

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
1600 Battle Creek Road
Morrow, GA 30260

Present at the meeting were: Chairman John Chafin, Vice Chairman Marie Barber, Board Member John Westervelt, Board Member Dr. Cephus Jackson, Board Member Robin Malone, Board Member Vivian Baldwin, General Manager Bernard Franks, Assistant General Manager Teresa Worley, Assistant General Manager Keisha Thorpe, Legal Counsel Steve Fincher, Executive Coordinator Amanda La Pierre, other CCWA staff and visitors. Absent: Secretary/Treasurer Rodney Givens.

Invocation

Marie Barber introduced Accounts Receivable Analyst Tim Allen to perform the invocation.

Adoption of Agenda

UPON MOTION by Dr. Cephus Jackson and second by Robin Malone, to adopt the agenda as presented, it was unanimously

RESOLVED to adopt the agenda as presented.

Approval of Minutes

Chairman John Chafin called for any omissions or additions to the Minutes of the Regular Board Meeting held on July 11, 2019.

UPON MOTION by Dr. Cephus Jackson and second by Robin Malone, it was unanimously

RESOLVED to approve the Minutes of the Regular Board Meeting held on July 11, 2019.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending June 30, 2019. Information only, no action taken.

Recognition

GAWP Annual Conference Awards: Communications & Community Relations Manager Suzanne Brown recognized CCWA's recipients of the GAWP Annual Conference awards. Information only, no action taken.

New Business

JDE Support Services RFP Recommendation: Information Technology Director Dan Holverson presented a recommendation on the JDE Support Services RFP.

The Clayton County Water Authority utilizes JD Edwards ERP application software (JDE) for our internal recordkeeping. This JDE software runs on our Microsoft Windows and Microsoft SQL database environment, like our other systems do. We've been utilizing Monitoring and Services successfully since 2014. GSI Inc and ERP Suites are the incumbents on the current services, which expire on September 15, 2019.

The system is used 24 X 7 – whether that is users directly accessing the system, processing needed jobs to provide information for the next day's activities, or completing system clean up tasks. In addition, backup and maintenance activities need to take place, along with adding various additional reports and enhancements to the system. Almost all of these activities need to take place outside of normal business hours, and they happen on a regular basis, every night throughout the night and into the early morning.

Recommendation:

CCWA staff recommended awarding the JDE Monitoring and Support Services to ERP Suites for the amount shown of \$7,000.00 per month and for any authorized tasks or projects at the rate of \$165.00 per hour for Functional Assistance and \$135.00 per hour for Development Assistance. The initial term of this contract will be for thirty six (36) months, with the option to extend up to two (2) twelve (12) month renewal terms with no changes in price, terms, and conditions. This award is contingent upon the Proposer meeting risk management requirements and executing the contracts as well as the Board authorizing the General Manager to sign the contracts.

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, it was unanimously

RESOLVED to award the contract to ERP Suites based on a cost of \$7,000.00 per month and for any authorized tasks or projects at the rate of \$165.00 per hour for Functional Assistance and \$135.00 per hour for Development Assistance; with an option to renew for a second and third year with the same terms and conditions, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Asphalt Patching Work RFB Recommendation: D&C Director Jeff Jones presented a recommendation on the Asphalt Patching Work RFB.

VENDOR	TOTAL BID AMOUNT	SLBE DISCOUNT
AZTEC MASONRY & CONCRETE	\$1,489,600.00	\$1,377,880.00 HENRY COUNTY 7.5%
DAF CONCRETE, INC	\$667,650.00	\$600,885.00 CLAYTON COUNTY 10%
DEERFIELD ASPHALT PAVING CO.	\$1,191,400.00	NO DISCOUNT
LIMITLESS CONCRETE AND WORKS, INC.	\$1,483,250.00	\$1,334,925.00 CLAYTON COUNTY 10%

LORI'S TRANSPORTATION	\$2,447,837.50	\$2,264,249.69 FULTON COUNTY 7.5%
QUANTUM-MAC INTERNATIONAL, INC.	\$1,224,704.00	\$1,132,851.20 COBB COUNTY 7.5%
THE K&E GROUP USA LLC	\$1,183,500.00	\$1,094,737.50 FULTON COUNTY 7.5%

