

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260  
Regular Board Meeting  
March 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, Rodney Givens, Sophia Haynes and Elizabeth G. Armstrong, Mike Thomas, General Manager, Kevin Osbey, Assistant General Manager, Jim Poff Assistant General Manager, Steve Fincher, Legal Counsel, Cary Santoyo, Executive Coordinator and other CCWA staff and visitors.

Vice Chairman, Oscar Blalock introduced and called on Robert “Boyd” Cummings, Installation Repair Foremen of Distribution and Conveyance, to give the invocation.

Approval of Agenda: Chairperson Barber asked for a motion to adopt the amended agenda with the addition of item H. Health and Welfare Benefits Recommendation and approve as presented.

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

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

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

RESOLVED to approve and accept the February 6, 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 January 31, 2014.

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

RESOLVED to approve and accept the Financial Report as presented.

Morrow Water Tank Rehabilitation Bid Recommendation. Guy Pihera, Water Production Manager, presented the 2014 Annual Bid for the Morrow Ground Storage Tank Rehabilitation project. Mr. Pihera advised the Board that the project would include interior and exterior preparation and painting, complete draping of exterior during the painting process and structural repairs of steel roof supports. The bids were received on February 18, 2014 for the referenced project. Initially, Classic Protective Coatings Inc. was the lowest bidder. However, they failed to have a properly executed mandatory Site Visit Acknowledgement affidavit in their bid package. They further acknowledged to Water Authority staff that they did not make a site visit prior to submitting a bid. After review of their bid submission and discussion with Water Authority staff, it was agreed that their bid should not be deemed the apparent low bidder and should be deemed non-responsive.

Llamas Coatings, Inc. was the next low bidder. However, they did not meet the minimum experience requirements for work on tanks this size.

Utility Service Co. Inc. was the next apparent low bidder. Staff completed the review of their bid documents and found them in order. Jacobs Engineering Group has worked with Utility Service Co. Inc. in the past and has found their work acceptable; therefore no referenced were checked.

Staff checked their submittal regarding their project experience and deemed them to meet the Minimum Contractor Corporate Experience criteria published in the Instructions to Bidders of the bidding documents. Staff recommended accepting the base bid of \$795,900 from Utility Service Co. Inc. and up to \$20,000 for logo alternate, if the City of Morrow logo is placed on tank, CCWA will be reimbursed for their portion of the cost.

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

RESOLVED to award the Morrow Water Tank Rehabilitation Bid to Utility Service Co. Inc. plus Alternate 1(\$8,000 for the City of Morrow logo) if the City of Morrow wants their logo placed on the tank and reimburse CCWA for the cost.

Morrow Water Tank Rehabilitation SDC Task Order JA-OP-13-11: Guy Pihera presented Task Order JA-OP-13-11. According to the task order staff requests approval of task order to Jacobs Engineering for services during construction of the Morrow Tank Rehabilitation Project.

Services included in the Task Order include:

- Administering the contract for construction
- Monitoring that the contractor's work regarding compliance with the contract documents
- Responding to questions and issues that arise during construction
- Task Order is not to exceed the amount of \$114,800.

These services are based on the understanding that the OWNER will contract directly with a construction contractor in single contract and will be actively involved in the construction phase to make decisions, provide approvals, and perform other actions necessary for the completion of the work. The Scope of Services is based on the Contract Time of 110 days for Substantial Completion and 120 days for Final Completion and will commence with the contractor's Notice to Proceed. Should the contract time extend beyond this time, Engineer may request a modification of the task order and fee.

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

RESOLVED to approve and authorize the General Manager to sign Task Order JA-OP-13-11 to Jacobs for consulting fees not to exceed \$114,800.

Annual Water and Wastewater Chemical Bid Recommendation: Guy Pihera, Water Production Manager, presented the Annual Water and Wastewater Chemical Bid

Recommendation. Staff reviewed bids and recommend awarding bids for individual chemicals to companies that submitted responsive low bids for each chemical.

Mr. Pihera went into more details and presented to the Board a spreadsheet of low bid companies and their corresponding unit price bids. Mr. Pihera also advised the Board that funding for this project would be included in the 2014 Water Production and Water Reclamation Operating Budgets.

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

RESOLVED to award the Annual Water and Wastewater Chemical Bid to the lowest bidder for each chemical. Polymer was awarded to Brenntag Mid-South as primary and Hercules as secondary if Brenntag is unable to perform.

Chemical Feed Pumps for the Casey WRF Bid Recommendation: Jacobs Engineering was issued a task order to provide pump specifications for five chemical pumps that need to be replaced at WB Casey WRF. Staff inserted their specifications into our standard bid package and managed the procurement process. Bids were opened February 4, 2014.

CCWA staff recommends awarding bid to the lowest bidder, GPM Environment for a total bid amount of \$32,905.00.

Funding source for this project will be the FY 2013 Capital Budgeted Amount of \$25,000 and \$7,905 from operating account to cover the cost of added spare part kits and distribution piping components that were added after the budget request. This is only the purchase of equipment. CCWA staff will install the pumps.

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

RESOLVED to award the Chemical Feed Pumps for the Casey WRF Bid to the lowest bidder, GPM Environmental – A Division of Tencarva Alpharetta, Georgia for the total amount of \$32,905.

