

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting
September 5, 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, 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 Ebony Poke, Customer Service Supervisor, to give the invocation.

Approval of Agenda: General Manager requested the Agenda be amended to add an item to the Agenda. Chairperson Barber asked for a motion to add Item I. SunTrust Signatory Resolution and approval of the agenda amended.

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

RESOLVED to accept the request for an amendment to add Item I. SunTrust Signatory Resolution to the Agenda and to approve the amended Agenda.

Approval of Minutes: Chairperson Barber called for any omissions or additions to the minutes for the Regular Board Meeting minutes of August 1, 2013. Hearing none, and

UPON MOTION by John Westervelt and seconded by Elizabeth G. Armstrong, it was unanimously

RESOLVED to approve and accept the August 1, 2013 meeting 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 distributed to the Board for the period ending July 31, 2013.

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

RESOLVED to approve and accept the Financial Report as presented.

Carl Stephens introduced Mr. Miller Edwards of Mauldin and Jenkins Accounting Firm to give the report on CCWA's annual audit. Mauldin and Jenkins have issued a clean unqualified opinion that the financial statements of the Authority are considered to present fairly the financial position and results of operations as of and for the year ended April 30, 2013. The financial statements present fairly in accordance with accepted account principals. For the fifth year in a row it has been the position of Mauldin and Jenkins that neither management points nor audit findings were to be issued.

CCWA Safety Awards: Chairperson Barber called on Guy Pihera to present the 2013 CCWA Safety Awards. In the High Hazard category, first place went to the Water Production, Lab/Distribution O&M/Administration team. Mr. Adam Horton, team leader received the award. Second place went to Water Reclamation's Casey Plant. Chris Hamilton, team leader received the award. Third place went to Water Production's, Smith Plant. John Patterson, team leader received the award.

A single award was presented to the Low Hazard winner, Information Technology. Derek Doss was on hand to receive the award on behalf of team leader Dan Holverson.

William J. Hooper Reservoir Channel Dredging Bid Recommendation: Staff opened bids on August 15, 2013 for removal of sediment from the upper channel of the Hooper Reservoir. Sediment is removed from this area of the reservoir approximately every two years based on sediment build up. Contractors were asked to specify the quantity of sediment they would remove based on a \$90,000 project base budget.

The following bids were received:

Company Name	Unit Cost per cubic yard	Quantity of Sediment to be Removed
International Waste Services LLC, Atlanta GA	\$4.50	20,000 cu yds.
Riversand, Inc. Cleveland GA	\$7.90	11,393 cu yds.
Gullet Sanitation Services, Inc. Bethel, OH	\$15.19	5,925 cu yds.

Staff recommends accepting the bid from International Waste Services LLC for the removal of 20,000 cu yards at a price of \$90,000 and that up to an additional \$10,000 is approved to cover any overage. Payment will be made based on sediment removed determined from surveyed channel measurements before and after dredging. Failure to remove 20,000 cubic yards will result in a lesser payment based on unit costs provided. In no event will the amount of this project exceed \$100,000. Funding for the project is included in the FY2013 operating budget.

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

RESOLVED to award the contract for Hooper Reservoir Channel Dredging to International Waste Services LLC as outlined in the bid documents, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract documents.

Sanitary Sewer Evaluation Surveys (SSES) Annual Services Request for Bids:
SSES work is used to survey and inventory the sanitary sewer system. The work provides condition assessment rankings and is being used to populate the electronic database that will guide pipeline prioritization, rehabilitation and repair activities.

The services include closed circuit television (CCTV) inspections, smoke testing, temporary wastewater flow monitoring and a number of other investigative tests to find defects and leakage in pipelines. The work is based on the results of the flow monitoring basin studies, which ranked the service areas by severity of inflow and infiltration (I/I) and is completed under work orders issued by CCWA staff.

A mandatory pre bid meeting was conducted on July 23, 2013 and bids were opened on August 8, 2013. Bids were evaluated using pay items and quantities estimated to represent historical/annual work to be completed. A summary of the costs is presented in the following table.

Contractor/Vendor	Total Bid Amount
Woolpert, Inc.	\$1,037,847.00
McKim & Creed	\$1,196,042.00
Video Industrial	\$1,263,660.00
Southeast Pipe Service	\$1,580,845.69

Staff is recommending the award to Woolpert, Inc. based on the unit prices bid. The initial term of the contract will be for one year with the option to renew for a 2nd and 3rd year at the same terms and conditions. The approved annual budget for these activities is \$1,000,000.00 and will not be exceeded without Board approval.

