

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting  
June 6, 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 Elizabeth G. Armstrong; General Manager, Mike Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams Minniefield, Carla Clark, Executive Coordinator and other CCWA staff and visitors.

Chairperson Barber called on Michelle Mirzaiee, Benefits and Compensation Coordinator, to give the invocation.

Approval of Agenda: Chairperson Barber asked for a motion to approve the agenda as presented.

UPON MOTION by Rodney Givens and seconded by Elizabeth G. Armstrong it was unanimously

RESOLVED to accept and approve the Agenda as presented.

Approval of Minutes: Chairperson Barber called for any omissions or additions to the Regular Board Meeting minutes of May 2 or May 13, 2013. Hearing none, and

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

RESOLVED to approve and accept the May 2 & 13, 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 April 30, 2013.

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

RESOLVED to approve and accept the April 30, 2013 Financial Report as presented.

Third Party Payment Processing Proposal Recommendation: CCWA offers customers the option to make payments through many channels (web, IVR, call center, walk in, and Walmart). In order to present these offerings to our customers, we have contracted with a third party payment processing company. This partnership has allowed us to offer our customers a variety of payment methods such as credit cards, debit cards and echecks through many of these payment channels. Since December 2009, we have partnered with Paymentus Corporation for these services. Today, customers paying by credit card, debit card and echeck pay a convenience fee of \$2.75 for each transaction up to \$500. This convenience fee is charged to the Customer and paid directly to Paymentus.

With the Paymentus contract expiring in December 2013, the third party payment processing services were put out for request for proposal (RFP) in March 2013. In the RFP, the following services were requested:

- Payment processing for credit cards, eChecks and ATM/Debit cards
- Online and Interactive Voice Response (IVR) payment options
- Processing integration with the Northstar billing and cash receipt system
- Secure real-time processing for payments and deposits
- Security / PCI compliance (meets or exceeds industry best standards for protecting data)

Vendors were evaluated based on the following criteria:

	Evaluation Criteria	Points
1	Qualifications / Service Level	25
2	Project Understanding and Approach	25
3	References	10
4	Costs Proposal	40
5	Presentations	20

Eight vendors responded to the RFP. Based on the proposals, reference checks and the costs, vendors were ranked as follows:

Company	Points	Ranking
Speedpay	91.25	1
Express Bill (Emdeon)	81.31	2
Fiserv Solutions, Inc	77.88	3
Kubra Data Transfer LTD	77.75	4
Collector Solutions Inc.	71.45	5
Paymentus Group	69.88	6
First Billing Services	63.32	7
Cash Cycle Solutions	57.75	8

The four 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	Speedpay	109.2	points
2	Kubra Data Transfer LTD	95.5	points
3	Fiserv Solutions Inc.	94.5	points
4	Express Bill (Emdeon)	86.7	points

Staff recommends offering the contract to Speedpay Inc. at \$1.25 per transaction up to \$750.00 and no setup costs. Since the transaction costs are passed through to the CCWA Customer there is no budget impact.

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

RESOLVED to award the contract for Third Party Payment Processing to Speedpay Inc. as outlined in the proposal documents, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

FY2013 Technology Refresh: CCWA Staff researched options, and identified a standardized solution for the annual technology refresh to cover desktops, laptops, ruggedized laptops and monitors through the State of Georgia contract. Lenovo desktops were specified to be an M82 small form factor containing a minimum of Core i7 processor with 8GB memory & DVDRW; Lenovo laptops were specified to be a T530 containing a minimum of Core i5 processor with 8GB memory & DVDRW; Panasonic Toughbook (ruggedized laptop) were specified to be a CF-53 containing a minimum of Core i5 processor with 4GB memory & DVDRW. Funding for these items is included in the FY2013 Operating Budget as adopted and the amounts are below budget. Summary of the quantity and cost of items are listed below:

	<b>Desktops</b>	<b>Laptops</b>	<b>Ruggedized Laptops</b>
Number of Units Budgeted	32	6	1
Cost per Unit	\$822.00	\$1,267.00	\$1,264.00

Staff recommends award for this year's Desktops, Laptops, and Ruggedized Laptops to CDW-G utilizing the State of Georgia contract.

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

RESOLVED to approve the purchase of desktops, laptops and ruggedized laptops utilizing the State of Georgia contract and purchase through CDW-G.