Quarry Products Delivered Bid Recommendation: Bernard Franks, Distribution and Conveyance Manager, presented to the Board the Quarry Products Delivered Bid Recommendation. CCWA staff recommends awarding the Quarry Products – Delivered

for the primary items to Ognio Grading, based on unit prices shown and the secondary/ optional items to the lowest price bidder as shown. All items will be purchased on an as needed when needed basis with no guarantees to minimum or maximum quantities. The contract period will be from May1, 2014 to April 30, 2015.

Staff recommendation also includes the option to renew the contract for a second and or third year.

Funding for these purchases will be various operating, capital and project budgets.

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

RESOLVED to award the Quarry Products Delivered Bid to Ognio Grading, Inc. all items will be purchased on as needed when needed with no guarantees to minimum or maximum quantities. The contract period will be from May 1, 2014 to April 30, 2015 with no changes in terms, conditions or price

Headquarters Community Use Room Policy Recommendation Information Only: CCWA's new Headquarters Community Use Room will soon be available for use. Staff recommends drafting a public use policy to allow outside use. The policy will be similar to CCWA's other community use building policies. To guide this process staff has surveyed other local governments on their rental fees and deposits.

Purchasing Policy & SBLE Program Recommendation: Karen Riser, Risk Manager, presented to the Board the Small Local Business Enterprise Program Summary of Program Criteria Recommendation and Purchasing Policy Update. Ms. Riser informed the Board that CCWA staff has worked on outlining criteria and components for our Small Local Business Enterprise (SLBE) Program. After meeting with the Board's SLBE Subcommittee, the subcommittee and CCWA staff is recommending the initial implementation of our SLBE as follows:

**Objectives:**

- Increase the participation of Small Local Business Enterprises in Clayton County Water Authority (CCWA) 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 our program has been fully implemented which includes updating our CCWA law and Policy Manual, developing Standard Operating Procedures, developing certification documentation and forms along with training CCWA staff, CCWA will transition into an independent certification program, Certification will be accepted from Clayton County and the contiguous five counties of DeKalb, Fayette, Fulton, Henry and Spalding counties. 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 our 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.

Our program for the purpose of defining a “Small Business” has established the following three year averaged gross receipts or number of employees as the standard for determining business size.

Professional Services \$1 Million, Architectural & Engineering \$2 Million, Construction \$5 Million, Goods & Services less than 100 employees.

Staff recommends implementing the small Local Business Enterprise Program, changes to the CCWA Law and Policy Manual Chapter 12, changes to the fixed asset limits and implementing procurement reporting as described. Mike Thomas, General Manager, further advised the Board that any changes to the Purchasing Policy would not take effect until May 1, 2014.

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

RESOLVED to approve the SLBE program as presented. Ms. Haynes requested adding “reporting of purchases from \$20,000 to the new respective purchasing limits of \$50,000 and \$100,000” to be added to the purchasing policy and for the drafted addition to be presented to the board next month.

Health & Welfare Benefits Recommendation: Ed Durham, Human Resources Director, presented to the Board the Health & Welfare Benefits Recommendation for FY 2014. Mr. Durham advised the Board on how CCWA staff worked with our insurance carriers to provide the best coverage possible at minimal increases to our employees and to the company.

Staff recommends staying with Blue Cross/Blue Shield for health insurance at an 8.5% increase. We will be able to keep the increase low as a result of combining our dental and vision coverage with Blue Cross/Blue Shield which will also result in lower premiums or no change for these coverage.

Medical:

- 8.5% Increase to premium (1/2 of increase due to requirements of the Affordable Health Care Act).
- Additional Employer cost is \$207,921.
- 3 Tier prescription plan with a \$200.00 deductible for Tier’s 2 and 3 medications.
- Tobacco Surcharge of \$50.00 per month for active and retired members.
- Increase Spousal Surcharge by \$10.00 per month.
- New product “Telemedicine” benefit to reduce office visit frequency

Dental:

- Incumbent carrier is United Healthcare
- Increase to premium 7.1%
- Recommend change to BCBS with only 5% increase in premium and no plan design changes, includes a 24 month rate guarantee.
- Employer cost is \$8,635.00.
- Changing carriers to BCBS will result in 5% off medical.
- Discontinue retiree dental (HMO).

Vision:

- Incumbent carrier is Humana/Comp benefits.
- No rate increase
- No employer cost, only employee cost
- Recommend change to BCBS plan-6.8% reduction in premium
- Having all benefits under BCBS results in 5% off medical.

Disability and Life Insurance:

- Stay with UNUM – 35.13% Increase to premium
- Estimated increase to employer cost is \$1,337.41.

COBR/Flexible Spending Account:

- Switch carrier from Ceridian to Infinisource due to service issues.
- Reduction in premiums, 21% Flexible Spending Account Administration and 19% COBRA Administration.
- Estimated employer savings \$1,367.52.

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

RESOLVED to approve the staff recommendation to stay with Blue Cross Blue Shield and add dental and vision coverage to BCBS medical plan.

Updates from Board Members and General Manager: Mike Thomas shared the new organizational chart. Mr. Thomas reminded the Board that their April Budget Retreat will be April 3<sup>rd</sup> & 4<sup>th</sup> at CCWA's Shamrock CUB. Mr. Thomas reminded the Board the State Senator Valencia Seay would be recognizing CCWA's Shoal Creek WRF with a resolution at the Capital on April 7<sup>th</sup> @ 10:00AM.



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