

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting  
October 3, 2013

The meeting was held at 2610 Shamrock Road, Jonesboro, Georgia 30236. Vice Chairman Blalock called the meeting to order at 1:38 p.m.

Present at the meeting were Vice Chairman, Oscar Blalock, Secretary/Treasurer, John Westervelt, Board Members, Rodney Givens, Sophia Haynes and Elizabeth G. Armstrong and Chairperson, W. Marie Barber, 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.

Vice Chairman, Oscar Blalock introduced and called on Matthew Smith, Stormwater Maintenance Technician, to give the invocation.

Approval of Agenda: Vice Chairman Blalock asked for a motion to approve the agenda as presented.

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

RESOLVED to accept the October 3, 2013 agenda as presented.

Approval of Minutes: Vice Chairman Blalock called for any omissions or additions to the minutes of the Regular Board Meeting minutes of September 5, 2013. Hearing none, and

UPON MOTION by Sophia Haynes and seconded by Elizabeth G. Armstrong, it was unanimously

RESOLVED to approve and accept the September 5, 2013 meeting minutes as presented.

Financial and Statistical Report: Vice Chairman Blalock 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 August 31, 2013.

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

RESOLVED to approve and accept the Financial Report as presented.

William J. Hooper Plant Residual Solids Transportation and Disposal Bid Recommendation: Vice Chairman Blalock called on Guy Pihera. Bids were opened Sept 17, 2013 for the transportation and disposal of residual solids from the Hooper Water Production Plant. Thirty two bid invitations were sent out. Two vendors attended a mandatory pre bid conference. One bid was received.

<b>Company Name</b>	<b>Cost</b>
Advanced Disposal	\$98.00 per load, 12 ton maximum

Staff recommends accepting the bid from Advanced Disposal and allowing renewal for a 2<sup>nd</sup> and 3<sup>rd</sup> year if mutually agreed. This vendor has been providing excellent service for the past 3 years at the same price.

Residual solids from Hooper plant is accepted free of charge at the Clayton County landfill. This material is used as cover at the landfill.

The anticipated spending will be approximately \$22,000 annually for this service with funding coming from 2013 and 2014 Operational Budget.

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

RESOLVED to award the contract for W.J. Hooper Plant Residual Solids Transportation and Disposal Bid to Advanced Disposal allowing for a 2<sup>nd</sup> and 3<sup>rd</sup> year renewal if mutually agreed and contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract documents.

J.W. Smith Plant Volumetric Fluoride Feeder Bid Recommendation: Vice Chairman Blalock once again called on Guy Pihera. Bids were opened Sept 17, 2013 for the purchase of a replacement fluoride feeder. The unit being replaced has been in service since 1985. Four invitations were sent to manufacturers of feeder equipment. The following bids were received:

<b>Company Name</b>	<b>Cost</b>
Merrick Industries	\$50,045
Southern Water Technologies	Unresponsive

Staff recommends accepting the bid from Merrick Industries. Funding from 2013 Capital Budget, \$65,000 budgeted

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

RESOLVED award the bid for the purchase of a Volumetric Fluoride Feeder to Merrick Industries in the amount of \$50,045.00.

ESRI Software Sole Source Purchases: Vice Chairman Blalock called on Terry Moy. Economic and Social Research Institute (ESRI) software is a CCWA sole source provider for its Geographic Information System (GIS). Like Microsoft<sup>R</sup>, ESRI is the major supplier of GIS software providing 40 to 70% of all applications support products globally.

CCWA uses GIS to support stormwater billing, work orders, pipeline and land management systems and continues to grow these applications for the operational efficiency they provide. On an annual basis, CCWA budgets payments to ESRI to account for software license fees, annual maintenance, software enhancements and support services.

<b>Description</b>	<b>License Fees</b>	<b>Annual Maintenance</b>	<b>Support Services</b>
ArcGIS Online User		\$2,500	\$300
Local Government Info Model			\$41,717
ArcGIS GeoEvents Server	\$10,000	\$2,500	\$20,331
ArcGIS Tracking Analyst	\$2,500	\$500	
ArcEditor Concurrent License	\$7,000	\$1,200	

Staff recommends approval of sole source purchases for a total amount of \$88,548.00 as noted in the table above. Funding for these purchases is included in the approved Department Budget.

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

RESOLVED to authorize the sole source purchase of ESRI software to update and maintain current software in operation in the amount of \$88,548.00.

