

CLAYTON COUNTY WATER AUTHORITY
1600 Battle Creek Road
Morrow, Georgia 30260
Regular Board Meeting
June 5, 2014

The meeting was held at 1600 Battle Creek Road, Morrow, Georgia, 30260. Vice Chairman, Blalock called the meeting to order at 1:30 p.m.

Present at the meeting were Vice Chairman, Oscar Blalock, Secretary/Treasurer, John Westervelt, Board Members, John Chafin, (Mr. Chafin had a schedule conflict and arrived at 2:06) Rodney Givens, (Mr. Givens had a schedule conflict and arrived at 3:30) Sophia Haynes and Elizabeth G. Armstrong, General Manager, Mike Thomas, 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 Kenneth "Jim" Powell, Water Reclamation Environmental Compliance Inspector, to give the invocation.

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

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

RESOLVED to accept and approve the June 5, 2014 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 May 1, 2014.

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

RESOLVED to approve and accept the Regular Board Meeting Minutes of May 1, 2014 as presented.

Financial and Statistical Report: Vice Chairman Blalock called on Mike Thomas, General Manager, to give the financial report. Mr. Thomas reviewed the financial information distributed to the Board for the period ending April 30, 2014.

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

RESOLVED to approve and accept the Financial Report as presented.

Recognition: Assistant General Manager, Jim Poff presented the Georgia Archeological Society Award. The Authority was presented with the 'George S. Lewis Archeological Stewardship Award' on May 10, 2014 at their annual conference. The award was in recognition of the outstanding efforts of Donnie Kiblinger, CCWA staff and contractors in the restoration and preservation of the McVickers Cemetery on the Huie site property.

In addition, CCWA has also received recognition in the most current publication of 'US National Climate Assessment Report' for its' water recycling efforts. Mr. Poff advised the Board that due to the Authority's innovative water recycling project during the 2007-2008 drought, we were able to maintain reservoirs at near capacity while neighboring Lake Lanier, the water supply for Atlanta, was at a record lows. Clayton County Water Authority developed a series of constructed wetlands used to filter treated water that recharges our reservoirs.

Mr. Poff also announced that Guy Pihera, Water Production Manager was retiring in August 2014, and recognized Kendra Staniel for her recent promotion to Water Production Manager.

HHW Amnesty Day Summary: Kevin Osbey, Assistant General Manager, presented the Household Hazardous Waste Collection Summary for Amnesty Day 2014. Kevin Osbey advised the Board that on Saturday April 26, 2014 CCWA sponsored the hazardous waste collection event. This event provided the residents of Clayton County a means to dispose a variety of household items. These items included, but were not limited to latex and oil- based paints, cleaners, pesticides, strippers, motor oils, anti-freeze and other chemicals.

Perma-Fix of South Georgia was selected through a Request for Bid (RFB) process in FY 2012-2013 to provide the collection services for the event. This is the second year that Perma-Fix has provided these services for CCWA. There were twenty-three (23)

classifications of materials, each classification was given an estimated quantity, in pounds of material expected to be collected. On the day of our event, Perma-Fix serviced 212 vehicles. Once all material was collected, manifested, and disposed of, Perma-Fix determined they had processed roughly 57,000 pounds of materials, this resulted in a cost of \$32,677.62, and \$50,000 is budgeted for this event annually.

Items (pounds)	April 2009	April 2010	April 2011	April 2012	April 2013	April 2014
Latex Paint	22,000	25,000	21,800	30,000	32,000	34,400
Oil Paint	45,000	26,600	25,300	14,000	10,000	5,000
Aerosols	3,000	1,600	3,000	1,300	1,700	1,100
Pesticides/Herbicides/Poisons	4,000	1,800	4,500	4,500	1,800	1,000
Acids	8,000	2,800	9,900	8,100	6,000	3,600
Solvents/Cleaners/Flammable	9,000	3,200	1,900	20,500	6,000	3,000
Motor Oil/Anti-Freeze	17,000	2,700	13,800	10,500	9,800	8,100
Lights and Mercury	2,000	700	1,400	2,000	700	500
Grease and Pharmaceuticals	N/A	400	900	600	300	100
Car & Home Batteries	7,000	1,700	6,100	1,000	600	200
Waste Generated(pounds)	117,000	66,500	88,600	92,500	68,900	57,000
Vehicles serviced (each)	525	303	425	434	444	212

Northeast WRF Tank Installation Project Summary: Jim Poff, Assistant General Manager, presented the Board with the Northeast WRF Tank Installation Project Summary. Mr. Poff explained to the Board that the project consisted of removing an old damaged FRP tank and replacing with a new one. The new tank will have mechanical mixing of Magnesium Hydroxide that is used to increase alkalinity and adjust ph. An insurance claim was filed for damages to the tank and CCWA has been issued a check for \$65,650.11, minus our deductible of \$25,000. Bids to replace the damaged Magnesium Hydroxide storage tank at Northeast WRF were opened on March 13, 2013. Lakeshore Engineering was awarded this project for a bid cost of \$165,496.

