Currently, CCWA Meter Services deploys 4 types of locks or locking devices.

A brass lock - (\$7.80 ea.) is used for water valve designs that have ringlets attached; a capping device - (\$35.44 ea.) that slips over water valves manufactured without ringlets, and used in tandem with a brass lock; a Viper Lock - (\$12.72) is used when one of the two ringlets are broken; and a Barrel Lock - (\$6.69) used on water valves with ringlets.

However, these locks do not address water valves where both ringlets are damaged or water valves that the capping device will not fit by design.

In both instances, the meter must be removed and a plugging device is attached to our service line. This requires 15-20 minutes of additional labor and can occur up to 10 times each day. In many cases, we remove the meter, the customer makes a payment and a reconnect service order is generated the same day. This results in the removal of the meter and re-installation of the meter in the same day.

Meter Services began searching for a locking device that would eliminate the need to remove the meter. Inner-tite manufactures a locking device that will attach to all of our residential water valves making it extremely difficult to remove and will not cause damage to the valve or meter. The locking device is hardened steel and can be reused multiple times and offers numerous features and benefits that discourage tampering.

We have not found another device that serves the same purpose as this device. Inter-tite is the sole source provider for this product. Staff recommends purchasing this lock as a sole source from Inter-tite at no more than \$18 per lock and \$26 per key utilizing the Customer Service operating budget.

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

RESOLVED to approve to purchasing this lock from Inter-tite as a sole source provider at no more than \$18 per lock and \$26 per key.

Bond Underwriting and Advisory Services Proposal Recommendation: A Request for Proposal for the procurement of Bond Underwriting and Advisory Services was released in January 2013. The RFP solicited responses from qualified firms to provide underwriting and advisory services for the refunding of tax-exempt revenue bonds. Such firm will participate with Authority staff, bond counsel and other Authority representatives in the marketing and underwriting the bonds. The Authority is proposing to issue Series 2013A and 2013B Bonds to refund all or a portion of the outstanding Series 2003 and 2004 Bonds.

Proposals were opened on Monday, February 4, 2013 and scored by the CCWA evaluation team on Qualification/Experience/Sample Plan – 25 points, Project Understanding and Approach – 25 points, References – 20 points and Proposed Refunding and Fees – 30 points. The following are the firms that proposed and their respective scoring:

COMPANY	References (Max = 20)	Qualifications / Experience (Max = 25)	Project Understanding and Approach (Max = 25)	Proposed Refunding and Fees (Max = 30)	Total Score (Max = 100)
Merchant Capital LLC	18	22	23	21	84
Merrill Lynch Pierce Fenner Smith Inc.	14	21	23	20	78
Piper Jaffray & Co. and/ Benchmark Securities	13	23	23	28	87
Raymond James/Morgan Keegan, and Terminus Securities LLC	19	24	23	26	92
Rice Financial Products Company	4	21	18	20	63
Siebert Brandford Shank & Co, LLC	11	23	23	26	83
Stephens Inc.	10	22	20	23	75

COMPANY	References (Max = 20)	Qualifications / Experience (Max = 25)	Project Understanding and Approach (Max = 25)	Proposed Refunding and Fees (Max = 30)	Total Score (Max = 100)
Stifel Nicolaus & Company, Inc.	15	22	22	21	80
The Williams Capital Group LC	13	19	18	24	74

Based on the averaging of scores the following four firms were short-listed:

Merchant Capital LLC
 Piper Jaffray & Co. and Benchmark Securities
 Raymond James/Morgan Keegan and Terminus Securities, LLC
 Siebert Brandford Shank & Co., LLC

The short listed firms were invited to participate in presentations on Wednesday, February 27, 2013 with a Committee chaired by John Westervelt and including Marie Barber, Oscar Blalock, Mike Thomas, Carl Stephens, and Karen Riser. The presentation has a value of 30 points which will be averaged and added to the prior scoring. A final summary of the scoring results is as follows:

COMPANY	Presentation Scores (Max = 30)	Final Score (Max = 130)
Merchant Capital LLC	20	104
Piper Jaffray & Co. and/ Benchmark Securities	21	108
Raymond James/Morgan Keegan and Terminus Securities, LLC	21	113
Siebert Brandford Shank & Co., LLC	25	108

The CCWA evaluation team recommends selection of Raymond James/Morgan Keegan and Terminus Securities, LLC to provide Bond Underwriting Services for both the 2013A and 2013B bond issues and to provide these services for any future bond issues for a three year period.