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

RESOLVED to award the contract to Woolpert, Inc. as outlined in the bid documents, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract documents.

Headquarters Building Modifications Construction Update: Chairperson Barber called on Terry Moy to present an update on progress to date. CCWA issued a Notice to Proceed to the construction contractor on December 5, 2012 with a contract completion date of August 1, 2013. The schedule has been extended due to some changes, weather/delays and other issues.

The major work items include:

- a building expansion and centralizing of Customer Service and Management and Information Systems (MIS) staff,
- construction of a new customer service lobby and drive in teller facility,
- relocation of the Board Room and Community Use Room, and
- replacement of HVAC systems, roof and carpeting.

SCADA System Implementation Task Order BC-RE-13-04: Summary of Task Order BC-RE-12-06 titled SCADA System Evaluation includes the following items:

- Technical Memoranda for all four workshops covering all components of our systems
- SCADA Improvement Plan recommendations from the evaluation include:
 - 5 year phased program for estimated capital cost of \$2.9 million.
 - Common hardware and software
 - Upgraded servers, software, and hardware
 - Networked, secure, and virtualized system

The purpose of this next Task Order is to provide professional engineering services for oversight and assistance with implementing SCADA Improvement Plan.

Scope of Services will include:

- Implementation Plan
- System Integrator RFP and Evaluation
- Mobile Pilot Program
- Implementation Assistance

The Task Order Amount shall not exceed \$115,744. The Funding Source will be the RE 205. Brown & Caldwell will subcontract 20% of this work to a Disadvantaged Business Enterprise. Project Managers for Brown and Caldwell will be Ryan Lynn and Jim Poff for CCWA.

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

RESOLVED to approve Task Order BC-RE-13-04 for the SCADA System Implementation for a not exceed amount of \$115,744

TASK ORDER JA-OP-13-05 Water and Sewer Base & Unit Charges Study Task Order Recommendation: CCWA has experienced significant decreases in water consumption in the past couple of years. For the last twelve months, billed water consumption is down 3.9 percent or over 295 million gallons from the previous twelve months. Although the board has adopted 5% rate adjustments effective January 1st for the past two years, consumption based water revenues for the last fiscal year were “down” 7.2 percent while base charges for water sales were “up” 5.6 percent. This trend has continued through the first three months of this fiscal year as water-based consumption revenues are “down” 4.4 percent, while the base charges for the same services are “up” 5.4 percent.

The purpose of this project is to:

- (1) assess the cost of providing water and sewer services,
- (2) assist in developing water and sewer rates that capture the cost of providing each service, and
- (3) establish a rate structure that stabilizes CCWA revenues by aligning the respective base charges with fixed operating costs for each service.

The work includes:

- Historical (previous 36 months) data collection and analysis focusing on consumption, customer types, billing, budgets and costs in providing water and sewer services
- Review of cost center budgets, interviewing applicable staff, particularly principals and processes involved in providing water and wastewater services
- Develop alternative cost allocation methodologies for fixed and non-variable costs
- Evaluate CCWA asset cost and maintenance in providing the respective services
- Update existing debt service and debt coverage requirements
- Develop rate and funding options and alternatives
- Provide a model (Excel) calculating recommended base and consumption charges and funding requirements for the next five years.

From the results of this work, CCWA expects to identify operations and cost of principal services while establishing a rate structure (base and consumption charges) that balances the stabilization of revenues and customer affordability.

CCWA Staff Recommends approval of a task order to Jacobs Engineering to complete this work. The total task order value is \$72,950.00 and will come from Revenue Funds. Project Managers for Jacobs will be Diana Jackson and Carl Stephens for CCWA.

UPON MOTION Rodney Givens and seconded by Oscar Blalock, with Sophia Haynes, John Westervelt and Marie Barber in favor and with Elizabeth G. Armstrong opposing, it was

RESOLVED to approve Task Order JA-OP-13-15 as outlined for a not to exceed amount of \$72,950.00.

Three New - 36,000 GVW 4x2 (Dump Trucks) Cab and Chassis State Contract Procurement Recommendation: Chairperson Barber called on Bernard Franks.

