

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, January 6, 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, Don McMillian, Oscar Blalock, and Rodney Givens; 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 Shayla Nealy, Water Resources Engineer, 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, December 2, 2010. 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 November 30, 2010.

Employee Recognition: Chairman McQueen called on Mike Bennett, Deputy Manager to recognize Jenny Morris, Accounts Receivable Supervisor, for her 15 years of service. Mike thanked Jenny for her hard work and dedication to the Water Authority and presented her with her 15-year service pin.

Jim Poff, Water Reclamation Manager, recognized Mark Cochran for his 15 years of service. He thanked Mark for his hard work and dedication and presented him with his 15-year service pin.

Herbert Etheridge, Distribution & Conveyance Manager, recognized the following staff for obtaining their Water Distribution Certification: Keith Crawford, Troubleshooter; Scott Cantrell, Equipment Operator; and Rick Lewis, Sewer Rehabilitation Foreman. Herbert also recognized the following staff for obtaining their Wastewater Collection Certification: Kyle Phillips, Utility Service Mechanic; Anthony Butler, Backflow Technician; Casey Watson, Equipment Operator; Bill Goddard, Equipment Operator; and Andrea McLain, Utility Service Mechanic. Herbert expressed appreciation to his staff for their commitment to professional development.

Annual Janitorial Services Contract Bid Recommendation: Chairman McQueen called on Teresa Adams, General Services Manager, to present the Annual Janitorial Services Contract Bid Recommendation.

Vendor	Annual Cost
C & T JANITORIAL SERVICES McDonough, GA	\$ 73,841.00
BLK JANITORIAL SERVICES Jonesboro, GA	\$ 83,248.00
OFFICE ENVIRONMENTS McDonough, GA	\$ 85,754.51
SAL'S SERVICES, INC. Rex, GA	\$ 92,761.27
JAMES COLLINS CONSTRUCTION Griffin, GA	\$ 95,300.00
HU-RAY CLEANING Forest Park, GA	\$ 97,000.00
QUALITY CLEANING SOLUTIONS Ellenwood, GA	NO BID

Staff recommends this contract be awarded to the lowest bidder, C & T Janitorial Services, at the annual cost of \$73,841.00.

If C & T Janitorial Service is unable to meet all of the Authority's contractual requirements, staff recommends this contract be awarded to Office Environments, at the annual cost of \$85,754.51.

This contract will be for one year 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%) percent.

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

RESOLVED: to award the contract for Annual Janitorial Services to C & T Janitorial Service for one year at the annual cost of \$73,841.00, contingent upon approval of bonds and insurance as required by the specifications, and to authorize the General Manager to sign the contract documents. If C&T Janitorial Service is unable to meet all contractual requirements, the contract will be awarded to Office Environments at the annual cost of \$85,754.51.

11,000 lb. Excavator Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Distribution & Conveyance Manager, to present the 11,000 lb. Excavator Bid Recommendation.

Vendor	Bid	Make/Model
Mason Tractor McDonough, GA	\$50,320.00	Takeuchi TB250C
Vermeer Southeast Marietta, GA	\$50,825.00	Yanmar VIO 45-5
Yancey Cat Atlanta, GA	\$53,153.00	Cat 305 DCR
Flint Equipment Atlanta, GA	\$53,158.00	Deere 50D
Vermeer Southeast Marietta, GA	\$55,247.00	Yanmar VIO 55-5
Cowin Equipment Mableton, GA	\$57,538.00	Doosan DX60R
Tractor & Equipment Co. Forest Park, GA	\$63,200.00	Komatsu PC 55MR-3
Lashley Tractor Sales Lithonia, GA	No Bid	
Peremiter Bobcat Lake City, GA	No Bid	

Staff recommends purchasing one Takeuchi TB250C Excavator with optional hydraulic thumb from Mason Tractor Company in the amount of \$50,320.00. This was the lowest equipment bid and substantially meets specifications. This equipment will replace an 11 year old Takeuchi excavator (10,000 lb) that is at the end of its useful life. The budgeted amount for this purchase was \$60,000.00.

UPON Motion by Don McMillian and seconded by Oscar Blalock it was unanimously

RESOLVED: to award the bid for an 11,000 lb. Excavator with optional hydraulic thumb to the lowest bidder Mason Tractor Company in the not to exceed amount of \$50,320.00 as requested and outlined above.

Hooper Chemical Bulk Storage Tank Bid Recommendation: Chairman McQueen called on Guy Pihera, Water Production Manager, to present the Hooper Chemical Bulk Storage Tank Bid Recommendation.