2019 ANNUAL CONTRACT FOR ASPHALT PATCHING WORK - PRELIMINARY BID TABULATION

ITEM NO.	DESCRIPTION	EST. QTY.	Aztec Masonry & Concrete		DAF Concrete, Inc.		Deerfield Asphalt Paving Co.		Limitless Concrete and Works, Inc.		Lori's Transportation		Quantum-Mac International, Inc.		The K&E Group USA LLC	
			UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount	UNIT COST	Extended Amount
1	Asphalt Patching and Concrete Base	10,000	17.35	173,500.00	3.00	30,000.00	20.00	200,000.00	12.00	120,000.00	20.45	204,500.00	3.5354	35,354.00	8.00	80,000.00
2	Asphalt Patching Over Existing Concrete Base	5,000	8.01	40,050.00	2.00	10,000.00	4.58	22,900.00	8.00	30,000.00	7.38	36,900.00	5.0000	25,000.00	7.00	35,000.00
3	Asphalt Patching Over Existing Crushed Stone Base	80,000	6.35	508,000.00	5.00	400,000.00	5.66	452,800.00	8.00	640,000.00	10.64	851,200.00	3.5350	282,800.00	4.00	320,000.00
4	Removal & Replacement of settled areas with stone base	50,000	6.00	300,000.00	1.50	75,000.00	2.88	144,000.00	7.25	362,500.00	12.33	616,500.00	4.2780	213,900.00	6.00	300,000.00
5	Removal & Replacement of settled areas with concrete base	5,000	11.20	56,000.00	1.50	7,500.00	7.16	35,800.00	7.25	36,250.00	13.38	66,900.00	7.5000	37,500.00	8.00	40,000.00
6	Steel Plate Rental (per unit) for Period until cut is Paved	10	70.00	700.00	40.00	400.00	250.00	2,500.00	200.00	2,000.00	120.75	1,207.50	2,500.0000	25,000.00	50.00	500.00
7	Steel Plate Placement, Maintenance and Removal on Contractor Owned Plate	10	60.00	600.00	25.00	250.00	750.00	7,500.00	250.00	2,500.00	867.00	8,670.00	2,500.0000	25,000.00	50.00	500.00
8	Removal and Return of CCWA Owned/Placed Steel Plant	50	45.00	2,250.00	50.00	2,500.00	250.00	12,500.00	200.00	10,000.00	745.20	37,260.00	1,000.0000	50,000.00	50.00	2,500.00
9	Additional Asphalt in 1" Increments per Sq. Ft. for Items 1-3	60,000	3.00	180,000.00	1.00	60,000.00	2.08	124,800.00	3.50	210,000.00	4.50	270,000.00	5.5000	330,000.00	4.00	240,000.00
10	Restorations of stamped/dyed asphalt areas	5,000	5.00	25,000.00	1.00	5,000.00	10.00	50,000.00	9.00	45,000.00	10.02	50,100.00	12.5000	62,500.00	6.00	30,000.00
11	Restoration requiring mechanical spreaders (3" depth) per Sq. Ft.	10,000	8.00	80,000.00	1.50	15,000.00	4.72	47,200.00	8.00	80,000.00	7.60	76,000.00	5.5000	55,000.00	6.00	60,000.00
12	Additional Asphalt in 1" increments per Sq. Ft. for Item 11	5,000	3.00	15,000.00	2.20	11,000.00	2.23	11,150.00	5.00	25,000.00	2.60	13,000.00	4.4000	22,000.00	3.00	15,000.00
13	Additional Crushed Stone Placement, 6" thick increments per Sq. Ft.	5,000	9.00	45,000.00	0.20	1,000.00	4.73	23,650.00	4.00	20,000.00	9.22	46,100.00	5.0000	25,000.00	4.00	20,000.00
TOTAL BID AMOUNT				1,483,600.00		667,650.00		1,191,400.00		1,483,250.00		2,447,837.50		1,224,704.00		1,183,500.00

Recommendation:

CCWA staff recommended that this annual contract be awarded to DAF Concrete, Inc. the lowest responsible responsive bidder, contingent upon the bidder(s) meeting risk management requirements and executing the contract as well as the Board authorizing the General Manager to sign the contract.