East Jesters Creek Phase 5 Stream Restoration Project Bid Recommendation:  
CCWA's Watershed Management Plan identified East Jesters Creek as degraded due to historic land clearing. This practice removed the natural vegetation that protected the stream banks. The shape of this creek does not promote suitable habitat for fish and macro invertebrates resulting in poor water quality in the stream.

This project includes the construction of a stable stream channel (approximately 2,050 L.F.) based on natural stream conditions. The area along the reconstructed channel will be planted with native vegetation. This project will also include Best Management Practices (BMP's) in the form of stormwater ponds. These ponds will capture and manage drainage from nearby neighborhoods and businesses.

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 will be Kevin Osbey for CCWA and Laurie Hawks for Brown & Caldwell.

The Engineer's Estimate for this project was \$ 979, 238.10. The following bids were received at 2:00 PM Local Time May 7, 2013:

- Georgia Development Partners, LLC \$ 821,910.93
- Blount Construction Company, Inc. \$1,048,481.17
- J.M. Wilkerson Construction Company, Inc. \$1,403,800.00
- Site Engineering, Inc. \$1,526,520.00

The project will be funded by EPD Grant and CCWA Stormwater Program. CCWA Staff and Brown & Caldwell recommend award to the low bidder, Georgia Development Partners.

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

RESOLVED to award the contract for the East Jesters Creek Phase 5 Stream Restoration Project to Georgia Development Partners, LLC 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 documents.

East Jesters Creek – Phase 5 Stream Restoration Services During Construction Task Order: This task order includes services during construction provided by Brown & Caldwell for construction of the East Jesters Creek Phase 5 Stream Restoration project. The project will include grading and construction of a stable stream channel consisting of an approximate 2,050 linear foot segment along with native vegetation planting.

Services provided 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 clarification; preparation of as-built documents; quarterly reporting for EPD; and closeout of the completed construction project.

Project Managers for Clayton County Water Authority will be Kevin Osbey and for Brown & Caldwell, Laurie Hawks. The Task Order amount is \$153,726.00 and will be funded by EPD Grant and CCWA Stormwater Program.

UPON MOTION by Oscar Blalock and seconded by John Westervelt with Elizabeth Armstrong, Sophia Haynes and Marie Barber in agreement and Rodney Givens abstaining the motion carried and it was

RESOLVED to approve Task Order No. BC-SW-13-02 to Brown & Caldwell for construction During Services in the amount of \$153,726 and to authorize the General Manager to sign the Task Order.

Household Hazardous Waste Amnesty Day Update Summary: On Saturday, April 27, 2013, the Clayton County Water Authority sponsored a hazardous waste collection event. This effort provided residents of Clayton County a means to dispose of a variety of household items. These items included, but were not limited to latex and oil-based paints, cleaners, pesticides, strippers, motor oils, anti-freeze, chemicals, etc.

Perma-Fix of South Georgia, from Valdosta, was selected through a Request for Bid (RFB) process in FY 2012-13 to provide the collection services. This is the first year that Perma-Fix has provided services for CCWA.

The RFB prepared in FY 2012-13 included items that would be collected along with an estimated quantity of each. This estimated quantity was not binding thus could increase or decrease based on the volume of material collected.

There were twenty-three (23) classifications of materials. Each classification was given an estimated quantity, in pounds of material expected to be collected.

On the day of our event, Perma-Fix serviced 444 vehicles. Once all material was collected, manifested, and disposed of, Perma-Fix determined they had processed over 68,000 pounds of materials. This resulted in a cost of **\$37,274.85**.

Items (pounds)	April 2009	April 2010	April 2011	April 2012	April 2013
Latex Paint	22,000	25,000	21,800	30,000	32,000
Oil Paint	45,000	26,600	25,300	14,000	10,000
Aerosols	3,000	1,600	3,000	1,300	1,700
Pesticides/Herbicides/Poisons	4,000	1,800	4,500	4,500	1,800
Acids	8,000	2,800	9,900	8,100	6,000
Solvents/Cleaners/Flammable	9,000	3,200	1,900	20,500	6,000
Motor Oil/Anti-Freeze	17,000	2,700	13,800	10,500	9,800
Lights and Mercury	2,000	700	1,400	2,000	700
Grease and Pharmaceuticals	N/A	400	900	600	300
Car & Home Batteries	7,000	1,700	6,100	1,000	600
<b>Waste Generated(pounds)</b>	<b>117,000</b>	<b>66,500</b>	<b>88,600</b>	<b>92,500</b>	<b>68,900</b>
Vehicles serviced (each)	525	303	425	434	444

