

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, August 6, 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 Westervelt, 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, John Chafin and Doug Bonner.

Chairman McQueen called on Rodney Crowell, Manager of Information Systems, 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, July 2, 2009. Hearing none, the minutes were approved as presented.

Financial and Statistical Report: Chairman McQueen called on Renee' Dumas, Assistant Finance Director, to give our financial report. Mrs. Dumas reviewed the financial information that was given to the Board for the period ending June 30, 2009.

Recognition: Chairman, Pete McQueen called on Kevin Osbey, Stormwater Program Manager to recognize Shayla Nealy, Water Resources Engineer, for completing her Floodplain Management Certification.

Herbert Etheridge, Manager of Distribution and Conveyance, recognized Utility Service Mechanic Crew Leader, Larry McClain and Pipeline Installation Crew Leader, Jimmy Wilson for their 20 years of service. Both employees were presented with their 20-year service pin.

Pole Barns Bid Recommendation: Chairman McQueen called on Teresa Adams, General Services Manager to present the Pole Barns Bid Recommendation.

Vendor	Total Bid Amount
MW Enterprises Unlimited LLC Winder, Georgia	\$47,912.00
Steel Baron Liberty Township, Ohio	\$52,460.00
FOSCO, Inc. Duluth, Georgia	\$60,950.00
Jimco Construction Co., Inc. Fayetteville, Georgia	\$67,365.00
Trison Group, Inc. Tyrone, Georgia	\$68,800.00
Tom Davidson & Sons, Inc. Sunnyside, Georgia	\$71,561.00
Lovvorn Construction Inc. Carrollton, Georgia	\$73,399.38
Hale Construction Shiloh, Georgia	\$73,416.00
JMC Homes, Inc. McDonough, Georgia	\$74,000.00
S. Garrett and Company Carrollton, Georgia	\$74,558.00
A. R. Miller & Son, Inc. Hampton, Georgia	\$85,508.39
Jordan Building Construction, LLC Brooks, Georgia	\$86,027.20
Hamby Construction Company, Inc. Lawrenceville, Georgia	\$99,550.00
K-A-T Construction, Inc. Newnan, Georgia	\$99,977.00
Moore Capital, LLC Jonesboro, Georgia	\$107,400.00

Staff recommends awarding the contract to lowest responsive bidder, MW Enterprises Unlimited, LLC for the bid total of \$47,912.00. If MW Enterprises is not able to meet our risk management requirements, staff recommends awarding the contract to Steel Baron for the bid total of \$52,460.00.

UPON Motion by Wes Greene and seconded by Lloyd Joiner it was unanimously

RESOLVED: to award the Pole Barns Bid Recommendation to MW Enterprises Unlimited, LLC for the amount as outlined above.

Debt Collection Vendor Recommendation: Chairman McQueen called on Morris Kelly, Customer Services Director, to present the Debt Collection Vendor Recommendation.

Bad debts for the Authority are defined as balances on accounts where the customer has moved from a property and the debt is over 90 days old. These balances are written off of the accounts and forwarded to an agency for collection.

Currently, the collections of the Authority's bad debts are handled by Diversified Account Systems. For numerous reasons, CCWA staff investigated other alternatives for debt collection. We are proposing to change to a new vendor, Penn Credit Corporation. The new vendor was selected by the Georgia Municipal Association through a Request for Proposal performed by the association for its members. The use of the new vendor's services has been offered to other utilities other than the municipalities.

Below is a comparison of the two vendors' fees, recovery rates, and access capability for reports and account updates by the Authority:

	Diversified	Penn Credit
Fees (% of balance collected)	30% (Recently offered 24%)	16.5%
Recovery Rate on Balances	3%	13% (Gwinnett County)
Access Capability	Software Loaded On the Authority's Computer	Web portal via Internet

Diversified's fees have been at 30% but they recently offered to reduce fees to 24% after we began evaluating other options. Our process with Diversified has been a manual process with no option for real-time updates. The current Penn Credit process provides real time data transfers and account updates through a web portal. Diversified has offered to install software on our system to facilitate more automatic and real time updates of our process with them.

Based on the advantages offered by Penn Credit, CCWA Staff is seeking authorization to contract with Penn Credit Corporation for collection of bad debt balances. Both vendors will be used for a ten to twelve month trial period.