Pipe Repair and Replacement Annual Services Request for Bids Water, Sewer, and Stormwater: Vice Chairman Blalock called on Kevin Osbey. On occasion, CCWA needs the services of an experienced and qualified Licensed Utility Contractor to install, repair, and/or replace water, sewer, and stormwater infrastructure. In order to accomplish the numerous tasks associated with this work, CCWA staff prepared a comprehensive bid package that incorporates over 600 items as shown on a unit price attachment. Although the selected contractor(s) will primarily perform work for Distribution & Conveyance and Stormwater, there may be occasional work provided for other departments within CCWA.

In preparing this RFB, staff determined that the lowest responsive responsible contractor(s) would be selected for each of the three work categories of water, sewer and stormwater with the respective departments participating in the bid review and evaluation. Additionally the RFB allowed for a back-up contractor to be selected for award.

A mandatory pre-bid meeting was conducted on August 20, 2013 and bids were opened on September 5, 2013. Bids were evaluated using pay items and quantities estimated to represent historical/annual work to be completed. A summary of the costs are presented in the following tables.

<b>WATER</b>	
<b>Contractor</b>	<b>Total Bid Amount</b>
TLC Contracting	\$2,067,795.00
Don Hall Construction	\$3,178,887.50
Construction 57, Incorporated	\$3,332,462.50
Site Engineering, Inc.	\$3,384,587.50
Roberts Hauling & Pipeline Construction	\$6,435,500.00
BRTU Construction, Inc.	Unresponsive

<b>Wastewater</b>	
<b>Contractor</b>	<b>Total Bid Amount</b>
TLC Contracting	\$863,085.00
Don Hall Construction	\$1,302,700.00
Site Engineering, Inc.	\$1,389,350.00
Construction 57 Incorporated	\$3,003,875.00
Roberts Hauling & Pipeline Construction	\$3,696,900.00
BRTU Construction, Inc.	Unresponsive

<b>Stormwater</b>	
<b>Contractor</b>	<b>Total Bid Amount</b>
TLC Contracting	\$1,060,405.00
Don Hall Construction	\$1,154,850.00
Site Engineering, Inc.	\$2,966,680.50
Construction 57 Incorporated	\$8,723,100.00
Roberts Hauling & Pipeline Construction	\$9,329,575.00
BRTU Construction, Inc.	Unresponsive

For all three categories, TLC Contracting was the lowest responsive responsible bidder and Don Hall Construction was the second lowest responsive responsible bidder. It should be noted that BRTU was deemed unresponsive as they failed to provide all required bid documentation.

Staff recommends the award to TLC Contracting as the Primary Contractor for Water, Wastewater, and Stormwater and award to Don Hall Construction as the back-up Contractor for Water, Wastewater, and Stormwater.

Upon Board approval, this contract will be in effect for a period of one year starting November 1, 2013. Staff would also recommend this contract is extendable for a 2<sup>nd</sup> and/or 3<sup>rd</sup> year at the same terms and conditions.

Work will be assigned on an “as needed/when needed” basis and will be paid per the unit prices shown on the attached unit pricing. Funding sources will be from the Water & Sewer Operating Budget, Stormwater Utility Budget, or a specific Capital Project.

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

RESOLVED to award the contract for Pipe Repair and Replacement Annual Services for Water, Sewer, and Stormwater to TLC Contracting as the primary contractor and Don Hall Construction as the secondary contractor utilizing on an as needed when needed basis in accordance to unit pricing indicated in the bid documents. The approval is contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract documents. The contract may be renewed for a second and a third at the same terms and conditions.

Lotus Notes to Microsoft Exchange Email Migration: Vice Chairman called on Dan Holverson. It is CCWA's objective to integrate our email system with our other technology applications to become more efficient. As part of CCWA's investigation to accomplish this, it was discovered that Lotus Notes is not supported by several of the applications that CCWA utilizes. CCWA Staff researched options, and identified that migrating to Microsoft Exchange for Email as a standardized solution would be our best option. We can leverage our existing Microsoft Office application licenses, which includes Email functionality and CCWA only needs to purchase additional licenses to accomplish the migration. Microsoft designates partners to work with through the State of Georgia contract, and our designated partner is SHI. Software and services of \$90,403 will be purchased from SHI. Funding for these items is included in the FY2013 Operating Budget as adopted.

Staff recommends award for Lotus Notes to Microsoft Exchange Email Migration for software and services to SHI through the State of Georgia contract.

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

RESOLVED to approve the Lotus Notes to Microsoft Exchange Email Migration for software and services to SHI through the State of Georgia contract.