Final cost on the project was \$145,496. The contract included \$20,000 for unforeseen conditions which was not needed on this project. Jacobs Engineering provided design bidding, and construction services for this project under two different on-call task orders:

JA-RE-12-02 (project 67212) for design, was authorized for \$19,335 and ended at a total spending cost of \$16,435.

JA-RE-12-08 for bidding and construction services was authorized for \$6,049, which was total amount spent.

Total cost for project was \$167,980, approved FY 2013 funding for the project was \$235,425.

Jackson Forcemain Repair Project Summary: Jim Poff, Assistant General Manager, presented the RL Jackson Pump Station Emergency Forcemain Repair Summary. Mr. Poff advised the Board of a leak that was discovered in the force main from the Jackson treated effluent pump station to Huie Wetlands in mid - January. Mr. Poff explained that CCWA tried to repair the leak to no avail. Repair on this critical asset would cause an unpermitted discharge of treated effluent to the Flint River, therefore, the Authority began negotiations with Georgia (EPD) for permission to discharge. On March 19th, CCWA began discharging to Flint River, and by March 21st the discharge stopped after repairs were completed. Many CCWA employees contributed to this huge team effort that was considered a success.

COST SUMMARY:

	<u>Estimate</u>	<u>Actual Cost</u>
CCWA provided Fittings and Materials	\$58,777	\$40,555
Fill Material	\$12,959	\$14,878
Fence and Landscaping	\$12,288	\$3,617
Pumping	\$14,913	\$1,859
Contractor Labor and Equipment	\$68,589	\$89,963
CH2M Hill Task Order to design Thrust Restraint system	\$16,000	\$3,642
CH2M Hill Task Order to design Dechlorination system (Includes work on consent order negotiation with EPD)	\$7,000	\$1,256
Industrial Chemicals	N/A	\$2,520
Foley Products	N/A	\$350
Signage	N/A	\$126
Attorney Fees	N/A	\$117
Total	\$190,526	\$158,883

Computer Tape Backup System Purchase Recommendation: Information Technology Director, Dan Holverson, presented the Board with CCWA staff recommendations for the Computer Tape Backup System purchase. Mr. Holverson advised the Board that CCWA is currently utilizing LTO-3 tape backup for Microsoft Windows Server environment and LTO- 4 tape backup for (IBM) Power Systems Environment. Mr. Holverson advised the Board of several issues CCWA is experiencing with our current system. Mr. Holverson explained that our backup window is too large and the backup window does not give us a consistent point in time for backups or restores. The management process requires staff to add & remove tapes, manually log backups, and relies on personnel to move media to a safe off-site location. Staff spends between 6 to 8 hours per week managing our current backup solution.

Mr. Holverson explained to the Board that our current system is 9 years old and has become unreliable. Mr. Holverson updated the Board on available backup technologies on the market, and when comparing tape technology vs. disk technology, disk offers faster backups/restores and the management overhead is minimal. Board Member Sophia Haynes had questions on whether going to this system now would be cost effective and if this would be a permanent solution not a temporary one. Mr. Holverson addressed Board Member concerns, and explained that after much research, IT staff found two system solutions that matched CCWA's needs:

- Solution 1- EMC Data Domain, widely used in many top tier Datacenters. This is a flexible system that can interact with many different types of systems, has many licensable features, and strong performance. Product has a significant higher price point. Also, support for EMC products do get and life, at some point in time (5 to 7 years) the system will require a complete overhaul to stay within support.
- Solution 2 - Exagrid, mostly seen in middle market datacenters, due to its ability to provide many of the same features of a high – end system, having a lower price point. This products most desirable aspect is that most of its' features are packaged with the unit not needing to purchase separate licenses, and the products scalability. Exagrid's products are never end of life, thy stay on support and future equipment can be added to existing infrastructure rather than having to do a complete overhaul.
- EMC Data Domain would come in at a cost of \$225,000 Exagrid's costs is \$150,095.

The project budget is \$250,000 as part of FY 2014 Capital Budget for Information Technology.

Staff recommends purchase of Exagrid backup solution from Lockstep Technology Group for \$150,095 through the GSA (Federal) procurement process. The product will meet the current needs of CCWA's environment, provide future scalability, and has a lower cost than its competitor, while providing more than acceptable performance. The system will also provide more available capacity in its initial configuration than the EMC Data Domain, which will alleviate the need to upgrade for at least the first 3 to 5 years.

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

RESOLVED to approve staff recommendation and award the purchase of the Computer Tape Backup System from Lockstep Technology Group for \$150,095 through GSA (Federal) procurement process as presented.

