

CLAYTON COUNTY WATER AUTHORITY
1600 Battle Creek Road
Morrow, Georgia 30260
Regular Board Meeting
January 8, 2015

The meeting was held at 1600 Battle Creek Road, Morrow, Georgia, 30260. Chairperson, Marie Barber called the meeting to order at 1:30 p.m.

Present at the meeting were: 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, Bernard Franks, Assistant General Manager, Jim Poff, Assistant General Manager, Steve Fincher, Legal Counsel, Cary Santoyo, Executive Coordinator and other CCWA staff and visitors.

Chairperson, Marie Barber introduced and called on Clifford Terrell, Valve Maintenance Mechanic, for Distribution and Conveyance Department, to give the invocation.

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

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

RESOLVED to accept and approve the January 8, 2015 agenda as presented.

Approval of Minutes: Chairperson Marie Barber called for any omissions or additions to the minutes of the Regular Board Meeting minutes of December 4, 2014.

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

RESOLVED to approve and accept the Regular Board Meeting Minutes of December 4, 2014 as presented.

Financial and Statistical Report: Chairperson Barber called on Allison Halron, Finance Director, to give the financial report. Mrs. Halron reviewed the financial information distributed to the Board for the period ending November 30, 2014.

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

RESOLVED to approve and accept the Financial Report as presented.

Recognition: Chris Hamilton, Water Reclamation Department Manager, presented the FOG Program Of The Year Award given by the ‘Georgia FOG Alliance Group’, to Jennifer Brandon, Jim Powell, and Public Information Officer Suzanne Brown.

Mr. Hamilton explained to the Board that the program was established in 2001 and its main goal is to provide information and training to its members in order to reduce sanitary system over flows caused by grease, oils, fats, and other substances in the sewer collection system. Chris Hamilton further explained to the Board that CCWA had scored a 99.2 out of 100, the Georgia Alliance Inspectors pointed out that CCWA grease trap inspectors are State Certified, exhibited great team work, and the benefit that this program gives to the environment, and the Clayton County community.

Chairperson Barber called on General Manager, Mike Thomas to present Terry Moy with a plaque for the years of service at CCWA. Mr. Thomas addressed the Board and advised that Terry Moy a nationally recognized expert and Chair of the ‘‘American Society of Civil Engineers’’ (ASCE) Pipelines Division-Executive Committee. Mr. Thomas further advised the Board of the contributions that Mr. Moy had made during his career at CCWA such as improving the CCWA GIS capabilities and wireless field data collection, floodplain mapping, HQ Building, Atlanta LS, pipeline jobs, and 2010 Strategic Master Plan and spear heading our 2015 Master Plan update. Terry Moy addressed the Board and thanked them for all their support to CCWA staff, and stated that this was a great place to work at and a privilege to be a part of CCWA.

Customer Survey Results: Donna Ford, from Metrix Matrix Inc. addressed the Board with the Customer Satisfaction Survey overview and results. Ms. Ford advised the Board that in April of 2014, CCWA contracted with Metrix Matrix Inc. to perform a Customer Satisfaction Survey. The purpose of the survey was to gather feedback from Clayton County residential customers regarding overall satisfaction with Clayton County Water Authority. In order to gain awareness of CCWA’s customer satisfaction with the service being given to them, Metrix Matrix conducted two survey’s; a relationship survey and a transactional survey.

The ‘Relationship Survey’ asked customers questions about their experience and perceptions of water quality, billing, communication and other programs offered. Metrix

Matrix spoke to over four hundred CCWA customers, the results of the relationship survey showed an overall satisfaction score of 82%.

The ‘Transactional Survey’ focused mainly on questions relating to transaction with CCWA. The transactions included, calls to the Customer Service Department, the assistance by the Customer Service Representative (CSR) at CCWA’s payment locations (Headquarters or Forest Park Office), and field representatives visit. Over six hundred CCWA customers were surveyed, and the results of the transactional survey showed an overall satisfaction score of 85%.

Lake Mirror Stormwater Improvements Construction Bid Recommendation: Kevin Osbey, Stormwater Program Manager, presented the Lake Mirror Road Stormwater Improvements-Phase 1 Bid Recommendation. Mr. Osbey addressed the Board and explained that in the November 2013 Board Meeting, the Board approved a Task Order JA-SW-13-04 to have Jacobs Engineering firm assist CCWA with the designing and bidding of stormwater infrastructure improvements on two properties experiencing flooding issues due to non-functioning storm drain pipes. Mr. Osbey further explained to the Board that the project would consist of installing seven hundred feet of sixty-inch reinforced concrete pipe and other intake structures’ to capture all the stormwater flow.

Kevin Osbey further advised the Board by explaining that the new piping would minimize the flooding that has impacted two business located on Lake Mirror Road in Forest Park. Mr. Osbey advised the Board that the bids were received on December 4, 2014, 2:00 PM Local Time, as shown below.