Vendor	Price	Make/Model
Peach State Truck Center Norcross, GA.	\$68,830.00 (x3) = \$206,490.00. Price to include Dump Body: \$250,290.00	2014 Freightliner M2

Staff recommends purchasing three (3) new 2014 Freightliner M2 with Cab and Chassis from Peach State Truck Center through above-referenced State Contract in the amount of

\$68,830.00 each. These trucks will be replacing two units that are 15-yrs and 13-yrs old, and no longer in service. These two truck replacements were approved in the 2013 Capital Budget. The third truck in need of replacement has recently gone out of service, and the current estimate on repair costs exceeds the total value of the truck.

The total purchase price of three (3) new Freightliner units (with Dump Body) is \$250,290.00. The total approved budget for the cab/chassis and utility bodies is \$216,000.00. Additional funding will be needed in the amount of \$34,290.00; these additional funds are available from D&C 2013 Capital Budget savings on the landscaping truck purchase which totaled \$42,000.00.

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

RESOLVED to approve the purchase of three (3) new 2014 Freightliner M2 with Cab and Chassis from Peach State Truck Center through State Contract and to purchase dump body for each for a not to exceed amount of \$250,290.

CCTV Camera with Tractor Replacement: Again Chairperson Barber called on Bernard Franks.

Vendor	Price	Make/Model
Adams Equipment Company.LLC	\$38,466.00	OZII Cues Camera Hz Sonde, PR Tractor/Prototek Locator

CCWA makes extensive use of its sewer televising equipment to do routine sewer condition inspections, locate sewer taps and to trouble shoot problems. The recommendation below is to replace an aging camera that is beginning to experience maintenance issues.

The CCWA staff recommends purchasing one new OZ II Camera with 512 Hz Sonde, Pipe Ranger Tractor and Prototek Locator from Adams Equipment Co., Inc. in the amount of \$38,466.00. Our CCTV crews currently use Cues televising hardware and software. Cues is the only manufacturer of this specialty item, all parts and equipment are sole sourced through the local Cues equipment representative, Adams Equipment.

Funding source for the equipment purchase is budgeted as a capital purchase in the FY 2013 budget in amount of \$30,200 (therefore this quote is \$8,466.00 over budget). The

remaining amount needed for this purchase can be used from the savings on the Dump Trucks and the cost of a sewer nozzle that will not be needed.

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

RESOLVED to approve the purchase of one new OZ II Camera with 512 Hz Sonde, Pipe Ranger Tractor and Prototek Locator from Adams Equipment Co., Inc. in the amount of \$38,466.00.

Metropolitan North Georgia Water Planning District Policy Recommendations:
Water Waste Policy: The Metropolitan North Georgia Water Planning District (MNGWPD) is required to develop regional water supply, wastewater and stormwater management plans. The local governments in the region are then required to implement these plans. The Environmental Protection Division audits local governments or utilities to determine compliance with these plans before issuing new permits. We are in compliance with these plans except for a few minor items. The requirement for a “Water Waste” policy is one area where we need to adopt a policy to achieve compliance. The District would like for municipalities to actually adopt an ordinance with the power to fine folks who “waste” water but we do not believe this is needed. I believe the following policy, if adopted by the Board, will comply with the District requirement.

It is the policy of The Clayton County Water Authority (CCWA) to discourage the waste of our precious water resources. CCWA seeks to set an example for our customers through the efficient use of our water resources by employing the following practices.

- Customer leak notifications through the use of automated meter reading technology;
- Distribution of free low-flow fixture retrofit kits;
- Residential toilet rebate program for the replacement of older toilets with 1.28 gpf toilets;
- An aggressive waterline leak detection and repair program;
- Replacement of all toilets in CCWA buildings with low flow fixtures; and
- Significant public education efforts aimed at water use efficiency.

Therefore, staff recommends the Board to adopt the following Resolution 2013-01 on the following pages 4821 and 4822.

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

RESOLVED to adopt Resolution 2013-01 in accordance with the of the North Georgia Water Planning Districts 'water waste' recommendations as outlined by the Resolution on the following pages.

[Remainder of page is blank]

Additionally, the following recommended change to our Sewer Use Ordinance will satisfy an additional outstanding compliance item. This will only apply to new car washes. Most newer car washes already manage water use, so it shouldn't be controversial.