UPON MOTION by Marie Barber and second by Dr. Cephus Jackson, it was unanimously

RESOLVED to award the bid to DAF Concrete, Inc. based on the unit pricing provided with an option to renew for a second and third year with the same terms and conditions, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Upper Flint Watershed – Mud Creek Property Acquisition: Stormwater Director Kevin Osbey presented a recommendation on the Upper Flint Watershed – Mud Creek Property Acquisition.

The Clayton County Water Authority's (CCWA) Stormwater Utility (Utility) performed a Watershed Master Plan on the Upper Flint River area in 2010. This study identified many of the stressors that impact the quality of the Flint River, Sullivan Creek and Mud Creek starting from Upper Riverdale Road going upstream to the headwaters of each.

Within that study, Mud Creek was identified as a stream segment that has been impacted by stormwater runoff from large amounts of impervious surfaces in the northern part of the County. This increased runoff has caused high rates of stream erosion, impacted water quality, and increased flood risks.

In 2013, CCWA, along with several other entities, convened with American Rivers to form a group of interested stakeholders called the Upper Flint River Working Group. The group's purpose was to address the challenges associated with the Flint River on a much larger scale. This effort led to a publication entitled, "Ensuring Water Security for People and Nature". The publication was released in March 2019 and has been distributed to the many stakeholders within the watershed.

One section of trail way has been identified along Mud Creek, a smaller tributary to Flint River. This section was identified based on several opportunities including connectivity with proposed trails along the Flint River and areas to the east, like the State Farmers Market. The Conservation Fund was contacted by a property management firm that represents two properties located on Mud Creek just south of the Forest Parkway I-75 South entrance. The firm has expressed interest in liquidating the properties and the Conservation Fund contacted CCWA to determine if there was interest in acquiring.

Recommendation:

CCWA staff recommended partnering with The Conversation Fund in order to negotiate with the property owner to acquire the properties.

UPON MOTION by Dr. Cephus Jackson and second by Vivian Baldwin, it was unanimously

RESOLVED to authorize CCWA to partner with The Conversation Fund to negotiate with the property owner in order to acquire the properties.

2019 Stormwater Management Plan Update Task Order Recommendation:
Stormwater Director Kevin Osbey presented a recommendation on the 2019 Stormwater Management Plan Update Task Order.

The Clayton County Water Authority's (CCWA) Stormwater Utility (Utility) was fully implemented in May of 2007. Prior to full implementation of the program, Clayton County and the cities of Forest Park, Jonesboro, Lake City, Lovejoy, Morrow, and Riverdale were responsible for stormwater management activities.

As part of the implementation of the Utility, CCWA would manage the Stormwater Management Program (SWMP) for each of the entities and comply with the Municipal Separate Storm Sewer System (MS4) Permit, required by the Georgia Environmental Protection Division (EPD).

The Georgia Environmental Protection Division (GAEPD) re-issues permits to each permit holder on 5-year cycles. As of June 11, 2019, a new permit was issued. GAEPD requires each permit holder to update their Stormwater Management Plan (SWMP) to comply with the new permit. The initial draft of the updated SWMP must be submitted to GAEPD within 180 days (December 8, 2019) of issuance of the permit.

The Utility is responsible for updating the SWMP's on behalf of the County and six (6) cities. In order to meet the SWMP due date, CCWA is requesting assistance from Jacobs Engineering to provide the coordination and effort necessary to prepare and submit the updated SWMP's to GAEPD on behalf of the seven entities.

Recommendation:

CCWA staff recommended awarding Task Order JA-SW-19-01 to Jacobs Engineering in the amount not to exceed \$82,000.00, to perform this task and to authorize the General Manager to execute the task order.

