

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

The regularly scheduled April 2012 Board Meeting was held at Chateau Élan, located at 100 Charlemagne Rue, Braselton, GA 30517, beginning at 1:00 p.m., on Thursday, April 5, 2012. This meeting was held in two sessions, with the second session starting on Friday, April 6, 2012 at 9:00 a.m. at the same location.

Chairman, Pete McQueen, called the meeting to order at 1:03 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, Carla Clark, Executive Coordinator and other CCWA staff and visitors.

Chairman McQueen called on Carl Stephens, Interim Finance Director, 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 March 1, 2012. Hearing none, the minutes were approved as presented.

Financial and Statistical Report: Chairman McQueen called on Carl Stephens, Interim Finance Director, to give our financial report. Mr. Stephens reviewed the financial information that was given to the Board for the period ending February 29, 2012.

Recognitions: Chairman McQueen called on Mike Thomas, General Manager, to recognize Carla Clark, Executive Coordinator for her 15 years of service. He congratulated and thanked her for her continued hard work and dedication to the Water Authority and presented her with a 15-year service pin.

Chairman McQueen again called on Mike Thomas, General Manager, to recognize the Finance Department. Mr. Thomas thanked the Finance Department for their dedicated work as they have been awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 25<sup>th</sup> year in a row.

Lake Mirror Area Stormwater Improvements Task Order: Chairman McQueen called on Kevin Osbey, Stormwater Program Manager, to present the Lake Mirror Area stormwater Improvements Task Order.

The Authority's wastewater discharge permit, the municipal stormwater permit and the Metropolitan North Georgia Water Planning District plans all require that action be taken to improve existing impaired streams and to protect the water quality of all Clayton County streams. One of the County's most impaired streams is the Upper Flint River that is impacted by a high percentage of impervious surfaces in the watershed and numerous industrial/commercial activities.

CCWA staff has worked with Jacobs Engineering to develop a scope of work that would perform a detailed stormwater infrastructure study in one of the most industrialized drainage areas previously identified by the Upper Flint River Watershed Master Plan Study (October 2010).

This 120 acre area captures drainage from industries located on Lake Mirror Road, Lake Mirror Place, and Royal Drive. Clorox, Georgia Power, Tara Plastics, and Kuhne & Nagle represent a few of the business located in this area.

Results from this study will analyze existing performance of the system and identify potential locations for improvements including areas subject to flooding.

The scope for this Task Order includes:

- Task 1 – Stakeholder Outreach
- Task 2 – Stormwater Infrastructure Survey
- Task 3 – Stormwater Hydrologic/Hydraulic Modeling
- Task 4 – Stormwater Improvement Alternatives

**Project Managers:**

Jacobs Engineering – Rachel Jones  
Clayton County Water Authority – Kevin Osbey

**Task Order Costs:** Not to exceed \$160,522

**Funding:** 2011-12 Stormwater Revenues – Watershed Improvement Projects

UPON Motion by John Chafin and seconded by Oscar Blalock and an abstention from Rodney Givens it was

RESOLVED: to approve Task Order No. JA-SW-11-05 with Jacobs Engineering at a not exceed amount of One-hundred sixty thousand, five hundred and twenty two dollars (\$160,522) as outlined above and to further give the General Manager authorization to sign the Task Order.

Water and Wastewater Treatment Chemicals Annual Bid Amendment: Chairman McQueen called on Guy Pihera, Water Production Department Manager, to present an overview of the request to amend a portion of the Water and Wastewater Treatment Chemicals Annual Bid Recommendation award from March 1, 2012.

After the award it was brought to the award committees' attention that a Siemens Industries' bid was inadvertently omitted from scoring. After review it was determined that the omitted bid was in fact was the lowest responsive bid for the purate chemical category.

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

RESOLVED: to rescind the portion of the bid awarded to Water Solutions that included the purate chemical as outlined in the request for bid documents of March 2012.

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

RESOLVED: to award the portion of the bid for purate chemicals to Siemens Industries as the lowest responsive bidder; and additionally request that in the event Siemens cannot fulfill the requirements, that staff be allowed to go the next lowest responsive bidder, Water Solutions Industries.