Bids were received to supply a replacement for a leaking polyethylene tank that was installed in 2005 and cannot be repaired. We are installing a fiberglass reinforced plastic tank that has a better chance of being repaired in the event of a leak.

Bids were opened on December 14, 2010. Results are as follows:

Company	Bid Amount
Augusta Fiberglass Coatings	\$ 20,560
Strand Composite Engineering	\$ 28,000
GPM Environmental	\$ 32,696
Plas-Tanks Industries	\$ 33,202
6600 Services	\$ 34,980
MECO of Atlanta	\$ 38,850
Ecologix Environmental Systems	\$ 41,786

Staff recommends purchase of tank from low bidder Augusta Fiberglass Coatings.

Installation will be through a combination of CCWA forces and outside services at an estimated total cost of \$10,000.

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

RESOLVED: to award the bid for the Hooper Chemical Bulk Storage to Augusta Fiberglass Coatings for the not to exceed amount \$20,560.00 as requested and outlined above.

Hooper WPP Solids Handling Improvements Bid Schedule: Chairman McQueen called on Mike Buffington, Program Management Engineer, to present the Hooper WPP Solids Handling Improvements Bid Schedule.

The W. J. Hooper Water Production Plant (WPP) was upgraded and expanded to a design capacity of 20.0 MGD in 1979; a solids dewatering facility was added in 2002 to dewater alum residuals from the plant; and other treatment units were upgraded in 2006. At that time no work was done on the backwash water recovery basin constructed in 1979. The 2010 Strategic Master Plan recommended certain improvements to the solids handling facilities including upgrades to the backwash water recovery basin.

This project includes construction of these improvements. The improvements will include modifications to the sedimentation basin sludge collection system; and modifications to the backwash water recovery basin sludge collection and pumping facility.

Construction of this project was included in the Fiscal Year 2010 Capital Improvements Plan, list of projects.

Project Managers:

- CH2M Hill, Engineers – Stuart Jeffcoat
- Clayton County Water Authority – Mike Buffington

Estimated Construction Cost:

- \$1.3 Million (Preliminary Estimate)

Funding:

- The project will be funded by R&E Funds

Schedule:

- Advertise For Bids January 28, 2011
- Mandatory Pre-Bid Meeting and Site Visit February 24, 2011
- Open Bids March 10, 2011
- Start Construction June 1, 2011

Budget Revision to BU 621 – Wastewater Conveyance Maintenance: Chairman McQueen called on Mike Thomas, General Manager, to present the Budget Revision to BU 621 – Wastewater Conveyance Maintenance.

This budget unit is part of our Distribution and Conveyance Department (Herbert Etheridge). The Wastewater Conveyance Maintenance group performs the maintenance on all our sewer lines. We have increased our emphasis on sewer line rehabilitation in the last year including the intensive sewer flow monitoring project in the Casey WRF sewer basin. The flow monitoring project helped us identify a significant number of sewer line and manhole maintenance issues where water was entering the sewer system. We now have contractors working to help us specifically pin point other sewer line leaks and failures needing repairs.

CCWA budgets not only by work unit but also by line item based on type of activity. The activities identified above are known as Outside Services. Other line items include materials and supplies, utilities, personnel services, benefits, etc. CCWA staff is proposing to revise the 621 Outside Services budget from \$900,000 to \$1,150,000 to cover the cost of the accelerated sewer system repairs. The additional \$250,000 of funding will be moved from other Distribution and Conveyance System budget units that are under spent.

UPON Motion by John Westervelt and seconded by Don McMillian it was unanimously

RESOLVED: to approve staff's request to revise the 621 Outside Services budget from \$900,000 to \$1,150,000 to cover cost of the accelerated sewer system repairs as requested and outlined above.

Policy Manual Updates: Chairman McQueen called on Mike Thomas, General Manager, to present the Policy Manual Updates.

The Board has adopted or edited policies during the last 18 months that have not been officially placed in the CCWA Law and Policy Manual. CCWA staff requests Board approval to officially include the following items in the Manual. A summary of changes for the period of June 5, 2009 through December 31, 2010 are listed below.

1. Chapter 6, Section 1 Rates and General Fees, Steve Fincher suggests adding all CCWA Fees to this section. Added line to Rates table "All Irrigation Meter Rates will be \$7.14 per thousand gallons" as approved at the June 4, 2009 Board Meeting. Section will be named "General Fees."
2. Chapter 8, Section 32 Customer Deposits – Added "Interest will not be paid on returns of deposit" to show approval by the Board on June 4, 2009.