UPON MOTION by Marie Barber and second by Dr. Cephus Jackson, it was unanimously

RESOLVED to award Task Order JA-SW-19-01 to Jacobs Engineering for a not to exceed cost of \$82,000.00 and to authorize the General Manager to sign the task order.

Security Management System Phase 3 Recommendation: Risk Management Director Karen Riser presented a recommendation on Security Management System Phase 3.

Phase 3 of the Security Management System (SMS) implementation will fully integrate system enhancements with CCWA's emergency mass notification. Primarily, implementation will require software engineering and programming to connect various alerting systems (fire alarms, security alerts, and similar notifications) to Everbridge, CCWA's mass notification system. By doing so, personnel will automatically be alerted to safety and security alarms such as facility lockdowns or evacuations. Additionally, mobile applications will allow department directors, managers, and system administrators to respond to real-time information regarding emergencies 24 hours a day, 7 days a week, on or off-site. Implementation will include recommendations that are best business practices along with meeting the needs of the organization while continually maintaining our fundamental values and culture.

The ten areas of improvement included in the final phase are as follows:

- Upgrade of HQ Cameras (provide 100% coverage and provide audio recording in customer areas).
- Integration of fire alarms into the security center platform.
- Integration of mass notification systems into the security center platform.
- Procure attic stock.
- Customer service plan.
- Rollout of security center mobile apps.
- Provide video gate intercoms.
- Install glass break alert devices at all plants.
- Configure threat levels and lock down capability.
- Provide grounding solutions for lightning strikes at highly conductive sites.

Recommendation:

CCWA staff recommended awarding the Security Management System Phase 3 project to Convergent Technologies under State of Georgia Contract #99999-SPD-SPD0000025-0002 at a not to exceed cost of \$250,250.00 along with awarding Project Management/Services During Construction tasks to Invictus Consulting.

UPON MOTION by Dr. Cephus Jackson and second by Robin Malone, it was unanimously

RESOLVED to award the contract to Convergent Technologies for a not to exceed cost of \$250,250.00 under State of Georgia Contract #99999-SPD-SPD0000025-0002 along with awarding Project Management/Services During Construction tasks to Invictus Consulting to authorize the General Manager to sign the contract.

Walnut Creek Lift Station Detailed Design and Bid Services Task Order

Recommendation: PM&E Director Kelly Taylor presented a recommendation on the Walnut Creek Lift station Detailed Design and Bid Services Task Order.

The Walnut Creek Lift Station is located on SLR Boulevard in Lovejoy and accepts flows from three lock-down facilities, the surrounding sewer sub-basin, and the La Costa Lift Station. The station has an influent screening system. Infiltration and inflow in the gravity

system, as well as the small size of the wet well, requires the pumps to currently run an average of 15 hours per day. The existing system has operation and maintenance issues, including the influent bar screens clogging on a regular basis. Based on these maintenance and capacity concerns, and an analysis performed by Hazen & Sawyer, CCWA would like to move forward with replacement of the lift station.

The scope of services includes several tasks:

- **Task 1 Field Services** – Perform a desktop environmental survey to assist in identification of permitting requirements. A field survey of the site to locate utilities, trees, etc. as well as a geotechnical investigation will be completed.
- **Task 2 Design Documents** – Develop construction documents consisting of detailed plans and technical specifications suitable for bidding the project. Disciplines included in the design are civil, stormwater management, structural, architectural, electrical, process mechanical, plumbing, HVAC, and instrumentation and controls. Design documents will be provided at 30, 60, 90, and 100% milestones. The following are major components to be included:
 - Approximately 400 gpm average daily flow capacity
 - Poured in place concrete wet well with 3 submersible pumps
 - Valve pit
 - Mechanical screening pit and system
 - Electrical building to house controls, electrical components, and other support items
 - Connection to existing SCADA system for remote monitoring
 - Generator for backup power, including generator cover
 - Access driveway and security fencing around site perimeter
- **Task 3 Permitting** – Provide permitting services and facilitate permit issuance for the project. A land disturbance activity permit and building permit are anticipated to be required.
- **Task 4 Bid Phase** – Develop a request for bids (RFB) bid documents consistent with CCWA purchasing standards.

