

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, September 3, 2009

Chairman, Pete McQueen, called the meeting to order at 1:30 p.m.

Present at the meeting were: Chairman, Pete McQueen, Vice Chairman, Lloyd Joiner, Secretary/Treasurer, Marie Barber, Board Members, Wes Greene and John Chafin, General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams, Steve Lavinder of CH2M Hill, other CCWA staff and visitors.

Absent from the meeting were: Board Members, Marie Barber and John Westervelt.

Chairman McQueen called on Tony Head, Facility Maintenance Worker in General Services, to give the invocation.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, August 6, 2009. Hearing none, the minutes were approved as presented.

Mike Thomas, General Manager, requested approval to correct the June 4, 2009 regular board meeting minutes (Page 4178) to read “to stop paying 5% interest on customer deposits for all accounts after September 1, 2009...”

UPON Motion by Lloyd Joiner and seconded by John Chafin it was unanimously

RESOLVED: to approve requested correction to June 4, 2009 minutes as stated above.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, to give our financial report. Mr. McHugh reviewed the financial information that was given to the Board for the period ending July 31, 2009.

Recognition: Chairman McQueen called on Mike Thomas, General Manager to recognize Board Member, Doug Bonner. Mr. Bonner resigned from his position on the Board this month. Mr. Thomas stated that Doug’s experience in construction and the development community has been valuable to the board. He thanked Mr. Bonner for his service to the Board for the past three years, presented him with an award and wished him the best in the future.

Mr. Thomas recognized Emory McHugh and the Finance Department staff for receiving the *GFOA Distinguished Budget Presentation Award* for the fifth consecutive year. Chairman McQueen also thanked Mr. McHugh and his staff for their continued success in financial reporting.

Guy Pihera, Water Production Manager, recognized Chuck Jones, Plant Operator I at the J. W. Smith Plant, for passing the Water Treatment System Operator Class I Certification Exam.

Guy Pihera also recognized Henry Miller, Plant Operator I at the Hooper Plant, for completing 15 years of service at CCWA. Guy presented Henry with his 15 year service pin.

Teresa Adams, General Services Manager, recognized Marshall Maddox, Plant Services Foreman, for completing 25 years of service at CCWA. Teresa presented Marshall with his 25 year service pin.

FY2008 – 2009 Audit Report: Chairman McQueen called on Emory McHugh, Finance Director, to present the FY 2008-2009 Audit Report. Emory introduced Miller Edwards, CPA of Mauldin & Jenkins, to discuss the FY2008-2009 Audit Report. Mr. Edwards informed the Board that CCWA had received an unqualified (or clean) opinion. He stated this was the smoothest first-time audit that he had ever done. He provided a brief overview of CCWA's audit report and financial statements.

Fleet Washing Proposal Recommendation: Chairman McQueen called on Teresa Adams, General Services Manager, to present the Fleet Washing Proposal Recommendation.

Annual Fleet Washing Service Contract includes exterior pressure washing and interior detailing servicing of our fleet which consist of trucks, vans, cars, SUVs and heavy equipment. The exterior fleet washing service will be provided monthly. The detail service will be provided only upon justification and approval by the department managers.

The fleet washing/detailing will be performed between the hours of 5:00 p.m. until 6:00 a.m., Monday through Sunday. These hours may become flexible depending on the County and State watering restrictions, vendors' schedule, and the availability of units per location. In addition, during the Level 4 Drought, we remained in compliance with the outdoor water use restrictions by temporarily suspending this service.

It has been determined that fleet mobile pressure washing contract service is the most productive, efficient, and cost effective means of maintaining a consistent professional business appearance of the Authority's fleet. In past years, we have received bi-monthly service and have just reduced the cost by approximately 50% by requiring monthly service.