Fiscal Year 2012 Budget Proposal: Chairman McQueen called on Mike Thomas, General Manager and Carl Stephens, Interim Finance Director to present the Fiscal Year 2012 Budget Proposal.

We are pleased to submit the adopted financial operating plan for the Clayton County Water Authority for its fiscal year covering the period from May 1, 2012 through April 30, 2013. The adopted budget contains a conservative estimate of revenues for the upcoming year along with an appropriations or expenditure plan to match these conservative estimates. These annual budgets also allow CCWA to continue on a “pay-as-you-go” plan for financing our capital improvement plans, avoiding any new debt during these difficult economic times.

As shown in the table below, the adopted consolidated operating budget for Water and Sewer and Stormwater Utility Funds is \$95,405,443 or 4.5% more than FYB 2011 budget. This budgetary increase is due to an improving economy and the rate adjustments implemented in September 2010 and January 2012. The Authority’s estimate of revenues does not include any rate adjustments for FYB 2012; however, management believes a small increase in the water and sewer rates may be necessary in January 2013 to maintain the Board’s policy of maintaining a ratio of net revenues to debt service of 1.5 times.

For the Fiscal Year Beginning	Consolidated Operating Budget	Water and Sewer Utility Operating Budget	Stormwater Utility Operating Budget
May 1, 2012	\$95,405,443	\$86,138,043	\$9,267,400
May 1, 2011	\$91,300,450	\$82,164,550	\$9,135,900

The Authority's management team and budget staff construct the budget each year to facilitate our Mission of *providing reliable water services to our community through innovation, efficiency and the protection of our water environment*. Projects are included to help achieve our Vision of *Quality Water, Quality Service*.

Staff recommends adoption of this budget at \$95,405,443 and the Property and Casualty insurance renewals as presented with the following amendments:

- Modify previous Board action to assign \$2.5 million dollars from the sale of property to Henry County into the Casey Plant Improvement R & E Fund by placing \$1.0 million into the Casey Plant R&E Fund and \$1.5 million into the HQ Building Modifications R&E Fund;
- Consider need for a rate adjustment at a later date to be implemented by January 2013;
- Approval to fund two additional IT positions as identified by the IT Master Plan this year from the General Manager's Contingency Fund at a total salary and benefits of not more than \$180,000 for the two positions;
- Approve a 1% COLA with a minimum increase of \$750 and requesting to use the General Manager's Contingency Fund for the additional funds this year;
- Reallocate \$1.5 million in the proposed budget for the HQ Building Modifications (BU 101) to the Casey Plant Improvements (BU 720).

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

RESOLVED: to adopt the proposed Fiscal Year 2012 Budget as requested and to consider an amount for rate adjustment to be implemented later in 2013 in order to maintain the revenues to debt service ratio of 1.5 times and continue our pay-as-you-go capital plan.

Chairman McQueen called a recess to the meeting at 4:52 p.m.

Chairman McQueen called the second session of the Regular Board Meeting to order at 9:05 a.m. on Friday, April 6, 2011.

Chairman McQueen called on Mike Thomas, General Manager, to give the invocation.

Recognitions: Chairman McQueen called on Mike Thomas, General Manager, to recognize Mike Buffington, Project Engineer for his service. He congratulated and thanked Mr. Buffington for his continued hard work and dedication to the Water Authority for 30 plus years of service to our growth.

Levels of Service and 2010 Strategic Master Plan Update: We are beginning the third year of implementation of the 2010 Strategic Master Plan. A Strategic Master Plan is best used as a dynamic planning tool that is updated annually to adapt to changing business and environmental factors. CCWA staff provided an update on implementation of Master Plan projects and recommended changes to the plan.

A key component of the 2010 Strategic Master Plan was the development of seven strategies to guide the Water Authority for the next decade. In order to support the successful implementation of these strategies, CCWA staff developed Levels of Service for each strategy to help us measure our success. These Levels of Service put the focus on customer and stakeholder expectations. For each Level of Service a quantifiable Performance Measure was also developed to provide a clear target. CCWA staff will review these Levels of Service and Performance Measures and our recent results.