New Amphibious Tracked Vehicle Bid Recommendation: This utility vehicle was advertised in March 2013, during which no bids were received. The specifications were updated and the bid was re-advertised for a May 21, 2013 bid opening. Bid results were as follows:

Company	Make/Model	Bid Amount
BTU/Argo ATV Sales, LLC	ARGO 8x8 XTI	\$33,745.29

We sent four vendors this information to solicit this RFB. This was the only bid received, and it meets all specifications required for the utility vehicle. This equipment will be primarily used for inspections and repairs of outfalls manholes. CCWA staff recommends purchasing 1 New – Amphibious 8x8 Tracked Utility Vehicle from BTU Argo ATV Sales, LLC for \$33,745.29.

This purchase was originally approved in the FY 2012 Budget at \$27,000. The difference of \$6,745.29 will from offset by savings on other purchases.

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

RESOLVED to award the request for bid for the purchase of a New Amphibious Tracked Vehicle to BTU/Argo ATV Sales, LLC in the amount of \$33,745.29.

Pipeline Prioritization Tool CapPlan/InfoMaster – Innovyze: The Strategic Master Plan Project No. 626, Linear Infrastructure Risk Assessment & Prioritization, was planned to develop and support the Distribution & Conveyance and Stormwater pipeline asset management programs.

The project was intended to build software applications and/or customize available programs to coordinate the following information:

- Create a database for Water/sanitary and stormwater condition assessment information
- Assess the Risk of Failure (ROF) and Consequence of Failure (COF) using industry based asset management practices
- Estimate a conceptual construction cost for repair/replacement, using CCWA-based costs and methodology

- Maintain a standing database/list of pipelines by prioritized rankings/costs

Staff has investigated options to build the Pipeline Prioritization Tool since 2009. Various options including a “one-off” customized program and modifications to various commercially available programs have been evaluated.

Staff is recommending the purchase of CapPlan/Innovyze for an amount not to exceed \$40,000 as a sole source purchase based on the results of prior assessments.

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

RESOLVED to approve and to authorize the sole source purchase of CapPlan/Innovyze for an amount not to exceed \$40,000.

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

RESOLVED that the Board adjourn into executive session to discuss a personnel issue. The Board reserves the right to return to open session.

The Board returned to open session.

UPON MOTION by Oscar Blalock and seconded by Elizabeth G. Armstrong it was unanimously

RESOLVED to approve the Executive Session Minutes of June 6, 2013.

Committee Chair for the SLBE Program, Rodney Givens, updated the Board on the committees finding on recommendations from their meeting with Clayton County Government. The committee recommended that CCWA hire staff prior to program implementation to allow that person to be an integral part of the implementation of policies and procedures the programs development.

Mr. Thomas made the Board aware of the upcoming contract year end for Engineering Services and was seeking direction from the Board for guidance on direction for renewal or extension. Mr. Thomas presented considerations to the Board: A decision on renewing for a third year and then rebidding; extending the contracts for an additional two years



(for a potential five year service term) and then rebidding; and for the specialized water and sewer models previously built by CH2M Hill, authorize staff to use their services so as not to incur unnecessary costs. After much discussion the Board directed staff to utilize the third year option with the intent to rebid the contracts for two years and offering three, one-year renewals.

Mr. Thomas updated the Board on the final negotiated price for service with Raymond James/Morgan Keegan for the contract termination for the Bond Issue. Raymond James/Morgan Keegan requested \$34,854.46 or less than 15% of the initial fee. Mr. Thomas requested authorization to finalize payment to Raymond James/Morgan Keegan.

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

RESOLVED to authorize payment to Raymond James/Morgan Keegan the negotiated fee of \$34,854.46 for services rendered.

Mr. Thomas informed the Board of a conflict with the date selected for the July Board Meeting and asked that the meeting be moved to Tuesday, July 9<sup>th</sup> to accommodate the conflict. After some discussion, the Board decided to move the meeting to Tuesday, July 9, 2013.

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

RESOLVED to adjourn the meeting.

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

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Walter Marie Barber, Chairperson

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John Westervelt, Secretary/Treasurer