Recommendation:

CCWA staff recommended awarding Task Order HS-RE-19-05 to Hazen & Sawyer for a cost not to exceed \$274,516.00 and to authorize the General Manager to sign the task order.

UPON MOTION by Dr. Cephus Jackson and second by Robin Malone, it was unanimously

RESOLVED to award Task Order HS-RE-19-05 Hazen & Sawyer at a cost not to exceed \$274,516.00 and to authorize the General Manager to sign the task order.

Financial Strategy Task Order Recommendation: Finance Director Allison Halron presented a recommendation on the Financial Strategy Task Order.

CCWA supplies water, wastewater, and stormwater services to over 280,000 residents in Clayton County. Stormwater fees fund the Stormwater Program and are maintained in a

separate enterprise fund. Water and sewer fees fund water and sewer projects and the total FYB19 budgeted appropriates is \$100.9 million.

CCWA conducts master planning on a 10-year cycle, with “updates” completed on a 5-year cycle, to identify and prioritize key projects. The 2020 SMP is currently underway and will outline the capital needs from 2020-2029. Additionally, the facility evaluation that looks out on a 35-year horizon will be updated, and combined with other current projects underway, multiple large projects will be better defined in terms of costs and schedule requirements. The level of investment in CCWA’s water and wastewater facilities and linear assets in the next twenty years is anticipated to be significant. CCWA would like to ensure we are developing a funding and capital plan that is sustainable and best for CCWA’s long term fiscal health. A scope of services to accomplish this objective has been developed and will include the following tasks:

- **Task 1 - Kickoff Meeting and Data Review** – Kickoff the project and review budgets and define rate and financial planning scenarios
- **Task 2 - Comparison of Rates and Charges** – Conduct a comparative analysis of water and sewer rates to demonstrate the differences in typical residential bills for up to 10 systems.
- **Task 3 - Affordability and Assistance Programs** – Assess options to expand/enhance CCWA’s low-income customer assistance programs within the context of Georgia’s legal framework
- **Task 4 - Revenue Requirements and Rate Model Development** – Identify water and sewer revenue requirements and set up a rate model capable of modeling multiple scenarios.
- **Task 5 - Rate Study Report** – Develop a draft and final water and sewer rate study report
- **Task 6 - Rate and Financial Planning Workshop** – Hold several workshops to ensure buy-in with scenario evaluations and project recommendations

The funding study will evaluate the multiple sources that could be leveraged for funding capital projects over the next twenty years and will include evaluation of rate increases, GEFA loans, WIFIA loans, revenue bonds, etc.

Recommendation:

CCWA staff recommended awarding Task Order JA-OP-19-01 to Jacobs Engineering for a not to exceed cost of \$158,792.00 and to authorize the General Manager to sign the task order.

UPON MOTION by Robin Malone and second by Marie Barber, it was unanimously

RESOLVED to award Task Order JA-OP-19-01 to Jacobs Engineering at a cost not to exceed \$158,792.00 and to authorize the General Manager to sign the task order.

Risk and Resilience Assessment and Emergency Response Plan Update Task Order

Recommendation: PM&E Director Kelly Taylor presented a recommendation on the Risk and Resilience Assessment and Emergency Response Plan Update Task Order.

Section 2013 of America's Water Infrastructure Act (AWIA) of 2018 requires that all community water systems serving populations greater than 3,300 persons assess the risks to, and resilience of, its system (referred to hereinafter as the Risk and Resilience Assessment or "RRA"). Based on the population CCWA serves, the U.S. EPA requires the RRA to be certified as complete by March 31, 2020. The RRA will include the following elements:

- The risk to the system from malevolent acts and natural hazards
- The resilience of the infrastructure, including SCADA/cyber resilience
- The monitoring practices of the system
- The financial infrastructure of the system
- The use, storage, or handling of various chemicals by the system
- The operation and maintenance of the system