Fleet Type	Estimated Quantity	Everitte's Mobile Detailing	Exceptional Automotive Spa, Inc.
		Unit Cost (Pressure Wash Only)	Unit Cost (Pressure Wash Only)
<b>Sedans</b> Crown Victoria, Taurus, Malibu	5	<b>\$5.00</b>	\$18.00
<b>Vans</b>	3	<b>\$7.00</b>	\$20.00
<b>SUVs</b> Escape, Explorer, Blazer, Trailblazer	7	<b>\$7.00</b>	\$22.00
<b>Small Trucks</b> Ranger, S-10	30	<b>\$8.00</b>	\$18.00
<b>½ Ton Trucks</b> F-150, Chevy, Silverado 1500s	41	<b>\$12.00</b>	\$22.00
<b>¾ and 1 Ton Trucks</b> F-250, F350	42	<b>\$12.00</b>	\$23.00
<b>Large Trucks</b> F-450, F-550, Cut-a-way Van	15	<b>\$18.00</b>	\$24.00
<b>Utility/Specialty</b> F-750, Int'l, Utility, Dumps etc.	31	<b>\$20.00</b>	\$26.00
	Estimated Quantity	Unit Cost Detail Service	Unit Cost Detail Service
Sedans	Upon request only	<b>\$25.00</b>	\$55.00
Vans	Upon request only	<b>\$35.00</b>	\$65.00
Cut-a-way Vans	Upon request only	<b>\$40.00</b>	\$55.00
SUVs	Upon request only	<b>\$30.00</b>	\$55.00
Small Trucks	Upon request only	<b>\$20.00</b>	\$45.00
½ Ton trucks	Upon request only	<b>\$25.00</b>	\$55.00
¾ and 1 Ton Trucks	Upon request only	<b>\$35.00</b>	\$55.00

The responders to this RFP were evaluated on the following items and given a score (of 100 possible points):

Cost (Max 50 points); Proposal and Questionnaire/Forms (Max 40 points); and References/Letters of Recommendation Input (Max 10 points)

An evaluation team consisting of Risk Manager and Manager of General Services was established to evaluate the proposals. After evaluating the proposals, checking references, and reviewing the rankings, staff recommends awarding this annual contract to Everitte's Mobile Detailing based on the unit prices shown above.

This contract will be for one year (November 1, 2009 through October 31, 2010) and may be extended for a second and/or third year by mutual consent by both parties. An annual adjustment at the time of each extension shall not exceed five (5%) in any given contract year.

UPON Motion by John Chafin and seconded by Lloyd Joiner it was unanimously

RESOLVED: to award the Fleet Washing Proposal Recommendation to Everitte's Mobile Detailing based on the unit prices as outlined above.

Floodplain Mapping Survey Proposal Recommendation: Chairman McQueen called on Terry Moy, Program Management and Engineering Manager, to present the Floodplain Mapping Survey Proposal Recommendation.

The purpose of this work is to provide field surveys of critical stream sections and structures. This field data will then be used by CH2M Hill, under the authorized Floodplain Mapping Task Order, to update the hydraulic model and prepare updated floodplain maps for the entire County for submittal to FEMA.

CCWA has completed an evaluation of the proposals, held presentations/interviews with the top three short listed firms and completed a final ranking of the firms based on submittal criteria noted below. A summary of costs is also presented below.

<b>Criteria</b>	<b>Points Value</b>	<b>Hayes James</b>	<b>Lowe</b>	<b>Ross</b>	<b>Terra Mark</b>	<b>Woolpert</b>
Qualifications and experience	20	18	18	14	13	13
References	15	13	14	8	10	9
Project understanding	15	14	14	13	13	11
Costs	50	46	50	33	14	29
<b>Total RFP Points</b>	<b>100</b>	91	96	68	50	62
Presentations/Interviews	20	19	18	12	0	0
<b>Total Points</b>	<b>120</b>	110	114	80	50	62

<b>Firm</b>	<b>Total Proposed Cost*</b>
<b>Lowe Engineers, LLC</b>	\$372,784.00
<b>Hayes, James Engineers</b>	\$398,750.00
<b>Ross Consulting Engineers, P.C.</b>	\$482,625.00
<b>Woolpert, Inc.</b>	\$554,999.25
<b>Terra Mark Land Surveying</b>	\$952,500.00

\* Based on award of bid unit quantities, supplemental work and allowances

The quantities bid on by the contractors represent 50% of the total work to be completed. CCWA Staff recommends that the board approve the award of this work to Lowe Engineers and Hayes James Engineers as bid, for a total authorization of \$771,534 to complete all the work.

