

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road

Morrow, Georgia 30260

Regular Board Meeting

January 9, 2014

The meeting was held at 1600 Battle Creek Road, Morrow, Georgia 30260. Chairperson Barber called the meeting to order at 1:43 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.

Vice Chairman, Oscar Blalock introduced and called on Robert Rhew, Electrician Technician, 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 Oscar Blalock, it was unanimously

RESOLVED to accept and approve the January 9, 2014 agenda as presented.

Approval of Minutes: Chairperson Barber called for any omissions or additions to the minutes of the Regular Board Meeting minutes of December 5, 2013. Hearing none,

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

RESOLVED to approve and accept the December 5, 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 November 30, 2013.

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

RESOLVED to approve and accept the Financial Report as presented.

General Services Maintenance Building Conceptual Design Task Order JA-RE-12-04 Project Summary: Terry Moy presented TO JA-RE-12-04. Jacobs Engineering is finalizing activities on a task order to prepare a conceptual design for a new maintenance facility for the General Services Department. The work involved two primary tasks:

- Assess the current and future needs of Grounds and Plant Maintenance staff and equipment
- Assess up to four site locations for suitability of construction

The work completed included staff interviews, site surveys of existing working and storage areas, inventory of equipment and vehicles and a needs assessment based on future operations.

Site assessments included visits to review candidate locations, a review of work order locations and assessment of travel histories and existing utility needs and availability.

CCWA staff had originally budgeted \$2,000,000 for this new building but without completing a detailed needs assessment and site evaluation. During this evaluation, we have learned that the actual costs would be somewhere between \$4 - \$7 million depending on site location, demolition needs and building finishes. CCWA staff has selected the Jackson Transfer Pump Station site on Thomas Road as the optimal building site.

Staff presented a summary of completed work including conceptual cost estimates and plans for follow on activities and sought direction from the Board. After some discussion, a decision for direction tabled for 30 to 60 days, Board directed staff to investigate constructed space for sale to rehab to house the General Services Maintenance Building and to bring options back to the Board no later than March.

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

RESOLVED to table a decision for direction for 30 to 60 days. Staff is directed to investigate constructed real estate currently for sale to rehab to house the General Services Maintenance Building and to bring options back to the Board no later than March.

Easement Request from Georgia DOT: The Georgia DOT is requesting some easements on CCWA property for road improvements at the intersection of Thomas Road and Highway 54. These easements are necessary for GDOT to construct appropriate slopes on the road shoulders. Granting these easements will not impact CCWA operations.

CCWA staff recommends that the Board approve of granting of these easements to the Georgia DOT.

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

RESOLVED to grant the easement to the requested easements to the Georgia Department of Transportation.

Sewer Easement Relocation on Clayton State University Property: Clayton State University/Georgia Board of Regents is constructing a new classroom building which will require the relocation of an existing CCWA sewer line. The Board of Regents will construct the new line and grant a new easement in exchange for abandonment of the existing sewer easement.

CCWA staff recommends that CCWA abandon the existing sewer easement and accept the new easement for relocation of this sewer line.

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

RESOLVED to abandon the existing sewer easement and accept the new easement for the relocation of a sewer line on Clayton State University Property.

SmartNet / Leica Geosystems Inc. Hosting Proposal: CCWA has received a proposal from SmartNet / Leica Geosystems, Inc. to host a precision Global Positioning

Satellite (GPS) correction station on the CCWA Headquarters campus. Hosting would include the installation of a new transmitting station and related equipment/systems.

This system would be installed to replace CCWA's Virtual Reference Station (VRS) which was deployed in 2008. In exchange for hosting, CCWA would receive access to the new stations signal and others in the network (value estimated at \$3,000/year). This agreement would also allow CCWA to provide this signal/service to other CCWA approved users.

Staff recommends approval to enter into a hosting agreement with some additional definition of details and legal counsel assistance.

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

RESOLVED to enter into a hosting agreement with some additional definition of details and legal counsel assistance.

SCADA System Implementation Task Order BC-RE-13-04 SCADA Integrator Request for Proposal Approach: Jim Poff updated the Board on the previously awarded Task Order BC-RE-13-04 entitled SCADA System Evaluation includes the following items:

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

CCWA SCADA Improvement Implementation Plan includes:

- 4 year phased program with an estimated capital cost of \$3.23 million.
- Common hardware and software across all CCWA SCADA
- Upgraded servers, software, and hardware
- Networked, secure, and virtualized system
- All equipment within this project has been specified usually from sole source
- Six individual projects were created and prioritized which include:
 1. SCADA Servers
 2. Bristol RTU Upgrades
 3. Plant Ethernet Upgrades
 4. Mission Communication Upgrades

5. Facility Firewall and Wireless Access Points
6. GE Mobile Products

System Integrator RFP Approach:

- RFP process will include four weeks of advertising during a five week period followed by a non-mandatory pre-proposal meeting along with our standard two phase proposal evaluation process and optional short listed vendor presentations. The anticipated Board award would be at the June 2014 meeting.
- Evaluation Criteria:

Proposals will be evaluated by CCWA staff and ranked based on the following criteria items 1-3 below. CCWA staff will then evaluate the cost submission portion of the proposals and reserves the right to short list the top ranked firms. After a short-list of the top ranked firms is completed, presentations and interviews will be conducted to complete the selection process.

