

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, September 1, 2011

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

Present at the meeting were: Chairman, Pete McQueen, Vice Chairman, John Chafin, Secretary/Treasurer, Marie Barber, Board Members, John Westervelt, Oscar Blalock, Rodney Givens and Sophia Haynes; General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams, other CCWA staff and visitors.

Chairman McQueen called on Desmond Norwood, Ground Maintenance Worker, 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 August 2, 2011. Hearing none, the minutes were approved as presented.

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, 2011.

Recognition: Chairman McQueen called on Guy Pihera, Water Production Manager to present the Safety Team Awards. The awards were presented as follows: High Hazard 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place Teams – Casey Plant, Chris Hamilton, Leader; Hooper Plant – Stephen Tarpley, Leader; and Natural treatment Systems – Donnie Kiblinger, Leader, respectively. Low Hazard Team Award went to Finance – Beth Godsey, Leader.

FYB 2010 Certified Financial Audit Report Presentation: Chairman McQueen called on Emory McHugh, Finance Director, to present the FYB 2010 Certified Financial Audit Report Presentation. Emory introduced Miller Edwards, CPA of Mauldin & Jenkins to present details of CCWA's Financial Audit Report.

Sewer Cleaning Unit Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Distribution & Conveyance Manager, to present the Sewer Cleaning Unit Bid Recommendation.

<b>Vendor</b>	<b>Bid</b>	<b>Make/Model</b>
<b>Environmental Products of Georgia</b> Atlanta, GA	\$166,323.00	Vactor Ramjet V8015U
<b>P&amp;H Supply Co, Inc.</b> Warrenton, GA	\$172,141.81	Aquatech STR 1500
<b>Adams Equipment</b> White Plains, GA	No Bid	
<b>Enviroquip</b> College Park, GA	No Bid	
<b>Municipal Equipment Sales</b> Woodstock, GA	No Bid	
<b>Pats Pumps and Blowers</b> Cumming, GA	No Bid	
<b>Sewer Equipment Company</b> Glenview, IL	No Bid	

Staff recommends purchasing one Vactor Ramjet V8015U from Environmental Products of Georgia, Inc. in the amount of \$166,323.00. This equipment will replace a 10 year old machine that is at the end of its useful life and the budgeted amount for this purchase in the FY 2011 Operating Budget was \$170,500.00.

UPON Motion by John Chafin and seconded by Rodney Givens it was unanimously

RESOLVED: to award the bid for purchase of one Vactor Ramjet Sewer Cleaning Unit to Environmental Products of Georgia in the not to exceed amount of \$166,323.00 as requested and outlined above.

Cutaway Van Chassis and Cube Body Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Distribution & Conveyance Manager, to present the Cutaway Van Chassis and Cube Body Bid Recommendation.

<b>Vendor</b>	<b>State Contract Price</b>	<b>Make/Model</b>
<b>Wade Ford</b> Smyrna, GA	\$34,104.00	2012 Ford E 450

Staff recommends purchasing one 2012 Ford E – 450 Cutaway Van Chassis with a 15’ cube body from Wade Ford under the State of Georgia Statewide Purchasing Contract in the amount of \$34,104.00. This vehicle will replace an eleven year old unit that has reached the end of its useful life. This vehicle is used by our Backflow Testing & Repair Section as a mobile office and repair station. This purchase was budgeted at \$36,000.00 in the approved 2011 Capital Budget.

UPON Motion by Oscar Blalock and seconded by John Chafin it was unanimously

RESOLVED: to award the bid for purchase of one 2012 Ford E-450 Cutaway Van Chassis to Wade Ford under the State of Georgia Statewide Purchasing Contract in the not to exceed amount of \$34,104.00 as requested and outlined above.

Roll-off Style Dewatering Container Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Distribution & Conveyance Manager to present the Roll-off Style Dewatering Container Bid Recommendation.

<b>Vendor</b>	<b>Bid</b>	<b>Make/Model</b>
<b>Flo Trend Systems, Inc.</b> Houston, TX.	\$39,875.00 Meets all specs	Flo Trend RB-25-0-GV
<b>Johnson Equipment Co.</b> Baton Rouge, LA.	\$44,875.00	Flo Trend RB-25-0-GV
<b>Pat Anthony Technologies</b> Mount Dora, FL.	\$44,895.00	Flo Trend RB-25-0-GV
<b>Mid-Continent Equipment Co.</b> Tulsa, OK.	\$46,000.00	Flo Trend RB-25-0-GV
<b>Spectrum Equipment Partners LTD.</b> Livingston, LA.	\$27,033.00 Met 23 of 33 specs	SEPL - OT

This equipment will be used to dewater various materials that are removed from our Wastewater Conveyance System during routine cleaning activities as well as material collected at Sewer Spill sites. Once dewatered, the remaining solids will be disposed of through an annual hauling contract to an approved landfill facility.