UPON Motion by Wes Greene and seconded by Doug Bonner it was unanimously

RESOLVED: to award the Floodplain Mapping Survey Proposal Recommendation to Lowe Engineers for \$372,784.00 and to Hayes, James Engineers for \$398,750.00 for the total amount of \$771,534.00 as outlined above.

Third Party Workers' Comp Administrator Proposal Recommendation: Chairman McQueen called on Ed Durham, Human Resources Director, to present the Third Party Workers' Comp. Administrator Proposal Recommendation.

The purpose of this Request for Proposal was to utilize a Third Party Administrator (TPA) for our workers compensation claims administration. We have been with the current vendor for over ten years. As a result of the RFP process, our current vendor did not respond; however, we received responses from four other vendors.

CCWA, along with our insurance agency Wells Fargo Insurance Services; has completed an evaluation of the proposals; held presentations/interviews with the top two short listed firms; and completed a final ranking of the firms based on submittal criteria noted below followed by a summary of costs:

Criteria	Points Value	PMA Group	GAB Robins	Corvel	ESIS
Fees	50	45	40	35	30
Program Management Coord. and Quality Assurance	25	23	23.5	20.5	18.5
Specialized Experience and Technical Competence	10	10	10	9	8
Risk Management Information System	7	7	7	4	4.5
References	5	5	5	5	5
Implementation	3	3	3	3	3
<b>Total Points</b>	<b>100</b>	<b>93</b>	<b>88.5</b>	<b>76.5</b>	<b>69</b>

<b>Firm</b>	<b>Estimated First Year Proposed Cost-Flat Cost</b>	<b>Estimated First Year Proposed Cost – Per Claim</b>
<b>PMA Group</b>	\$23,293	\$26,483
<b>GAB Robins</b>	N/A	\$30,054
<b>Corvel</b>	N/A	\$45,920
<b>ESIS</b>	N/A	\$38,243

	<b>PMA Group *</b>		<b>GAB Robins</b>		<b>Corvel</b>		<b>ESIS</b>	
	Flat	Per Claim	Flat	Per Claim	Flat	Per Claim	Flat	Per Claim
Yr 1 Annual Fee	\$ 14,600.00	\$ 17,790.00	Not Available	\$ 22,934.00	Not Available	\$ 19,400.00	Not Available	\$ 28,449.00
Yr 1 Repricing Fees **	5,193.00	5,193.00	Not Available	6,120.00	Not Available	26,520.00	Not Available	3,094.00
Yr 1 Admin Fee	3,500.00	3,500.00	Not Available	1,000.00	Not Available	-	Not Available	6,700.00
<b>Total Yr 1</b>	<b>\$ 23,293.00</b>	<b>\$ 26,483.00</b>	<b>\$ -</b>	<b>\$ 30,054.00</b>	<b>\$ -</b>	<b>\$ 45,920.00</b>	<b>\$ -</b>	<b>\$ 38,243.00</b>
Yr 2 Annual Fee	\$ 10,500.00	\$ 10,870.00	Not Available	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold
Yr 2 Repricing Fees **	5,193.00	5,193.00	Not Available	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold
Yr 2 Admin Fee	3,500.00	3,500.00	Not Available	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold
<b>Total Yr 2</b>	<b>\$ 19,193.00</b>	<b>\$ 19,563.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Yr 3 Annual Fee	\$ 10,500.00	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold
Yr 3 Repricing Fees **	5,193.00	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold
Yr 3 Admin Fee	3,500.00	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold	Not Available	No Rate Hold
<b>Total Yr 3</b>	<b>\$ 19,193.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Note: 1st term cost estimates were based on the following assumptions: 53 Medical Only Claims (5 Plus), 8 Lost Time Claims, 5 Record Only.

