

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting
December 5, 2013

The meeting was held at 1600 Battle Creek Road, Morrow, Georgia 30260. Chairperson Barber called the meeting to order at 1:31 p.m.

Present at the meeting were W. Marie Barber, Chairperson, 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.

Vice Chairman, Oscar Blalock introduced and called on Wayne Wilkerson, Class III Water Reclamation Operator, to give the invocation.

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

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

RESOLVED to accept and approve the December 5, 2013 agenda as presented.

Approval of Minutes: Chairperson Barber called for any omissions or additions to the minutes of the Regular Board Meeting minutes of November 7, 2013. Hearing none,

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

RESOLVED to approve and accept the November 7, 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 October 31, 2013.

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

RESOLVED to approve and accept the Financial Report as presented.

Recognition - GAWP Awards: Chairperson Barber called on Mike Thomas. Mr. Thomas announced and presented the GAWP Awards for Distribution System of the Year and Collection System of the Year to Distribution & Conveyance represented by Bernard Franks, Charles Ecton and Jeffrey Jones.

Chairperson Barber called on Teresa Worley. Ms. Worley presented Carolyn Smith with the GAWP - Customer Service Agent of the Year Award.

Shoal Creek WRF Influent Pump Station Rehabilitation & Improvements Bid Recommendation: Chairperson Barber called on Jim Poff.

Section 1 Vendor	Bid
Lakeshore Engineering , LLC Marietta, GA	\$627,521
Morgan Contracting, Inc. Baker, FL	\$825,000
Haren Construction, Inc. Etowah, TN	No Bid
Ruby-Collins, Inc. Smyrna, GA	No Bid
Heavy Construction, Inc. Marietta, GA	No Bid
SOL Construction Atlanta, GA	No Bid

A re-bid to rehabilitate and improve the Shoal Creek WRF Influent Pump Station was opened on October 29, 2013. All of the above vendors attended the mandatory pre-bid meeting held on October 8, 2013.

This project consists of rehabilitating and coating the concrete surfaces of the influent pump station structure, relocating one pump, and providing a split wet well. A major cost in the job is the required bypass pumping around this structure while all of the work is occurring.

Staff and Jacobs Engineering Group, Inc. recommend that we award this bid to Lakeshore Engineering LLC for \$627,521. Funding of \$900,000 for this project is allocated in the Renewal & Extension Fund project 203.

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

RESOLVED to award the bid for the Shoal Creek WRF Influent Pump Station Rehabilitation & Improvements to Lakeshore Engineering LLC for \$627,521 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.

Shoal Creek WRF Influent Pump Station Rehabilitation & Improvements Services During Construction (SDC) Task Order Recommendation: Chairperson Barber again called on Jim Poff. Jim outlined Task Order JA-RE-13-02 to Jacobs Engineering which includes the following items:

Administering the contract for construction, verifying the contractor's work is in substantial compliance with the contract documents; responding to questions and issues that arise during construction; and part-time resident observation services, if requested by the owner.

The Task Order amount shall not exceed \$141,200 and will be supplemented with assistance from CCWA PM&E Inspection staff. It is estimated that 20% of the inspection will be done by CCWA staff at a not to exceed amount of \$30,000.

CCWA staff recommend awarding this task order to Jacobs for a not to exceed amount of \$141,200 and also establishing a project for CCWA Inspection time for a not to exceed amount of \$30,000. Funding Source for CCWA Inspection time and Jacobs task order will be RE 203. Jacobs will subcontract 6% of this work to a Disadvantaged Business Enterprise (The Collaborative Firm).

Project Managers will be Diana Jackson for Jacobs and Terry Moy for Clayton County Water Authority.

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

RESOLVED to approve and authorize Task Order JA-RE-13-02 to Jacobs Engineering for a not to exceed \$141,200 and also establish a project for CCWA Inspection time for a not to exceed amount of \$30,000.

2013 Timber Harvesting Summary Including Recommendation for Reforestation of Huie Tracts: Chairperson Barber called on Jim Poff. As part of the CCWA 2012 Timber Management plan several units were identified for harvest and reforestation. We have worked with Timber Management Inc. (TMI) to prioritize units based on market and CCWA goals. CCWA Awarded a Timber bid in January 2013 and what follows is a summary of those activities.

We went out for bids on lump sum sales on two Huie Site units (7B and 7D). Highest bid was accepted on these two units. Gross sales proceeds from these two tracts were \$155,056.01

We also bid out per ton thinning of timber on four units on the Huie Site (4B, 4C, 4F, and 9C) and one unit on the Shoal Creek Site. Highest bid was also accepted here and gross sales proceeds from these tracts were \$140,908.62.

Total gross proceeds for this sale were \$295,964.63. We paid TMI a 6.75% commission of \$19,977.60 making our net sale proceeds \$275,987.03.