Email Archiving and e-Discovery System Purchase Recommendation:

Information Technology Director, Dan Holverson presented the Board with the Email Archiving and e-Discovery System Purchase Recommendation. Mr. Holverson advised the Board that the Authority does not currently have an archiving solution for our email system, Microsoft Exchange, nor does CCWA have an archiving system for files in our Microsoft Windows Server environment or our other Windows based system (Sharepoint). Mr. Holverson further advised the Board that in order to insure the availability of documents, our staff is having to retain several years of emails and files in order to provide documentation, whether for legal matters, historical reference, or inquiries. Consistency varies from individual to individual. As a result many items are individually stored, resulting in duplicate storage of documents.

IT staff has researched current Email Archiving and e-Discovery products on the market, a major decision point is whether CCWA will archive into the cloud, or archive locally. Mr. Holverson updated the Board on CCWA's IT common operating environment and further advised that, CCWA systems that need to be archived consists of Exchange email, Windows files and file shares, Sharepoint file collections, and other applications that need to be discoverable, including maps, pictures, and other materials. Mr. Holverson stressed to the Board that CCWA needs a system that will meet our needs as well as grow with CCWA as we move forward into the future. Mr. Holverson further explained to the Board that considering the needs of CCWA's IT common operating

environment, his IT staff had concentrated on two solutions that matched our current needs:

- Solution 1- Symantec Enterprise Vault, leading product in the Marketplace, offering a broad range of archiving options with support for on premises and cloud deployment. The downside to this product is that at times users can be confused by Symantec's product direction and road maps.
- Solution 2 – Microsoft – it has, - the ability to manage archive data within the native repositories, utilizing in-place hold, with familiar Microsoft management tools. Microsoft has a strong commitment to create native archiving tools to meet customers' needs, storing archive data within the 2013 Exchange negates the need for backup, disaster recovery and third party archives. The downside to the Microsoft product is that it does not offer archiving for Gmail, Notes, and social media, and would require upgrade to Sharepoint 2013 or third party product.

Vendor	Software	Services	Maintenance	Total
Symantec	\$29,000	\$25,000	\$10,000	\$64,000
Microsoft				No cost gathered

Board Member Sophia Haynes, asked, 'why Information Technology staff had just researched two vendors'. Mr. Holverson explained that staff preferred a solution system that is consistent with IT common operating environment and which meets the experience and knowledge of current staff.

CCWA staff recommends the Symantec solution which meets the current needs of our common operating environment for archiving, provides robust e-Discovery capabilities, and also allows for future deployment alternatives. Symantec is known at CCWA with other of our products such as, Symantec Endpoint Protection (Antivirus) Symantec Backup Exec (File Backup and Restore).

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

RESOLVED to approve staff recommendation and award the purchase of Email Archiving and e-Discovery System to SHI for software and services utilizing the State of Georgia procurement process for \$64,000 as presented.

Employee Holiday Pay Policy Recommendation: Human Resources Director, Ed Durham, presented the Board with recommended changes to the CCWA Personnel Manual. Mr. Durham advised the Board that over the years CCWA has had shift changes in various departments and personnel. The majority of CCWA employees are on 8 hour work day, 5 days per week. However; there are many employees that are on a 10 hour per day, 4 days per week schedule. Our current policy allows an employee who works 10 hour work day to receive 10 hours of leave for Holiday or Bereavement. The employee working 8 hour days per week would only receive 8 hours of leave for Holiday or Bereavement.

In order to make the situation equitable for all employees, CCWA staff recommends changing the current policy to allow only 8 hours of leave per day for a Holiday or Bereavement. Employees working 10 hour days can work with their Supervisor to adjust their work week when Holidays occur or take 2 hours of Annual Leave along with the Holiday or Bereavement pay to make it comparable to an 8 hour per day employee.

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

RESOLVED to approve staff recommendation to change the Personnel Manual allowing only 8 hours of leave per day for Holidays and Bereavement as presented.

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

RESOLVED to go into Executive Session for land purchase issues.

Mr. Givens had a schedule conflict and arrived at 3:30PM.

The Board returned from Executive Session to Open Session:

Approval of Executive Session Minutes:

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


RESOLVED to approve Executive Session Minutes of June 5, 2014.

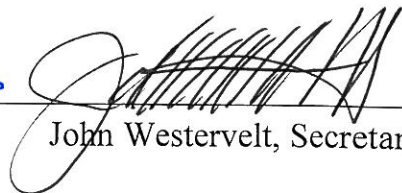
Updates from the Board Members and General Manager: Risk Manager, Karen Riser provided the Board with an update on Clayton County Water Authority's new Small Local Business Enterprise Program. Mrs. Riser advised the Board of the first kick off meeting that was held on May 17th at CCWA's new Headquarters Community Use Room.

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

RESOLVED to adjourn the regular session board meeting.

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


Walter Marie Barber, Chairperson


John Westervelt, Secretary/Treasurer