UPON Motion by Lloyd Joiner and seconded by Marie Barber it was unanimously

RESOLVED: to award the Debt Collection Vendor Recommendation to Penn Credit Corporation for the amount as outlined above.

Horizontal Bores Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Distribution and Conveyance Manager, to present the Horizontal Bores Bid Recommendation.

Vendor	Price/Points
Turpin, Inc Lake City, GA	\$31,057.50 99 points
Brent Scarbrough & Co, Inc Fayetteville, GA	\$34,175.00 84 points
Strack, Inc Fairburn, GA	\$54,680.00 76 points
Tritt Contracting	No Bid
Infratech, Corp	No Bid

Due to our need to provide a prompt, experienced, and specialized contractor to perform this work, we issued a Request for Proposals (RFP) for our Annual Contract for Cased Roadway/Railroad Bores. Proposal packages were sent to nine contractors and the five contractors listed above attended a mandatory pre-proposal conference where our staff explained the work and methods involved in this work.

The responses to this RFP were evaluated by an evaluation team of CCWA managers/employees on the following items and given a score (of 100 possible points):

- **Responsiveness to RFP** (15 pts.)
- **General Experience** (25 pts.)
- **Price** (50 pts.)
- **Reference Input** (10 pts.)

After evaluating all the proposals the staff recommends awarding this annual contract to Turpin, Inc. for the period of September 1, 2009 – August 31, 2010 based on the unit prices listed below. Turpin, Inc. has been performing this work for CCWA during the previous three years and has done an excellent job. The unit prices that Turpin, Inc. submitted are approximately 8.7% lower than the previous contract with them.

Work will be assigned on an “as needed – when needed” basis and work will be paid per the unit prices as shown on the attached schedule. We would also recommend that this contract be extendable for a second and third year at no changes in terms or conditions.

Item #	Description	Unit	Unit Price
1.00	<i>Mobilization/Demobilization</i>		
1.01	Mobilization/Demobilization	LS	\$300.00
2.00	<i>Temporary Erosion Control</i>		
2.01	Erosion Control Silt Fence DOT Type A	LF	\$1.25
2.02	Erosion Control Silt Fence DOT Type B	LF	\$1.25
2.03	Erosion Control Silt Fence DOT Type C	LF	\$3.00
2.04	Erosion Control Hay Bales	EA	\$5.00
2.05	Check Dam, Ditch	EA	\$490.00
2.06	Check Dam, Creek	EA	\$750.00
2.07	Silt Control Gate, at inlet structure	EA	\$750.00
3.00	<i>Construction Access</i>		
3.01	Construction Exit, for ingress/egress	EA	\$450.00
3.02	Clearing R/W (per square yard)	SY	\$3.50
3.03	Access Road, including clearing & rough grading	SF	\$2.50
3.04	Crushed Stone for access road, including fabric	Ton	\$30.00
3.05	Access Boards 4’x 8’, for protection of lawns, drives, etc.	EA	\$10.00
4.00	<i>Traffic Control</i>		
4.01	DOT Standard Single Lane Closure, including Advance Warning Signs, Arrow Board & Traffic Barrels Per Day	EA	\$100.00
4.02	Variable Message Sign Per Day	EA	\$95.00
4.03	Arrow Board Per Day	EA	\$95.00
4.04	Roadway Traffic Plates (5’x10’) Per Day	EA	\$10.00
4.05	Concrete barriers (per day)	EA	\$10.00
5.00	<i>Miscellaneous Items</i>		
5.01	Saw Cut Asphalt 0 to 8” Thick	LF	\$3.50
5.02	Asphalt Removal, including disposal	SY	\$10.00
5.03	Saw Cut Concrete 0 to 8” Thick	LF	\$6.50
5.04	Concrete Removal, including disposal	SY	\$10.00
5.05	Crushed Stone Base Replacement	Ton	\$17.00