Based on our January 2013 Board approval, \$30,000 to \$40,000 of the proceeds from this timber sale is to be used for reforestation of harvested areas. As part of an overall land management strategy, we plan to follow-up with site preparation and replanting of trees in all harvested areas. Estimated cost to reforest all of these sites (113 acres) with a varietal stand is \$36,725. All three parts of this project (none of which exceed \$20,000) will be managed by TMI including competitive price quotes. Timber proceeds money will be moved from the revenue fund to cover this project.

Hwy 138 Sewer Repair Update: Chairperson Barber called on Bernard Franks. CCWA staff and contractors did an excellent job of developing a quick and safe fix for this sewer collapse. At the November Board meeting we notified the Board that we had established an estimated cost for this repair of \$420,000. Our current estimate of costs are listed below:

<u>Work Description</u>	<u>Contractor</u>	<u>Budget</u>	<u>Actual/ Anticipated</u>
Open Cut Pipe Work and Grouting	TLC Contracting	\$195,300	\$200,000
Bored Casing	Turpin	\$51,600	\$32,210
Cured-In-Place Pipe	Layne Inliner	\$40,000	\$34,330
By-Pass Pumping	Xylem (Godwin)	\$43,000	\$32,160
Geotech/Asphalt/ Concrete/Site Restor.	GeoSystems / DAF / Lindavid	\$23,300	\$18,500
Materials Gravel	Manholes/Casing/	\$47,700	\$32,300
CCWA Labor & Equip	CCWA	<u>\$19,100</u>	<u>\$18,000</u>
Totals		\$420,000	\$367,500

Morrow Pump Station & Distribution System Improvements Project Summary:
Chairperson Barber called on Guy Pihera. A notice to proceed was issued to Lakeshore Engineering October 2, 2012 for a contract amount of \$1,432,456. Key elements of this project include:

Morrow Pump Station Rehabilitation

- Electrical system replacement
- Finished water pump replacements – original pumps from 1960's and 1970's replaced with three 6 MGD pumps including two variable frequency drives
- Discharge valve replacements
- Full station back up power generator installation

Elevated Tank Booster Pump Installations – booster pumps have been installed at 4 elevated tanks. These will supplement plant production during high demand periods.

Completion of the project affords the following advantages:

- More reliable pumps at the Morrow Station
- 5 to 10 psi higher delivery pressure in distribution system
- Less variability of pressures throughout a 24 hr period
- Improved capabilities during Georgia Power outage situations

A services during construction task order for \$125,557 was issued to Jacobs to manage the project. The project is now complete with expected final expenses of \$1,430,636 to Lakeshore Engineering and expected final expenses to Jacobs of \$125,557.

12" Pratt Ball Valve Sole Source Request: Chairperson Barber called on Guy Pihera. We request authorization to purchase a replacement Pratt 12" ball valve with hydraulic actuator as a sole source at a cost of \$24,949 plus \$500 estimated shipping. This serves as a control valve on the discharge side of a Smith Plant finished water pump.

- The seats on the existing valve have been repaired previously and will not accept another repair.
- We need this specific valve as it will fit into the space between pump and suction piping without any alterations.
- Altering this dimension for an alternate valve would require piping modifications that would cost approximately \$10,000.

Funding Source will be the \$17,995 remaining from budgeted fluoride feeder bid purchase at Smith Plant and the remainder from an underutilized electric power account.

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

RESOLVED to approve and authorize the purchase of a replacement Pratt 12" ball valve with hydraulic actuator as a sole source at a cost of \$24,949 plus \$500 estimated shipping for the Smith Plant.

Customer Service Update: Chairperson Barber called on Teresa Worley to give an update on Customer Service progress. As CCWA continues to strive to provide "Quality Service" and we have made numerous process improvements in our customer service practices. Teresa provided an update on activities in Customer Service including a summary of many new processes that were implemented in the past year and others that are planned for the near future.

Employee Termination Appeal Policy Recommendation: CCWA staff received this draft for the recommended policy revision from Fincher, Denmark, Williams and Minnifield. Changes to the current policy were recommended by our attorneys and Board after a recent employee termination appeal. Upon approval, these revisions will be incorporated into the Personnel Policy Handbook

After some discussion of the policy revisions, it was suggested that verbiage be reconsidered for clarification and brought back to the board for consideration.

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

RESOLVED to table the motion for further consideration.

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

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

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

RESOLVED that the Board return to open session.

The Board returned to open session.

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

RESOLVED to approve the Executive Session minutes of December 5, 2013.

Mr. Thomas informed the Board that the Administrative Assistant for General Services Department moved to the newly formed Procurement Section. With the hiring of a new General Services Department Manager, the need to hire an Administrative Assistant is being requested and requires an addition to staffing and Board approval. Vote in favor, unanimous.

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

RESOLVED that the Board approve and authorize the request for additional staffing needs to accommodate the position request for the General Services Department.

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

RESOLVED to adjourn the meeting.

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

Walter Marie Barber, Chairperson

John Westervelt, Secretary/Treasurer