Staff recommends the following changes to Projects identified in the 2010 Master Plan

- **Remove** Projects 302 / Chemical Feed Improvements for Stage 2 D/DBP Compliance and 316 / Installation Remote Booster Chlorination Facilities from the Master Plan
- **Move the following projects to earlier years** as need indicates: 112 / Construct Maintenance Building, Design 2012 and Construction 2013; Shoal Creek WRF Influent Pump Station identified for 2017 to 2012 due to corrosion issues

- **Move the following projects to later years:** 304 & 305 / Emergency Power Generators Morrow, Smith and/or Hooper; to 2013; Solids Handling Study to 2014; 312 / Solids Handling Improvements to 2015; 308 / Liquid Lime Feed System Hicks; and 715 / Assessment & Analysis – Total Phosphorus Reduction Technologies to 2014

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

RESOLVED: to make changes to the 2010 Master Plan as recommended by staff

UPON Motion by John Chafin and seconded by Rodney Givens with John Westervelt abstaining it was

RESOLVED: to move \$7 million dollars from the Revenue Fund and direct \$6.5 million into the Renewal and Extension Fund and \$500,000 thousand dollars to the OPEB (Other Post Employment Benefits) Trust.

IT Master Plan Update and Business Intelligence Pilot Task Order Summary: The Board authorized the development of an Information Technology (IT) Master Plan through a Task Order with Brown & Caldwell in September 2011. CCWA staff has worked with Brown & Caldwell consultants to perform an assessment of CCWA's IT operations and to identify gaps in IT systems and management practices. CCWA staff will provide an overview of this process and the draft recommendations. CCWA would like to proceed with one recommendation from the Master Plan that will support our Levels of Service reporting process.

A utility-wide operating Levels of Service (LOS) project was included as part of the 2010 Strategic Master Plan. This project was to establish LOS categories for each department along with LOS targets for each department. These LOS include performance measures to support monitoring of each department and is the basis for other projects identified in the Master Plan.

While the LOS is established and the reporting for each service as well as the monitoring of the target/goal has been implemented, the reporting of the various LOS in some cases

is cumbersome. Therefore to make the data more manageable and streamline reporting of the information CCWA staff has worked with Brown and Caldwell to develop and negotiate a scope of services to complete a Business Intelligence Pilot to include a Levels of Service reporting tool using SharePoint. This pilot will address five specific LOS to include: call center performance, respond promptly to stormwater customer calls, respond promptly to distribution and conveyance customer calls, minimize system water losses and minimize the number of water line leaks/breaks/damages, and claims paid.

The proposed work contains the following activities:

- Establish a Business Intelligence Vision
- Develop SharePoint Template for Levels of Service
- Develop High Level Design for Business Intelligence Pilot
- Develop Detailed Design for Business Intelligence Pilot
- Deploy Business Intelligence Pilot

**Task Order Information**

Task Order Amount	\$38,765.00
Funding	Operating Funds

***Project Managers:***

Brown & Caldwell – John Rosendahl  
Clayton County Water Authority – Karen Riser

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

RSOLVED: to approve the Task Order with Brown and Caldwell Engineering at a not to exceed cost of thirty-eight thousand, seven hundred and sixty five dollars (\$38,765) as outlined above and to further give the General Manager authorization to sign the Task Order.

HQ Building Modification Design: At the February meeting, the Board approved a contract amendment to go forward with the recommendations of the value engineering study. The architect has proceeded with design activities and has delivered 80% drawings and is working to complete specifications.

On the current schedule permitting and advertising for construction is planned for early summer with construction planned to begin in the fall. Construction completion is slated for late spring 2013.

Because of the critical scheduling and coordination needed to support continuous operations at the facility and with other expected impacts to customers and employees due to construction activities, the architect and staff recommend that this work be procured on a qualifications based selection using a Request for Proposal process. The Board directed the staff to proceed with and RFP process with price being no more than 40% of the selection criteria weighting.

Staff will present the results of current design layouts, construction sequencing and planning efforts to support this recommendation.

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

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