Staff recommends purchasing one Flo Trend RB-25-0-GV Dewatering Container from Flo Trend Systems in the amount of \$39,875.00 as this is the lowest bid for equipment meeting all of our specifications. This vendor has a Metro Atlanta servicing dealer. The low bidder did not meet specifications for construction of the filter plates and drainage structure as well as the cover assembly to control odors. The budgeted amount for this purchase is \$40,000.00 and this funding is available in the R&E Fund.

UPON Motion by John Chafin and seconded by Marie Barber it was unanimously

RESOLVED: to award the bid for the Roll-off Style Dewatering Container to Flo Trend Systems in the not to exceed amount of \$39,875.00 as requested and outlined above.

Stormwater Capital Project Summaries: Chairman McQueen called on Kevin Osbey, Stormwater Program Manager, to present the Stormwater Capital Project Summaries.

As part of the Stormwater Utility 2011-12 Annual Budget, \$3,000,000 was dedicated for larger scaled projects that directly went to replacing/renewing existing SW Infrastructure. Of this funding, \$2,000,000 was dedicated to activities involving the actual removal and replacement of pipe and other structures. \$1,000,000 was dedicated to trenchless technology methods.

Between May 2011 and July 2011, eleven capital projects have been opened. Five have been removal/replacements while six have been trenchless (Cured-In Place).

During this same period, \$805K has been allocated for all projects. \$433K has been allocated for removal and replacement jobs while \$372K has been allocated for trenchless jobs.

Below is a summary of two projects that were completed and closed in July 2011 that will be discussed in more detail at the Board meeting:

<b>Project #</b>	<b>Name</b>	<b>Budget</b>	<b>Cost</b>	<b>Method</b>
41105	North Shore Estates Improvements	\$51,628	\$44,618	Cured-In-Place
41106	Mill - Smith Street Improvement	\$101,553	\$92,717	Remove/Replace

Actual project descriptions are shown as part of the monthly Stormwater Capital Improvement Project Summary.

JDE Upgrade Implementation Support Contract Amendment: Chairman McQueen called on Karen Riser, Risk Manager, to present the JDE Upgrade Implementation Support Contract Amendment.

As part of the J.D. Edwards upgrade process CCWA solicited proposals for professional services to help migrate our software to the latest version. The Request for Proposal solicitation only included the “application” professional services as our CCWA Management Information Services (MIS) section fully intended to use our internal MIS staff to perform all the technical aspects of the upgrade process in reference to deploying the software, configuring the hardware operating system for application performance, moving the JDE solution from a windows environment to a web environment and making the necessary customization and modification to the software to meet our business needs and processes.

Our JDE upgrade project was kicked off on August 22, 2011 and after reviewing the time line and scope of services necessary on a technical level it has been determined by our staff with the assistance of Denovo that we will need to supplement our MIS section with some technical professional services.

Staff recommends an amendment to the current Denovo contract for an amount not to exceed \$80,000 for the technical services as required for the upgrade implementation. This work will be funded from the R&E fund and will be reallocated to the JD Edwards Upgrade Project.

UPON Motion by John Westervelt and seconded by Marie Barber it was unanimously

RESOLVED: to approve staff request to amend the current Denovo contract for the additional not to exceed amount of \$80,000.00 as requested and outlined above.

Information Technology Master Plan Task Order Recommendation: Chairman McQueen called on Terry Moy, Program Management and Engineering Manager, to present the Information Technology Master Plan Task Order Recommendation.

Recent network issues and planned improvements to emergency planning operations have created a renewed need to review IT equipment and processes. The proposed work would include financial/accounting, customer accounts, GIS/CMMS, SCADA and other software packages currently used by CCWA. The work would result in a detailed evaluation of existing hardware, software, backup/recovery plans, security, integration and supporting processes.

A summary of the investigation including a gap analysis, prioritization of improvements and scheduling/budget plan would be prepared to support follow up work activities.

This effort is needed to insure that CCWA is obtaining the maximum benefit and efficiencies from the many software packages and processes that are now being used.

Brown & Caldwell held a workshop with CCWA staff in July to review current processes, obtain an overview of operations and present their experience with similar work with other clients. Based on this activity, CCWA staff has worked with B&C to develop and negotiate a scope of services to complete the proposed work.