Item #	Description	Unit	Unit Price
6.00	<i>Bore Pit (Receiving Pit, if required)</i>		
6.01	Bore Pit, including trench box shoring (0' to 12')	VF	\$25.00
6.02	Bore Pit, including trench box shoring (13' to 18')	VF	\$145.00
6.03	Bore Pit, including trench box shoring (over 18')	VF	\$225.00
6.04	Receiving Pit, including trench box shoring (0'to 12')	VF	\$20.00
6.05	Receiving Pit, including trench box shoring (13'to 18')	VF	\$20.00
6.06	Receiving Pit, including trench box shoring (over 18')	VF	\$20.00
6.07	Foundation Stabilization Crushed Stone	Ton	\$17.00
6.08	Dewatering Pit (setup & operation)	Day	\$50.00
6.09	Concrete Base for Boring Machine (as required)	CY	\$75.00
7.00	<i>Bore Construction</i>		
7.01	12" Non Steered	LF	\$40.00
7.01a	12" Steered	LF	\$90.00
7.01b	12" Rock Bore (using standard rock head) additional per foot	LF	\$35.00
7.01c	12" Rock Bore (using specialized Robbins head) additional per foot	LF	\$300.00
7.02	18" Non Steered	LF	\$100.00
7.02a	18" Steered	LF	\$125.00
7.02b	18" Rock Bore (using standard rock head) additional per foot	LF	\$35.00
7.02c	18" Rock Bore (using specialized Robbins head) additional per foot	LF	\$325.00
7.03	24" Non Steered	LF	\$125.00
7.03a	24" Steered	LF	\$135.00
7.03b	24" Rock Bore (using standard rock head) additional per foot	LF	\$35.00
7.03c	24" Rock Bore (using specialized Robbins head) additional per foot	LF	\$350.00
7.04	30" Non Steered	LF	\$160.00
7.04a	30" Steered	LF	\$170.00
7.04b	30" Rock Bore (using standard rock head) additional per foot	LF	\$55.00
7.04c	30" Rock Bore (using specialized Robbins head) additional per foot	LF	\$545.00
7.05	36" Non Steered	LF	\$180.00
7.05a	36" Steered	LF	\$205.00
7.05b	36" Rock Bore (using standard rock head) additional per foot	LF	\$75.00
7.05c	36" Rock Bore (using specialized Robbins head) additional per foot	LF	\$625.00
7.06	42" Non Steered	LF	\$180.00
7.06a	42" Steered	LF	\$225.00
7.06b	42" Rock Bore (using standard rock head) additional per foot	LF	\$85.00
7.06c	42" Rock Bore (using specialized Robbins head) additional per foot	LF	\$725.00
7.07	48" Non Steered	LF	\$270.00
7.07a	48" Steered	LF	\$310.00
7.07b	48" Rock Bore (using standard rock head) additional per foot	LF	\$95.00
7.07c	48" Rock Bore (using specialized Robbins head) additional per foot	LF	\$875.00

Item #	Description	Unit	Unit Price
8.00	<i>Pipe Insertion</i>		
8.01	6" – 12" without spacers	LF	\$5.00
8.02	6" – 12" with casing spacers	LF	\$5.00
8.03	16" – 24" without spacers	LF	\$5.00
8.04	16" – 24" with casing spacers	LF	\$7.00
8.05	24" – 36" without spacers	LF	\$7.00
8.06	24" – 36" with casing spacers	LF	\$7.00
9.00	<i>Grouting</i>		
9.01	Pressure Grouting per cubic yard	CY	\$405.00

UPON Motion by Marie Barber and seconded by Wes Green it was unanimously

RESOLVED: to approve the Horizontal Bores Bid Recommendation to Turpin, Inc. for the amounts as outlined above.

Vacuum Extractor Purchase Recommendation: Chairman McQueen called on Herbert Etheridge, Manager of Distribution and Conveyance, to present the Vacuum Extractor Purchase Recommendation.

Vendor	Bid	Make/Model
Vermeer Southeast Marietta, GA	\$51,552.17	VacTron PMD850DT
VacTron Equipment Okahumpka, FL	\$53,586.67	VacTron PMD850DT

The CCWA staff recommends purchasing one new VacTron PMD850DT Vacuum Excavator from Vermeer Southeast under the United States General Services Administration Contract # GS-07F-0700N in the amount of \$51,552.17. This purchase was budgeted at \$55,000.00 in the FY 2009 Budget.



UPON Motion by Wes Greene and seconded by John Westervelt it was

RESOLVED: to approve the purchase of one Vacuum Excavator from Vermeer Southeast for the amount as outlined above.

Cell Tower Management Services Contract Recommendation: Chairman McQueen called on Mike Thomas, General Manager, to present the Cell Tower Management Services Contract Recommendation.