Water Resources Allocation Model Task Order BC-OP-13-08: Jim Poff informed the Board on Task Order BC-OP-13-08. In the past CCWA has had problems with raw water quality due to a variety of issues. CCWA's two major water systems are the Casey/Huie/Blalock/Hooper system in the Ocmulgee River basin and the Shoal Creek/Panhandle/Shoal Creek/Smith water system in the Flint River basin. In 2012, CCWA worked with Brown and Caldwell on a task order (BC-OP-11-04) to study the CCWA Indirect Potable Reuse system and this Hydrologic Budget was a recommendation of that work.

The primary goal of this project is to develop an improved understanding of the hydrology of the two water systems including the location and quantity of water inflows and outflows and the effects of these flows on the overall system. This will provide better information to support decisions which could dramatically affect water quality in one system or the other and have long term financial and operational implications. The project is directly aligned with our mission of "Quality Water" and will form a basis for future water quality improvement efforts.

Scope of Services will include:

- Project Management
- Data Collection and Review
- Sub-Basin Delineation and Development of Hydrologic Parameters
- Model Development and Estimation of Stormwater Runoff Volumes
- Development of Monthly and Annual Hydrologic Budgets

Deliverables will include:

- Final Technical Memorandum summarizing the work efforts and results
- EXCEL Water Budget Spreadsheet Tool

Task Order Amount shall not exceed \$146,218. The funding Source will be the General Manger's Contingency Fund). Brown & Caldwell will subcontract 9% of this work to a Disadvantaged Business Enterprise.

Project Managers for Brown and Caldwell will be Craig Ferguson and Jim Poff for Clayton County Water Authority.

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

RESOLVED to approve and authorize Task Order BC-OP-13-08 to Brown and Caldwell for a not to exceed amount of \$146,218 with 9% of the being awarded by B&C to a Disadvantage Business Enterprise.

CCWA Computer Policy Revision to Support the Initiation of a Wireless Network (WiFi): CCWA Staff developed a company-wide wireless network to support the increased use of wireless devices by our staff and visitors such as consultants and vendors. To insure proper use of the wireless network CCWA staff proposes the following revisions to our existing computer use policy. Recommended changes were highlighted in a revised policy made available to the Board. Staff recommends adopting and incorporating these revisions to the Employee Handbook.

UPON MOTION by John Chafin and seconded by John Westervelt, it was unanimously

RESOLVED to adopt and incorporate the recommended Computer Policy Revision to support the initiation of WiFi as recommended by staff and incorporate them into the Employee Personnel Manual.

Update to the CCWA Law & Policy Manual 2014 Water and Sewer Rates: The CCWA Board of Directors approved an adjustment to our water and rates at the October 2013 Board meeting. This resolution provides for revision of the CCWA Law & Policy Manual to incorporate these new rates effective January 2014.

**STATE OF GEORGIA
 COUNTY OF CLAYTON**

RESOLUTION NO. 2014-01

WHEREAS, Georgia Laws 1955, page 3334, created the Board of the Clayton County Water Authority;

WHEREAS, the Clayton County Water Authority Board of Directors (“Board”) has adopted a Clayton County Water Authority Law and Policy Manual; and

WHEREAS, the Board wishes to update the Clayton County Water Authority Law and Policy Manual.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED THAT:

Section I.

Chapter 6, Fees, of the Clayton County Water Authority Law and Policy Manual is hereby amending Section 1, Rates, and Section 3, Customer Fees, which sections shall read as follows:

CHAPTER 6 FEES:

Section 1 – Rates

Description	Usage	Water		Sewer	
		Base Rate	Tier Rate	Base Rate	Tier Rate
Residential					
5/8” meter		\$9.85		\$10.42	
Tier 1	1k-3k		\$2.21		\$2.49
Tier 2	4k-7k		\$5.57		\$5.85
Tier 3	8k-20k		\$6.89		\$5.85
Tier 4	>20k		\$8.27		\$5.85
Commercial / Industrial					
5/8” meter		\$9.85		\$10.42	
3/4” meter		\$10.42		\$11.00	
1” meter		13.31		\$13.39	
1.5” meter		\$22.15		\$34.73	
2” meter		\$46.31		\$69.46	
3” meter		\$69.46		\$104.19	
4” meter		\$86.82		\$129.65	
6” meter		\$129.65		\$194.48	
8” meter		\$162.07		\$243.11	
10” meter		\$194.48		\$291.72	

Tiers for all commercial meter sizes					
Tier 1	1k-3k		\$3.18		\$3.48
Tier 2	>3k		\$5.57		\$5.85
<i>Note: Tier 1 applies to 5/8", 3/4", and 1" only</i>					
Other					
Irrigation			\$8.27		
MFC/UFC			\$5.57		
2"		\$3.66			
4"		\$8.20			
6"		\$12.60			
8"		\$24.16			
10"		\$31.62			
12"		\$37.88			
16"		\$44.30			
Hydrant Meter		\$69.46	\$5.57		
Raw Water					
Tier 1	0-30k		\$0.59		
Tier 2	31-60k		\$1.16		
Tier 3	> 60k		\$2.32		
Minimum			\$3.48		