3. Chapter 13, Section 4, CUB Fees – Remove footnote references and add Public Access Fees to General Fees section once developed.
4. Chapter 8, Section 20, Hardship Assistance verbiage “60% of cell phone tower revenues received in the prior calendar year” and “Clayton Family Care shall receive, as consideration for performing this service, a fee equal to 20% of the amounts paid by the Authority”, was added to incorporate approval of this policy by the Board on June 3, 2010 and August 5, 2010.
5. Chapter 5, Section 9, Policy for Addressing the Board was added to show approval of this policy by the Board on November 4, 2010.
6. Chapter 8, Section 39, Lien Procedures was added to show approval of this policy by the Board on November 4, 2010.
7. Chapter 8, Section 40, Permissible Hours for Outdoor Watering, was added to show the approval by the Board on December 2, 2010.
8. Chapter 3, Section 9, Outdoor Watering of Landscape, will be added to show the approval by the Board of Commissioners on December 14, 2010 of the Ordinance to amend Code of Clayton County for Outdoor Watering of Landscape and related sections.
9. Chapter 11 Professional Services was updated to change title to “Reserved”. Sections 1, 2 & 3 were removed.

RESOLUTION NO. 2011-01

A Resolution Providing for the Adoption and Enactment of a Board Policy Manual for Clayton County Water Authority, Georgia; to Provide for the Repeal of Certain Policies Not Included Therein; to Provide for the Manner of Amending the Policy; to Provide for an Effective Date of this Board Policy Manual; and for Other Purposes.

Be It Resolved by the Board of Directors of Clayton County Water Authority and It Is Hereby Resolved:

A) The Board of Directors hereby adopts the Policy Manual "Board Policy Manual of Clayton County Water Authority, Georgia" consisting of Chapters 1 through 15, each inclusive.

B) All policies of a general and permanent nature enacted on or before January 6, 2011, and not included in the Policy Manual or recognized and continued in force by reference therein, are hereby specifically repealed.

C) The repeal provided for in Section B hereof shall not be construed to revive any policy, or part thereof, that has been repealed by a subsequent policy.

D) Additions or amendments to the Board Policy Manual when passed in the form as to indicate the intention of the Board of Directors to make the same a part of the Policy Manual shall be deemed to be incorporated in the Policy Manual, so that reference to the Policy Manual includes the additions and amendments.

E) Policies adopted after January 6, 2011, that amend or refer to policies that have been codified in the Policy Manual shall be construed as if they amend or refer to like provisions of the Policy Manual.

F) All policies, or parts thereof, which conflict with the provisions of this Policy Manual, are hereby repealed.

G) If any part of this Policy Manual shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect the remainder of this enactment, and such remainder shall remain in full force and effect.

H) This Board Policy Manual shall be effective on the date of its approval by the Board of Directors.

So Resolved, this 6th day of January, 2011. (Resolution No. 2011-01)

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

RESOLVED: to approve the Policy Manual Updates and Resolution as requested and outlined above.

Cell Phone Policy Recommendation: Chairman McQueen called on Mike Thomas, General Manager, to present the Cell Phone Policy Recommendation.

Currently, CCWA does not have a policy regarding the use of cell phones. CCWA provides cell phones to our staff who are subject to being out of the office frequently and need to maintain contact with other CCWA staff, vendors, contractors, etc. and/or they need to be reachable after hours for emergency purposes. The purpose of this policy is to establish a uniform and comprehensive policy for governing the acquisition, use, administration and control of wireless voice communication devices ("cell phone"). It not only includes policies regarding the use of a company issued phone but also sets up an allowance if an employee would prefer to provide their own phone. If approved, this will be an addition to the CCWA Personnel Policy Manual.

The purpose of this policy is to establish a uniform and comprehensive policy for governing the acquisition, use, administration and control of wireless voice communication devices (“cell phone”).