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CCWA currently has leases for three independent cell towers and one water tank antennae with cellular companies that results in \$70,550 of revenue each year. We believe that the revenue potential is even greater if new sites are marketed and revenue from existing leases is maximized. However, CCWA staff does not have the expertise to maximize this potential revenue stream. CCWA staff has negotiated a contract with a firm with expertise in marketing and managing cell tower leases that we believe will help us maximize the potential revenue from these sites.

Georgia Tax and Regulatory Solutions, LLC (GTRS) has the experience and knowledge necessary to assist CCWA with these efforts. They will provide the following services:

- Market existing CCWA properties to national cellular companies and negotiate leases for additional cellular towers or antennae;
- Provide application reviews for new sites and annual site audits for existing sites to insure:
 - cellular companies are complying with the lease and other local, state or national regulations, or codes related to cell towers and antennae;
 - cellular companies do not add additional carriers to existing sites without CCWA approval and revenue sharing; and
- Represent CCWA in negotiations for lease extensions or changes.

This type of service is relatively new and there are not many firms in the business. GTRS was recommended by others and their staff has extensive experience in the cellular business and local government management. GTRS will receive no payment except for audits of existing sites unless new revenue is generated.

A summary of the negotiated terms of the contract are as follows:

- The agreement will be for 5 years and renewable for successive 5 year periods at the same terms and rates upon agreement by both parties;
- GTRS will receive 25% of revenues generated by leases for new cellular towers or antennae for the first 5 years and then 20% of revenues for any succeeding years if the agreement is renewed;
- GTRS may negotiate annual audit or application fees as approved by CCWA to be paid by the lease holder for any new sites;
- GTRS will be paid \$1,000 to audit existing leases and will receive 25% of any additional revenue generated by this audit less the \$1,000 audit fee; and
- Any additional services requested by CCWA will be compensated based on the hourly fee schedule attached in the proposed contract.

CCWA staff requests Board approval for the General Manager to sign this contract with GTRS for cellular tower lease management.

UPON Motion by Marie Barber and seconded by Lloyd Joiner it was

RESOLVED: to give approval for the General Manager to sign the Cell Tower Lease Management contract as outlined above.

Upon Motion by Lloyd Joiner and seconded by John Westervelt 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, stated that the leases for the four CCWA rental properties expired a few months ago and were extended for the next six months. The leases will be extended for an additional 5 years. There are no plans for major changes at this time.

Mr. Thomas stated that he received a letter from Tommy Irvin, Commissioner of Department of Agriculture, regarding Opinion 2009-6 from the Georgia Attorney General and non-payment of storm water fees. Mr. Thomas plans to send a letter to Commissioner Irvin indicating the Water Authority respectfully disagrees with his interpretation of Official Opinion 2009-6.

Mr. Thomas stated that the upgrade to the new digital phone system has presented many challenges. We have experienced problems in our Call Center with the computerized voice answering service, calls re-routing, dropped calls, etc. The number of customer complaints has increased. He proposes that we hire two temps and one full-time employee to help resolve the problems in the Call Center at a total cost for the remainder of this budget year of \$60,200.

UPON Motion by Wes Greene and seconded by Lloyd Joiner it was unanimously

RESOLVED: to approve the General Manager's request to hire additional staff to improve the Call Center.

Mr. Thomas discussed the ruling regarding Lake Lanier and how it affects the Clayton County Water Authority.

Mr. Thomas stated that the contract for the City of College Park for water sales did not include a termination date. Mr. Thomas would like approval to sign the agreement to provide water for 20-years and insert a termination date.

UPON Motion by Wes Greene and seconded by Lloyd Joiner it was unanimously

RESOLVED: to approve the General Manager's request to sign 20-year agreement to supply water and add termination date to the contract.

Mr. Thomas stated that the dedication of the Huie Constructed Wetlands will take place on October 21, 2009. Guests will meet at the Shamrock Community Use Building (CUB) at 10:00 a.m. Refreshments will be served. Two buses will transport guests to the Wetlands site. The guests will have the opportunity to tour the Wetlands site and then return to Shamrock CUB.

Mr. Thomas stated that installation of the memorial for John Beale is underway. The fountain was removed and, a tree and flowers were planted in the rear of the Headquarters Building. Walker Nursery donated the labor for the tree and flower installation. The plaque is due to arrive in the next few weeks.

Upon Motion by Wes Greene and seconded by Lloyd Joiner 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.

Pete McQueen, Chairman

Walter Marie Barber, Secretary/Treasurer