

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road

Morrow, Georgia 30260

Regular Board Meeting

February 6, 2014

The meeting was held at 1600 Battle Creek Road, Morrow, Georgia 30260. 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, and Elizabeth G. Armstrong, General Manager, Mike Thomas, Legal Counsel, Steve Fincher of Fincher, Denmark, Williams & Minniefield, Cary Santoyo, Executive Coordinator and other CCWA staff and visitors.

Vice Chairman, Oscar Blalock introduced and called on Bernard Franks, Manager of Distribution and Conveyance, to give the invocation.

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

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

RESOLVED to accept and approve the February 6, 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 January 9, 2014. Hearing none:

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

RESOLVED to approve and accept the January 9, 2014 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 December 31, 2013.

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

RESOLVED to approve and accept the Financial Report as presented.

Annual Janitorial Services Bid Recommendation. Marshall Maddox, General Services Manager, presented the 2014 Annual Janitorial Service Bid for janitorial services to 10 CCWA facilities for the period of March 1, 2014 to February 28, 2015. Mr. Maddox advised the Board that due to confusion and unclear responses from our vendors on the bid submittals under the Extra Work Category CCWA staff recommends rebidding with simplified bid requirements and request to extend the current contract on a month to month basis until we can get a new contract executed.

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

RESOLVED to rebid the 2014 Annual Janitorial Services with simplified bid requirements and extend the current contract on a month to month basis until a new contract is executed.

Arc Flash Hazard Evaluation Task Order BC-OP-13-09: Marshall Maddox presented Task Oder BC-OP-13-09. According to this Task Order, Brown and Caldwell will provide an Electrical Distribution System Evaluation Report to include a short circuit study, a protective device coordination study and an Arc Flash Analysis for the J.W. Smith Water Production Plant and the Shoal Creek Water Reclamation Facility. Marshall explained that Arc Flash is an explosion that can be caused by electrical short circuits potentially resulting in significant injuries to CCWA maintenance personnel.

Upon completion of the Arc Flash Study being done by Brown and Caldwell, power distribution equipment labels will be installed in equipment cabinets specifying hazard

levels, work distances and the protective clothing (PPE) needed to perform maintenance on energized equipment and training for maintenance and operational personnel on Arc Flash Awareness procedures and practices.

Funding for Task Order BC-OP-13-09, training and certification for personnel will come from the current operating budget.

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

RESOLVED to approve and authorize the General Manager to sign task Order BC-OP-13-09 to Brown and Caldwell for consulting fees not to exceed \$125,783.09.

Shoal Creek Dam Cut-Off Wall Bid Recommendation: Guy Pihera, Water Production Manager, presented the Shoal Creek Dam Cut-Off Wall Bid recommendation. CCWA staff and Schnabel Engineering reviewed bids from two contractors to install a seepage remediation cut-off wall at Shoal Creek Dam. Mr. Pihera stated that the process began in 2013 after CCWA staff found a sinkhole below the base of the dam. Three contractors were prequalified and invited to bid, but only two submitted bids, Geo-Solutions and Inquip Associates, Inc. Geo-Solutions bid total was \$779,000, and Inquip Associates, Inc. bid total was \$1,178, 000.

CCWA's legal and engineering staff advised and deemed Geo-Solutions bid as non-responsive. Karen Riser, Risk Manager went in to more details on staff recommendation. Mrs. Riser stated that Geo-Solutions submitted certain terms and conditions and wanted their own documents to prevail over CCWA's documents and changed contract specifications. The Board requested a letter of recommendation from Schnabel Engineering for the bid award to Inquip Associates \$900,000 is included in the R&E for project.

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

RESOLVED to award the Shoal Creek Dam Cut-Off Wall Bid to Inquip Associates, Inc. for the total bid amount of \$1,178,000 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. Board Members Chafin, Westervelt, Barber and Blalock voting in favor of the motion. Ms. Armstrong voted against the motion. Motion approved 4 to 1.

Shoal Creek Dam Cut-Off Wall Task Order No.1- Amendment No. 2:
Recommendation: Mr. Pihera presented Shoal Creek Dam Cut-Off Wall Task Order No. 1- Amendment No. 2 to Schnabel Engineering for Contract Document Management & Construction Services for the Shoal Creek Dam Cut-Off Wall project. The project includes Contract Document Management and Construction Observation Services during seepage remediation cut-off construction as required by Georgia EPD. This Task Order is for a not to exceed amount of \$142,000.