After some explanation of the process and procedures for Bond Underwriting and discussions regarding the shortlist process and clarity from the Board to staff, and

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

RESOLVED to table the vote on Bond Underwriting and Advisory Services Proposal Recommendation and Bond Counsel and Disclosure Counsel Services Proposal Recommendation, as presented below, of the Bond Refinance representatives of the Board have had time to review the short list process with staff. After which, a time for a Special Called Board meeting would be determined.

Bond Counsel and Disclosure Counsel Services Proposal Recommendation: A Request for Proposal for the procurement of Bond Counsel and Disclosure Counsel Services was released in January 2013. The RFP solicited responses from qualified firms to provide bond counsel and disclosure counsel services for the refunding of water and sewer revenue bonds. Such counsel will participate with Authority staff, an underwriter and other Authority representatives in the preparation, marketing and selling of the bonds. The Authority is proposing to issue Series 2013A and 2013B Bonds to refund all or a portion of the outstanding Series 2003 and 2004 Bonds.

Proposals were opened on Monday, February 4, 2013 and scored by CCWA evaluation team on Qualification/Experience/Service Level – 25 points, Project Understanding and Approach – 25 points, References – 20 points and Cost Proposal – 30 points. The following are the firms that proposed and their respective scoring:

COMPANY	References (Max = 20)	Qualifications / Experience (Max = 25)	Project Understanding and Approach (Max = 25)	Cost Score (Max = 30)	TOTAL (Max = 100)
Alston & Bird LLP	14	19	22	11	66
Ballard Spahr LLP	13	21	22	23	79
Hunton & Williams LLP	10	22	22	16	70
Jones, Cork & Miller, LLP	16	21	21	19	77
King & Spalding LLP	18	24	24	30	96
McKenna Long & Aldridge LLP and Mack & Harris PC	9	22	21	6	58
Murray Barnes Finister LLP	10	23	22	16	71

COMPANY	References (Max = 20)	Qualifications / Experience (Max = 25)	Project Understanding and Approach (Max = 25)	Cost Score (Max = 30)	TOTAL (Max = 100)
Peck, Shaffer & Williams LLP	14	19	21	18	72
Schiff Hardin LLP	7	20	21	22	70
Seyfarth Shaw LLP/ Golden Holley James LLP	10	21	21	15	67
Smith Gambrell & Russell LLP	18	21	22	17	78

Based on the averaging of scores the following four firms were short-listed:

Ballard Spahr LLP
 Jones, Cork & Miller, LLP
 King & Spalding LLP
 Smith, Grambrell & Russell, LLP

The short listed firms were invited to participate in presentations on Wednesday, February 27, 2013 with a Committee chaired by John Westervelt and including Marie Barber, Oscar Blalock, Mike Thomas, Carl Stephens, Karen Riser and Michael Williams of Fincher, Denmark and Williams. The presentation has a value of 30 points which will be averaged and added to the prior scoring. A final summary of the scoring results is as follows:

COMPANY	Presentation Scores (Max = 30)	FINAL SCORES (Max = 130)
Ballard Spahr LLP	20	99
Jones, Cork and Miller, LLP	10	87
King & Spalding LLP	26	122
Smith Gambrell & Russell LLP	19	97

The CCWA evaluation team recommends the selection of King and Spalding LLP as the Bond Disclosure and Underwriter's Counsel at a cost of \$45,000 for both the 2013A and 2013B issues and to provide these services for any future bond issues for a three year period.

Action on this item was tabled as noted above.

Mr. Thomas updated the Board on the progress of the Headquarters construction.

Mr. Thomas updated the Board that a recent software audit revealed that CCWA was out of compliance on its Enterprise Software license which hosts our main financial operating software J.D. Edwards. To come into compliance, CCWA needs to purchase some additional licenses.

UPON MOTION by Sophia Haynes 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.

Walter Marie Barber, Chairperson

John Westervelt, Secretary/Treasurer