The proposed work contains the following activities:

- Establish a Technology Governance Approach
- Establish a Technology Vision
- Assess Current State
- Determine Future State
- Perform Gap Analysis
- Perform IT System Assessment
- Develop IT Master Plan

**Contract Information**

Task Order Amount	\$167,806.94
Funding	Operating Funds/GM's Contingency Account

***Project Managers:***

Brown & Caldwell – Randy Shaw  
Clayton County Water Authority – Karen Riser

UPON Motion by Marie Barber and seconded by Oscar Blalock it was unanimously

RESOLVED: to approve the Information Technology Master Plan Task Order Recommendation for the not to exceed amount of \$167,806.94 as requested and outlined above.

On Call Engineering Services Proposed Budget: Chairman McQueen called on Terry Moy, Program Management & Engineering Manager, to present the On Call Engineering Services Proposed Budget.

As a part of earlier practices under Master Services Agreements (MSA's) for engineering services, Program Management and Engineering operations included work provided as miscellaneous services under an "On Call Services Task Order" to support water/water reclamation and stormwater operations.

On Call services are typically used to support small and quick turnaround needs including:

- Permitting/Regulatory support
- Process/technology evaluations
- Modeling
- Structural analysis
- Supplemental/Design support

These services are authorized and tracked by individual work orders with negotiated scopes, schedules and budgets.

Staff recommends the continuation of these services as a part of the current On Demand Engineering Services contracts.

**CCWA Staff Recommendation:** Approval of the following budgets for On Call Engineering Services to be provided by either Jacobs or Brown & Caldwell based on staff discretion. Any project over \$20,000 would be brought to the Board for independent approval.

- \$100,000 Engineering
  - WO #1 Jacobs / Sharepoint Install / \$10,600.00.
- \$100,000 Stormwater

***Project Managers:***

Jacobs: Tom Kelley  
Brown & Caldwell: Randy Shaw  
CCWA: Terry Moy

UPON Motion by John Chafin and seconded by Sophia Haynes it was unanimously

RESOLVED: to approve budget for On Call Engineering Services to be provided by either Jacobs or Brown & Caldwell based on staff discretion and the guidelines listed above.

HQ Architectural Design Schedule Update: Chairman McQueen called on Terry Moy, Program Management & Engineering Manager, to present the HQ Architectural Design Schedule Update.

In July the board approved the award of architectural services to the firm of Richard Wittschiebe Hand (RWH) for the Headquarters design project. Since that time RWH has completed executing the contract documents and conducted a project kick off meeting.

Upcoming design schedule/milestones that are planned include:

Preliminary Design

- Mechanical systems surveys
- Development of water feature design concepts
- Layout validation workshop
- Security system assessment

Detailed Design

- 50% Design
- 80% Design
- 100% Design/Contract Documents

At the completion of design services, RWH will assist CCWA in bidding the work and will then provide Services During Construction (SDC's).

In conjunction with overall building improvements CCWA staff has worked with Georgia Power to conduct a building energy audit and have also experienced some system wide security issues that need to be incorporated into design activities. To that end, staff have developed scopes of work and negotiated levels of effort to supplement the design contract with RWH.

Staff recommends award to Richard Wittschiebe Hand in the additional amount not to exceed of \$13,600. Funding for this project will be from the existing Renewal & Extension fund project budget for the building modifications.

UPON Motion by Rodney Givens and seconded by Marie Barber it was unanimously

RESOLVED: to approve staff's request of additional funding for project originally awarded to Richard Wittschiebe Hand for the not to exceed amount of \$13,600.00.



Resolution for Authorized Signatures for OPEB Trust Account: Chairman McQueen called on Mike Thomas, General Manager, to present the Resolution for Authorized Signatures for OPEB Trust Account.

SunTrust Bank currently holds the Trust Account for the Other Post Employment Benefits (OPEB) Trust Fund. The Bank requires an updated authorization for signatures/approval of transactions. The OPEB Trustees would still be responsible for approving any transactions but this would authorize the General Manager and Finance Director to in turn provide direction to SunTrust.

RESOLUTION NO. 2011 – 2

A RESOLUTION OF THE CLAYTON COUNTY WATER AUTHORITY TO DESIGNATE CERTAIN AUTHORIZED REPRESENTATIVES OF THE AUTHORITY TO SUNTRUST BANK.