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

RESOLVED to approve and authorize the General Manager to sign Task Oder No. 1-Amendment No. 2 to Schnabel Engineering for a not to exceed amount of \$142,000.

Purchasing Policy and SBLE Program Recommendation: CCWA staff has worked on outlining criteria and components for our Small Local Business Enterprises (SLBE) Program. After meeting with the Board's (SLBE) subcommittee, the subcommittee along with CCWA staff, is recommending the following program implementation:

Objectives:

- Increase the participation of Small Local Business Enterprises (SLBEs) in Clayton County Water Authority contracting, by promoting and encouraging fair, full and open competition.
- To encourage all CCWA staff involved in procurement and contracting activities to utilize appropriate purchasing procedures to prevent CCWA from becoming a passive participant in unlawful discrimination.

- To spur economic development in the public and private sectors of the local economy.
- To create growth in the Clayton County business community.
- To increase the capacity of local small business.

Once the program has been fully implemented which includes updating our CCWA law and Policy Manual, developing Standard Operating Procedures, and Developing certification documentation and forms along with training CCWA staff, CCWA will transition into an independent certification program. Certifications will be accepted from Clayton County and the contiguous five counties of DeKalb, Fayette, Fulton, Henry and Spalding. In addition to the five counties, CCWA will expand its acceptance of certifications to the 10 county ARC Area for a total of 11 counties. Initially, CCWA's SLBE Program will accept certifications from the following local

SLBE programs: Clayton County, DeKalb County, City of Atlanta and GDOT (SBE) at their current threshold and criteria as "pre-certified" into our program.

The following describes our program components that will be developed and implemented at CCWA.

Level I Program Components

- Bid Discounts for Construction and Goods and Services:
- Prompt Payment Program
- Direct Purchase Program for Construction Contracts
- Unbundling

Level II Program Components:

- Participation Goals
- Individual Contract Goals
- Mobilization payments to subcontractors

Staff went into further detail on marketing, advertising and extensive outreach that will be conducted in each Commission District to improve contracting opportunities with small local business. Board member Elizabeth Armstrong had questions on time frame for the

community outreach. Karen advised that brochures would be out late March early April as soon as staff has board approval.

Staff recommends implementing the Small Local Business Enterprise Program, changes to the CCWA Law and Policy Manual Chapter 12 and implementing procurement reporting as described.

UPON MOTION by John Chafin and seconded by Elizabeth Armstrong, it was unanimously

RESOLVED to table this item until the next Board Meeting when all Board Members are present.

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

RESOLVED that the Board adjourn into Executive Session to discuss personnel issues.

The Board returned to open session.

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

RESOLVED that the Board approve the Executive Session minutes of February 6, 2014.

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

RESOLVED to approve the addition of a second Deputy Manager position at the same pay grade as the existing Deputy Manager position.

Warehouse Obsolete Inventory Items: Mike Thomas informed the board of staff decision to list, advertise and sale obsolete warehouse items.

R.L. Jackson Effluent Force Main Emergency Repair: Mr. Thomas went into further discussion on emergency repairs needed at our Jackson pump station which runs 24/7. Mr. Thomas wanted Board permission to utilize a Cobb County/Marietta Water Authority bid for repair of large pre-stressed steel pipes. Mr. Thomas indicated the cost of entire project would total approximately \$100,000 of which \$60,000 to \$70,000, would be contractor's fees and the difference would be materials.

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

RESOLVED to utilize the Cobb County/Marietta Water Authority bid with Unity Construction Company Inc. for repair of the Jackson pump station force main pipe.

Other Post-Employment Benefits (OPEB) Trustee Mr. Thomas notified the Board that there was a vacancy on the OPEB Trust Board. Ms. Barber recommended the vacancy be filled by Oscar Blalock.

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

RESOLVED to appoint Oscar Blalock as an OPEB Trustee.

UPON MOTION by Oscar Blalock and second 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.

Walter Marie Barber, Chairperson

John Westervelt, Secretary/Treasurer