\*PMA Group has offered a three and a half year flat rate structure for the annual fee and admin fee along with a per unit cost and percentage of savings for the repricing fees. The flat fee is regardless of claim volume or claim type and includes take over claims. The first year costs are more since the first term will be an 18 month contract period.

\*\*Repricing Fees are on a per unit cost and percentage of savings; therefore, for proposal comparison these fees remain constant and are estimated based on historical data from our current vendor. The breakdown on a per unit cost and percentage of savings is shown below in the Additional Fee section.

<b>Additional Fees:</b>	<b>PMA Group *</b>	<b>GAB Robins</b>	<b>Corvel</b>	<b>ESIS</b>
Telephonic Case Mgmt	\$95/Hr	\$91/Hr	\$90/Hr	\$337
Field Case Mgmt	\$95/Hr	\$91/Hr + expense	\$90/Hr	\$106.75/Hr
Subrogation Recoveries	included	retains 25%	retains 20%	retains 20%
Utilization Review	included	\$117/\$225	included	\$152.50
Peer Review	included	Time & Expense	\$250/Hr	\$400/Hr
Per Bill Fees ***	\$8.25	\$9.80 min per bill	\$60	\$1.40 per line
Repricing Fees ***	35% of PPO Savings	33% of PPO Savings	20-30% savings - fee sched.	30% savings - fee sched.

CCWA Staff recommends that the board approve the award to PMA Group for the proposed three and half year term for the flat fee pricing structure to include the unit prices shown in the Additional Fees.

UPON Motion by Lloyd Joiner and seconded by John Chafin it was unanimously

RESOLVED: to approve the Third Party Workers' Comp. Administrator Proposal Recommendation award to PMA Group for the amounts as requested and outlined above.

Southern Regional/Hatcher's Dam and Lake Donation: Chairman McQueen called on Mike Thomas, General Manager, to present the Southern Regional/Hatcher's Dam and Lake Donation.

The Southern Regional Hospital has begun development of a parcel on Highway 138 known as Spivey Station. This will be a mixed use development featuring medical facilities and offices. This property parcel contains a lake known as Hatcher's Lake. Early in their planning process, Southern Regional Staff approached the Water Authority about donating the lake to CCWA for use as a regional stormwater detention facility and for long-term maintenance. The dam is considered a category one dam by the State because of the potential for loss of life downstream if a dam break were to occur. The dam was in need of major repairs due to damage from earlier heavy rain events and Southern Regional entered a consent order with EPD to repair the dam. Repairs have been completed and approved by EPD.

CCWA staff believes the lake has value to the stormwater utility because of the regional detention and stormwater quality benefits provided by the facility. CCWA staff and legal representatives have reviewed the attached documents which would convey the property to CCWA and the associated declaration of covenants, restrictions and easements that would allow Southern Regional to utilize this area as part of their zoning and density requirements. CCWA staff recommends acceptance of this property donation and requests approval for the General Manager to sign all documents related to this donation.

UPON Motion by Lloyd Joiner and seconded by Doug Bonner it was

RESOLVED: to accept the property donation and approve the General Manager to sign all documents related to the donation.

Upon Motion by John Chafin and seconded by Wes Greene it was unanimously

RESOLVED: that the Board adjourn into executive session for land, legal, and personnel issues. The Board reserves the right to return to open session.

The Board returned to open session. The following items were discussed:

Mr. Thomas, General Manager, informed the Board that the company will offer the flu shot on September 22, 2009, 7:30 to 9:30 a.m. at the Headquarters building.

Mr. Thomas discussed issues involving the Shoal Creek dam, stormwater drainage fees, the Lake Lanier ruling and the new phone system. Mr. Thomas stated that consultants will be on site next week to address phone system issues.

Upon Motion by Lloyd Joiner and seconded by Doug Bonner 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.

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Pete McQueen, Chairman

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Walter Marie Barber, Secretary/Treasurer