(L) Commercial Car Wash Water Recycling Requirement

1. The purpose of this ordinance is to reduce water consumption from commercial car wash facilities by requiring all new conveyor car washes to install operational recycled water systems.
2. Applicability
 - (a) This ordinance applies to all new conveyor car washes permitted and constructed after the effective date of this ordinance section, regardless of the water source.
 - (b) The provisions of this ordinance do not apply to conveyor commercial car washes that were permitted or constructed before the effective date of this ordinance section.
 - (c) The provisions of this ordinance do not apply to self-service car washes or in-bay car washes.
3. Definitions
 - (a) In-bay Automatic Car Wash. A car wash where the driver pulls into the bay and parks the car. The vehicle remains stationary during the wash.
 - (b) Conveyor Car Wash. A commercial car wash where the car moves on a conveyor belt during the wash.
 - (c) Recycled Water System. A water system that captures and reuses water previously used in wash or rinse cycles.
 - (d) Self-Service Car Wash. A commercial car wash where the customers wash their cars themselves with spray wands and brushes.
4. All new commercial conveyor car washes, as of the effective date of this ordinance section, must install operational recycled water systems. A minimum of 50% of water utilized will be recycled

This policy will grandfather in existing business and will only apply to new businesses. This policy it will also need to go before the Board of Commissioners for approval and become part of the County Ordinances

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

RESOLVED to adopt the changes to Sewer Use Ordinance for Commercial Car Washes as recommended by the Metropolitan North Georgia Water Planning District.

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

RESOLVED that the Board adjourn into executive session to discuss a personnel matter

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

RESOLVED that the Board return to regular session

The Board returned to open session.

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

RESOLVED that the Board approve the Executive Session minutes.

Resolution 2013-02, SunTrust Signatory Resolution: Due to staff and board changes, it has come to the attention of staff that the Authorizing Signatory agreement with SunTrust Bankcard, N.A. is outdated. This is a housekeeping matter to keep CCWA's signatories of the agreement viable. Staff is recommending adopting Resolution 2013-02

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

RESOLVED that the Board approve Resolution 2013-02 Commercial Credit Card Signatory Agreement with SunTrust Bankcard as outlined on the following pages.

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Mr. Thomas informed Board of the Special Grand Jury's report as it applies to CCWA with recommendation regarding our procurement process. The report in total will be presented by the District Attorney to the Judge and once this happens and it is reviewed by the Judge and then becomes public record. Our Risk Manager, Karen Riser has already prepared a response to the recommendations, and all of the recommendations have been put into place.

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

RESOLVED that the Board return to Executive Session to discuss a legal matter.

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

RESOLVED that the Board return to regular session

The Board returned to open session.

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

RESOLVED that the Board approve and amend the Executive Session minutes.

Mr. Thomas outlined staff suggested Employee Incentive initiatives to put into place at the Department level. Also, communication improvement methods to employees were discussed. Mr. Thomas ensured the Board the financial impact would be minimal and wanted direction from the Board as to whether to institute these suggestions, if agreed upon, now or wait until a new budget year. The Board agreed that the impact would not be a disruption to the current budget and instructed staff to institute the initiatives now.

Mr. Thomas updated the Board on the conditions of the Forest Park tanks. After investigation, staff is suggesting that the tanks undergo cosmetic rehab (painted) as staff anticipates dismantling them in the near future.

Mr. Thomas informed the Board of the request of the Help Our Youth, USA International easement payment request. He informed the members that he had reached his authorized limit in negotiating the price for the easement. Due to the differences with the amount

amount offered, the organization's amount requested, and the appraised value, staff is seeking direction on an offer to the organization. After some discussion of the varying amounts, and

UPON MOTION by John Westervelt and seconded by Rodney Givens with Sophia Haynes in agreement, Oscar Blalock and Elizabeth G. Armstrong in opposition, it was

RESOLVED to offer the Help Our Youth USA International \$6,500 for the easement.

Mr. Thomas informed the Board on the issue of Impact Fees. Apparently there is a company about the equivalent in size to our biggest customer, Fresh Express, considering Clayton County for relocation. An issue to consider when the county has opportunities such as this, is the adjustment of impact fees we assess to encourage a company's decision making process to relocate here. Because of the economic impact, other counties are looking at ways to improve businesses incentives to relocate to their area by reducing or waiving impact fees for 'exceptional businesses'. After some discussion, and

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

RESOLVED to temporarily suspend Impact Fees for large water using Industries the purpose of improving potential county wide economic development.

UPON Motion by John Westervelt and seconded by 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.