Inventory Bar-Code Tagging Recommendation: Vice Chairman Blalock called on Mike Bennett. The Warehouse and Garage under General Services currently maintains over 4,000 items in inventory at an approximate value of \$4,000,000. CCWA staff currently utilizes \$100,000 of inventory issues each month. The most intense inventory

checkout starts first thing every morning, even though specific days have been implemented for specific crews.

Inventory control is currently a manual system. A live, automated inventory tagging and control system would save time, minimize manual errors, and automate reorders. It would also greatly improve the daily cycle counts performed for audits for 200 Cycles per year.

Staff request approval of the purchase of DSI Inventory Tagging and associated equipment in the amount of \$39,019.75 as a sole source purchase. (CCWA has already purchased DSI software and is being utilized in relation to Capital Asset tagging). The purchase includes hand held scanning devices (4), DSI Logistic suite interface, device license (4), mobility platform, bar code label printer (labels and ribbons), and maintenance/support.

This system provides more efficient and accurate distribution of materials from the Warehouse and Garage inventory.

The inventory control system was approved in FY 2012 budget and funding is currently available RE 146.

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

RESOLVED to authorize the approval and the purchase of DSI Inventory Tagging and associated equipment in the amount of \$39,019.75 as a sole source purchase.

College Park Water Sales Contract Amendment Recommendation: CCWA and College Park staffs have been negotiating increased water sales from CCWA to the City. Our current contract allows for the City to buy up to 1.5 million gallons per day (mgd) at 75% of our commercial retail rate. CCWA and College Park staff and consultants have evaluated and tested the ability of both water systems to provide and accept up to 3 mgd.

CCWA has offered to lower our wholesale rate for the City of College Park to 65% of the commercial retail rate if they agree to routinely purchase more water from CCWA. This rate will cover all CCWA costs to supply the water and provide some funding for our capital program. CCWA staff is requesting Board approval to sign a contract amendment to provide for the following:

- The purchase of up to 3.0 mgd of potable water by the City of College Park from CCWA on a continuous basis;
- The purchase price will be 65% of the commercial retail rate if the City purchases an average of 1.0 mgd or greater during a monthly reading cycle or 75% of commercial retail if the City purchases an average of less than 1.0 mgd during a monthly reading cycle;

The purchase price will be adjusted whenever CCWA adjusts the commercial retail rate, except during the first three years of the contract the City's rate will only increase by half of the retail rate adjustment. After three years, the rate will return to 65% of the commercial retail rate and stay at that level for all future rate adjustments.

CCWA water sales continue to decline, therefore, we have more than adequate capacity to supply the water requested by College Park.

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

RESOLVED to authorize the General Manager to sign a contract amendment with the City of College Park allowing the purchase of water at a purchase price of 65% of the commercial retail rate if the City purchases an average of 1.0 mgd or greater during a monthly reading cycle or 75% of commercial retail if the City purchases an average of less than 1.0 mgd during a monthly reading cycle and the ability for the City to purchase up to 3mgd.

Rate Adjustment Discussion: CCWA has traditionally implemented rate adjustments in the winter when water use is lower and it is easier for customers to adjust to it. We implemented 5% across the board rate adjustments the two previous years that were effective on January 1. However, our water sales and revenues continue to decline.

We will be utilizing the services of Jacobs Engineering to develop a more comprehensive financial model and alternative rate structures. That work will take approximately six months to complete. In the interim, the Board will need to evaluate the need for ongoing modest annual rate adjustments to maintain our ability to continue our pay as you go finance model for capital improvements.

After the review of presented material, Comparative Water Consumptions and much discussions regarding CCWA scenarios and the decline in water sales and revenues, and



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

RESOLVED to implement a 5% water rate adjustment effective January 1, 2014 to be reflective in the February, 2014 water bills.

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

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

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

RESOLVED that the Board return to regular session.

The Board returned to open session.

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

RESOLVED to approve the Executive Session minutes of October 3, 2013.

Mr. Thomas requested the addition of a new Program Management and Engineering position at a pay grade fourteen to assist with the implementation of the Strategic Master Plan.

UPON MOTION by Marie Barber and seconded by Sophia Haynes, it was unanimously

RESOLVED to add a new Program Management and Engineering position at a pay grade fourteen.

Mr. Thomas informed the Board of AT&T interest in locating cell towers on three CCWA sites. Prior to the Board deciding, AT&T will need gain approval and rezoning from the county commissioner. That process will not involve any CCWA efforts.

Mr. Thomas also informed the Board that a request from a nonprofit organization in Jonesboro was received and asked the members to waive or reduce the cost of a meter set for a community garden. So as not to change any current policy, and based upon policy, the Board elected to deny the request.

UPON MOTION by Rodney Givens and seconded by John Westervelt 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