• Crawford Grading & Pipeline, Inc.	\$ 611,493.63
• Southeastern Site Development, Inc.	\$ 626,310.00
• Site Engineering, Inc.	\$ 657,910.00
• Lewis Contracting Services, LLC	\$ 737,999.00
• Georgia Development Partners	\$ 749,926.76
• North Georgia Pipeline, Inc.	\$ 787,350.00
• Kemi Construction Co. Inc.	\$ 799,819.00

CCWA Staff and Jacobs Engineering Inc. recommend award to the lowest responsive bidder, Crawford Grading & Pipeline, Inc. the Lake Mirror Road Stormwater Improvements-Phase 1 construction project. The project will be funded from CCWA's Stormwater Revenue fund.

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

RESOLVED to award the Lake Mirror Road Stormwater Improvements-Phase 1 construction project to Crawford Grading & Pipeline, Inc. for a not to exceed cost of \$611,493.63, contingent on approval of bonds and insurance and to authorize the General Manager to sign the contract.

Lake Mirror Stormwater Improvements SDC Task Order: Chairperson Barber, called Kevin Osbey, Stormwater Program Manager to present The Lake Mirror Road Stormwater Improvements-Phase 1 Services During Construction Task Order No. JA-SW-14-03. Mr. Osbey explained to the Board that the task order includes services during construction provided by Jacobs Engineering for construction activities associated with the Upper Flint River-Lake Mirror Road Stormwater Improvements-Phase 1. The project will consist of installing seven hundred feet of sixty-inch concrete pipe and drainage intake structures. Kevin Osbey further explained to the Board that this repair would resolve the flooding issues experienced by the two properties located at the lower end of Lake Mirror Road in Forest Park.

Mr. Osbey further advised the Board that the scope of services provided by the task order includes; construction management and administration, document management, site coordination, project controls, part-time construction observation, shop drawing, sample review and approval; monthly pay approval; design clarification; preparation of as-built documents; and project closeout of completed construction project. Project Managers are Clayton County Water-Kevin Osbey and Jacob Engineering-Paul Purcell. Task Order amount is \$124,117.00, funding for this project will be from CCWA Stormwater Revenues.

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

RESOLVED to award the Lake Mirror Road Stormwater Improvements-Phase 1 Services During Construction Task Order No. JA-SW-14-03 to Jacobs Engineering Group

Inc. for a not to exceed cost of \$124,117.00 and to authorize the General Manager to sign the Task Order.

Small Local Business Enterprise Program Update: Karen Riser, Risk Manager addressed and updated the Board on CCWA's Small Local Business Enterprise Program (SLBE). Mrs. Riser gave an overview of the program and advised the Board that since the program began in May of 2014, CCWA has certified thirty six firms. Of the thirty six firms, thirty three have been provisionally certified with the following breakdown; four certified with Clayton County, eleven with DeKalb County, thirteen with the City of Atlanta and five certified with both DeKalb and the City of Atlanta. Three CCWA general certification forms have been approved.

Mrs. Riser advised the Board on schedule of the 2015 workshops held on varying days and times to allow for increased participation to small business owners. Karen Riser further advised the Board on outreach efforts of CCWA staff to do mass mailings to current CCWA vendors with which CCWA has done business with in the past year. After much discussion, Chairperson Barber asked the board members for thoughts and questions on the direction that the program is heading and how well it's doing. Ms. Elizabeth Armstrong pose a question on when and if the SLBE- Subcommittee would be meeting to address the direction of the program.

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

RESOLVED to go into Executive Session for legal matters.

The Board returned from Executive Session to Open Session:

Approval of Executive Session Minutes:

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

RESOLVED to approve Executive Session Minutes of January 8, 2015.

Updates from the Board Members and General Manager: Risk Manager, Karen Riser provided the Board with an update on Clayton County Water Authority's Safety and Security plan. Mrs. Riser advised the Board on the new product called 'Preparis' that notifies staff of emergency situations via phone call or text message. Staff safety training,

developing a Security Master Plan, Disaster Recovery Plan, and Implementation of Workplace Violence Measures.

General Manager, Mike Thomas called on Kelly Taylor to update the Board on the 2015 Engineering Services Procurement. Mrs. Taylor gave the Board a brief summary of the scope of services, RFQ framework, and bid schedule.

CCWA's 60th Anniversary Celebration open house is planned for Tuesday, May 12, 2015 in the Community Use Room.

Transition from Clayton County Family Care-Hardship Program to Community Service Authority (CSA). In order to improve the utilization of the Hardship Program funds available to our lower income customers, CCWA staff recommended transitioning management of the program from Clayton Family Care to the Clayton County Community Services Authority.


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

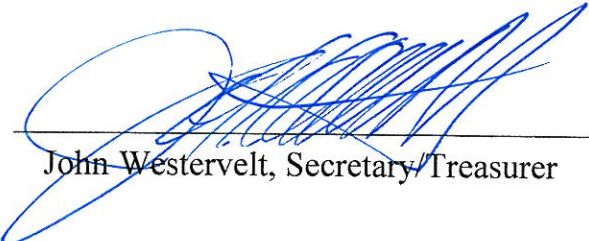
RESOLVED to transition to Community Service Authority and for the General Manager to sign the agreement.

UPON MOTION by Sophia Haynes and seconded by Oscar Blalock, 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