Section 3 – Customer Fees

Customer Fees	
Stormwater Monthly Rate for Single Family Residential	\$3.75
Stormwater Monthly Rate for non-residential per stormwater unit	\$3.75
Raw Water (per thousand gallons)	\$3.31
Deposits - residential	\$80 water & \$160 water/ sewer
Deposits - commercial	2 times monthly average
Late fee	10% of current month's unpaid balance
Convenience fee for credit card processing (per \$500 transaction)	\$1.25
Returned Check Fee or Denied Draft	\$30.00
Service Orders Fees	
New Service	\$25.00
Service off	\$20.00
Disconnect for Non-payment (includes reconnect fee)	\$40.00
After hours premium	\$30.00
Lien fee	\$50.00

Temporary Service – water only	\$55.00
Temporary Service – water / sewer	\$65.00
Water running - 1	\$0.00
Water running - 2	\$20.00
Tamper 1	\$150.00
Tamper 2	\$250.00
Tamper 3	\$500.00
Tampering by multi-family or hotel/motel	\$1,500.00
Administrative fee	\$35.00
Residential Trip Charge (Normal Hours) by D&C	\$30.00
Residential Trip Charge (After Hours) by D&C	\$45.00
Non-Residential Trip Charge (Normal Hours) by D&C	\$60.00
Non-Residential Trip Charge (After Hours) by D&C	\$95.00
Small meter test charge if meter is found to be within tolerances	\$100.00
Watering Restriction Penalty	\$500.00
Water Theft through a Fire Hydrant plus estimated water use	\$2,550.00
Fire Hydrant Meter Assembly – deposit	\$950.00
Sewer Surcharge / Septage / Grease Programs	
Septage Deposit	\$4,000.00
Administrative fee per truck load for out-of-county waste	\$25.00
Failure to properly fill out Septage Manifest Form	\$200.00
Septage Dumping fee per thousand gallons of septage waste	\$200.00
Grease Program Re-inspection	\$300.00
Industrial Surcharge Resampling Fee	\$550.00
Sewer Surcharge	BOD \$0.84 TSS \$0.76 N \$1.59 P \$1.88

SO RESOLVED this 9th day of January, 2014.

CLAYTON COUNTY WATER AUTHORITY:

Oscar Blalock, Vice Chairman

Marie Barber, Chairperson

John Chafin, Board Member

Sophia Haynes, Board Member

Rodney Givens, Board Member

Elizabeth G. Armstrong, Board Member

ATTEST:

John Westervelt, Secretary/Treasurer

APPROVED AS TO FORM:

Steven M. Fincher, Attorney for
Clayton County Water Authority

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

RESOLVED to accept Resolution 2014-01 and authorized the update of the CCWA Law & Policy Manual with the rate increase changes effect January 2014.

Employee Termination Appeal Policy Recommendation: Changes to the current Employee Termination Appeal policy were recommended by our attorneys after a recent employee termination appeal. Upon Board review, Fincher, Denmark, Williams and Minnifield and CCWA staff were instructed to revamp and incorporate the Board's comments to the draft of the policy. The revisions were presented in a document made available to the Board. Staff recommends adopting these changes and updating the Employee Personnel Manual.

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

RESOLVED to accept and approve, contingent upon the revision of SECTION 2 MATTERS COVERED BY ADMINISTRATIVE REVIEW PROCEDURE with the insertion of 'in such cases, the matter should be reported to the Chairman of the Board' regarding cases involving the Human Resources Director or the General Manager; and to updated the Employee Personnel Manual with the changes.

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

RESOLVED that the Board go into executive session.

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

RESOLVED that the Board approve the Executive Session minutes of January 9, 2014 and 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 a 2% merit increase and a 2% COLA increase for the General Manager.

Stormwater Budget Revision

Mike Thomas informed the board of a need for a \$650,000 budget revision within the Stormwater Budget. Surplus operational funds will be used to increase the pace of stormwater infrastructure maintenance conducted in FYB2013.

Sewer Collapse off Valley Hill Road

Mike Thomas informed the board about a sewer line collapse off of Valley Hill Road. This is part of the same sewer line that collapsed on Hwy. 138 near the Flint River. He explained staff's plan to accelerate inspection of this entire line.

Engineering Services Annual Contract

Mike Thomas informed the board that CCWA's contracts with Brown & Caldwell and Jacobs expire this summer. He asked if the board would extend their contracts and amend the CH2M Hill contract to allow for annual services due to the efficiency and expertise provided by their previous work experience with CCWA.

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

RESOLVED to extend CCWA's contracts with Brown & Caldwell and Jacobs for one year and amend CH2M Hill's to allow for annual services for one year.

UPON MOTION by Sophia Haynes 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.

Walter Marie Barber, Chairperson

John Westervelt, Secretary/Treasurer