WHEREAS, SunTrust Bank currently holds the Trust Account for the Other Post Employment Benefits (OPEB) Trust Fund;

WHEREAS, SunTrust Bank requires an updated authorization for signatures and approval of transactions;

WHEREAS, it is the intent of the Clayton County Water Authority (the “Authority”) that the OPEB Trustees shall be responsible for approving any transactions for the OPEB Trust Fund; and

WHEREAS, the Authority intends to authorize the General Manager and Finance Director to provide direction to SunTrust Bank;

NOW, THEREFORE, IN JOINT MEETING ASSEMBLED, BE IT RESOLVED by the the Clayton County Water Authority, and it is hereby resolved by authority of the same, as follows:

Section 1. General Authority. P. Michael Thomas, as General Manager of the Authority and Emory McHugh, as Finance Director, are hereby authorized to sign instructions and instruments for the Other Post Employment Benefits (OPEB) Trust Fund held for the Authority by SunTrust Bank. Any signature made pursuant to this authority may be a facsimile signature or other means of identification if it is authorized in writing by the General Manager. The OPEB Trustees shall still be responsible for approving any transactions. This decision supersedes all prior general signature authority decisions of the Authority with respect to the OPEB Trust Fund without prejudice to action taken pursuant to them.

The below-named person has been duly elected and this day is General Manager of the Authority and the signature below set opposite his name is his genuine signature.

Name

Signature

P. Michael Thomas

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The below-named person has been duly elected and this day is Finance Director of the Authority and the signature below set opposite his name is his genuine signature.

Name

Signature

Emory McHugh

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Section 2. Repealing Clause. All resolutions or parts thereof of the Authority in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section 3. Effective Date. This resolution shall be effective immediately upon its adoption.

CERTIFICATE

I, \_\_\_\_\_, Secretary of the Clayton County Water Authority, DO HEREBY CERTIFY that the foregoing page(s) of typewritten matter constitute a true and correct copy of a resolution duly adopted by the Clayton County Water Authority, in a meeting of the Clayton County Water Authority duly assembled and at which a quorum was present and acting throughout, on the 1<sup>st</sup> day of September, 2011, in connection with the designation of certain persons to be authorized representatives of the Authority to SunTrust Bank, the original of which resolution is duly recorded in the Minute Book of said Authority.

WITNESS my hand and official seal of said Authority this the 1<sup>st</sup> day of September, 2011.

\_\_\_\_\_  
Title:

(SEAL)

UPON Motion by Rodney Givens and seconded by John Chafin it was unanimously

RESOLVED: to approve resolution to update bank authorization for signatures and approval of transactions as requested and outlined above.

Upon Motion by Marie Barber and seconded by Oscar Blalock 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.

Mr. Thomas stated that the unaccounted for water percentage has decreased to less than 9 percent from 12 percent a year ago. This decrease is likely related to Mr. Bennett's 2-year meter change out program.

Mr. Thomas requested approval to enter a Memorandum of Understanding between CCWA and GDOT for the State to provide for the cost of relocating water and sewer lines in upcoming road projects.

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UPON Motion by John Chafin and seconded by Oscar Blalock it was

RESOLVED: to approve authorization for General Manager to sign the Memorandum of Understanding between GDOT and the CCWA.

Mr. Thomas asked the Board their opinion on including a small insert in CCWA bills for an upcoming Chamber of Commerce event and all were in agreement with this.

Mr. Thomas informed the Board that work was needed to address a spring that was seeping from a slope on phase 4 of the Huie wetlands. This work is expected to cost approximately \$30,000 and can be accomplished using Lakshore Engineering, who is currently doing the work at the Hooper WPP under that existing contract, without increasing the contract amount. CH2M Hill will donate \$15,000 to this work since it could be argued this problem should have been addressed during design.

Mr. Thomas informed the Board that the company that purchases our pellets from the Casey Plant had requested a five year contract extension. CCWA staff negotiated an increased pellet price from \$7 to \$15 per ton. There are very few qualified and dependable vendors who can provide this service.

UPON Motion by Marie Barber and seconded by John Chafin it was unanimously

RESOLVED: to approve request to renew current contract for Casey pelletizing removal for 5 years at \$15 per ton.

Mr. Thomas stated that a pump motor failed at the Hooper Plant. The pump had to be repaired to keep the plant in good operating condition. The cost to repair the pump motor was \$48,600. An additional pump motor may also need repair. Replacing these pumps would cost \$150,000 to \$200,000. He will get three quotes and move forward with repair the process for the other pump.

Mr. Thomas discussed need to replace a 6" water line on Hwy 54 near Morrow Road. Due to the need to do this work before GDOT finishes with road paving in this area, Mr. Thomas requested the ability to use condemnation powers for needed easements. CCWA staff has attempted to negotiate the acquisition of these easements for months without success. Board concurred to move forward with the project.

Mr. Thomas updated the Board regarding legal counsel representation for the bond refinancing. Three quotes were obtained and Mr. Murray was the lowest.

UPON Motion by Marie Barber and seconded by Rodney Givens 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