- 1) Certain Clayton County Water Authority (CCWA) employees are required to have a cell phone to adequately perform their required job duties. To qualify for a cell phone the following criteria must be met:
 - a) The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the CCWA that they are accessible during those times.
 - b) The job function of the employee requires them to be accessible outside of scheduled or normal working hours.
- 2) CCWA will provide a company cell phone at CCWA’s cost or, in the alternative, each eligible CCWA employee may provide their own personal cell phone at their cost and CCWA will reimburse the employee for a portion of the monthly service based on a set amount as established. See Wireless Voice Communication Device Allowance Policy.
- 3) Each department manager may submit a request for the acquisition of a cell phone based on the job duties and departmental budget funds availability. This request shall be directed to the General Manager for approval and shall specify if the request is for a company phone or for an allowance for a personal cell phone.
- 4) Each employee is responsible for the security and use of company or personal cell phones. The use of camera phones or other audio or video recording capable devices on CCWA premises may constitute an invasion of the privacy of our employees and customers. The CCWA prohibits unauthorized photography, and audio or video recording of its employees, documents or customers.
- 5) An employee will not be allowed to use a CCWA cell phone for any non-work related internet usage or non-work related photos; additionally no more than minimal personal communication will be authorized.
- 6) All employees may carry a personal cell phone or other types of cellular equipment with them during work hours; but, use of personal cell phones and other cellular equipment for personal business during working hours must be limited in frequency and duration and must not be used so as to interfere with the employee’s job performance/productivity or to cause a distraction to others. Employees are encouraged to make personal calls on non-work time where possible and should make their family members and friends aware of this policy.

- 7) Each employee will be held responsible for the cost of replacement or repair to the CCW A. issued cell phone unless the employee can demonstrate that reasonable care to protect and safeguard the cell phone was exercised.
- 8) CCWA issued cell phones and their usage may be randomly audited.
- 9) Cell phone records and the content of its memory will be subject to the Georgia Open Records Act.
- 10) Employees are strongly discouraged from using handheld cell phones while driving or operating motorized equipment and all such usage must be limited to emergency situations. Otherwise, all employees are encouraged to use either hands-free accessories or to pull off the road and/or shut down machinery for all cell phone usage. Employees are expected to comply with state law prohibiting texting while operating a motor vehicle.
- 11) Employees are expected to use their cell phone in a manner consistent with the CCWA policies and procedures. Misuse of the cell phone in ways inconsistent with CCWA policy or with local, state or federal laws may result in disciplinary action including, but not limited to, immediate loss of a company cell phone or personal cell phone allowance.
- 12) Violation of this policy may result in disciplinary action up to and including termination.

Wireless Voice Communication Device Allowance Policy

CCWA offers an allowance for CCWA related cell phone usage to employees that are eligible for a cell phone under the CCWA Wireless Voice Communication Device Policy.

- 1) An employee wishing to take advantage of this policy should complete and tender the Wireless Communications Device Allowance Request Form. The form must be approved by the appropriate Department Manager and forwarded to the General Manager for final approval.
- 2) Employees will be required to provide a communication device at all times; if so, while minimal outages due to failure of equipment are understandable, prolonged outages are not acceptable. Failure of the employee to thereafter provide an adequate communication device may result in disciplinary action.
- 3) An employee will be required to get prior approval of the CCWA General Manager to return to using a CCWA provided cell phone.

4) The allowance will be approximate to the employee's anticipated business related expenses only. The amount of the allowance will be determined by previous history of each job position. The allowance amount will be reviewed annually but the amounts outlined below will be the maximum amount paid to the employee regardless of the employee's personal phone bill amount. Management will use the following schedule to determine the appropriate allowance:

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

RESOLVED: to approve the Cell Phone Policy recommendation as written and outlined above.

Engineering Services Procurement Schedule: Chairman McQueen called on Mike Thomas, General Manager, to present the Engineering Services Procurement Schedule.

CCWA staff has developed the following schedule for the procurement of On Demand Engineering Services. We propose to issue a request for proposals (RFP) and select two engineering firms based on qualifications to perform water, sewer and stormwater engineering services. Under this proposal, the current contract with CH2M HILL would be terminated and replaced with a contract including the task orders they are currently working on and one additional task order for permitting the discharge from the Casey WRF to the Flint River. All other new engineering services would be performed by the two new selected engineering firms.

Upon Motion by John Chafin and seconded by Don McMillian 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.

Upon Motion by Oscar Blalock and seconded by Rodney Givens it was unanimously

RESOLVED: to approve General Manager's request to sign settlement documents for a Stormwater related lawsuit.

Mr. Thomas stated he met with Economic Development Authority Director, Grant Wainscott regarding new business development within Clayton County. Collaborative efforts will take place to generate incentives for companies to do business in Clayton County. He stated that he will bring back suggestions to the Board on whether there is something CCWA wants to do to adjust impact fees for new businesses in the future.

Mr. Thomas stated there will be an OPEB Meeting following next month's Board Meeting.

UPON Motion by Don McMillian 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.

Pete McQueen, Chairman

Walter Marie Barber, Secretary/Treasurer