The RRA will be completed and CCWA will certify completion to the Administrator of the EPA in accordance with the deadline. Within six months of completion of the RRA, AWIA also requires a letter of certification from CCWA to EPA that an Emergency Response Plan (ERP) for the utility is updated, and at least every five years thereafter. The ERP is required to include response protocols for any type of emergency or event identified as a threat during development of the RRA. Overall, the ERP must contain the following elements:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water
- Actions, procedures, and equipment which can lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

The scope of services includes several tasks:

- **Task 1 Risk and Resilience Assessment**
 - Project Initiation and Gap Analysis – Review and compare existing vulnerability assessment and ERP against the AWIA requirements and develop a preliminary gap analysis. Collect and review other studies and information available related to the RRA (for example, asset inventories, security plans, etc.)

- Network/SCADA Security Assessment – Incorporate the results of a cybersecurity assessment being managed by the IT department and any additional analysis required to meet the requirements of AWIA
 - Critical Assets, Threat Characterization and Consequence Levels Workshop – Conduct a three-day workshop and each water plant and site visit for other critical water distribution facilities to identify critical assets and establish consequence levels
 - Risk Value Workshop – Lead a workshop with CCWA staff to develop a consequence of loss value for the loss of each critical asset and identify potential mitigation measures.
 - RRA Report – Develop a draft and final report that summarizes the results of the assessment, summaries of each critical asset and the mitigation measures chosen by CCWA.
- **Task 2 Emergency Response Plan Update**
 - Kickoff Meeting and ERP Coordination – Review of requirements with appropriate project team members and discuss recommended updates based on the RRA.
 - Emergency Response Plan update – Develop the ERP and finalize based on CCWA review. The plan incorporates findings of the RRA and identifies plans, strategies, and procedures to improve resilience, physical security, and cyber security.

Recommendation:

CCWA staff recommended awarding Task Order HS-RE-19-06 to Hazen & Sawyer for a not to exceed cost of \$265,206.00 and to authorize the General Manager to sign the task order.

UPON MOTION by Dr. Cephus Jackson and second by Robin Malone, it was unanimously

RESOLVED to award Task Order HS-RE-19-06 to Hazen & Sawyer at a cost not to exceed \$265,206.00 and to authorize the General Manager to sign the task order.

Executive Session

UPON MOTION by Dr. Cephus Jackson and second by John Westervelt, it was unanimously

RESOLVED to enter an Executive Session in order to discuss legal matters.

UPON MOTION by Dr. Cephus Jackson and second by John Westervelt, it was unanimously

RESOLVED to leave the Executive Session and return to open session.

Updates from the Board Members and General Manager

UPON MOTION by Dr. Cephus Jackson and second by Robin Malone, it was unanimously RESOLVED to approve the Executive Session minutes as presented.

Teresa Worley provided an update on the Cayenta project. Information only, no action taken.

Teresa Worley provided an update on the Affordability Program. Information only, no action taken.

Bernard Franks provided an update on the Presentation of Legislation for the Clayton County Water Authority to the Clayton County Delegation meeting scheduled for Thursday, August 22, 2019 at Clayton State University. Information only, no action taken.

Bernard Franks provided an update on CCWA's delegates touring our facilities scheduled for Tuesday, August 20, 2019. Information only, no action taken.

Bernard Franks provided an update on the Clayton County Board of Commissioners meeting and tour scheduled for Wednesday, August 21, 2019. Information only, no action taken.

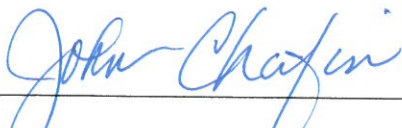
Bernard Franks provided an update on the WEFTEC Conference scheduled for Saturday, September 21, 2019 through Thursday, September 26, 2019. Information only, no action taken.


Bernard Franks provided an update on Chairman Turner's Ball which is scheduled for Saturday, September 28, 2019. Information only, no action taken.

Adjourn

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, it was unanimously

RESOLVED to adjourn the Board Meeting at 4:16 p.m., there being no further business to come before the Board of Directors.



John Chafin, Chairman

Rodney Givens, Secretary/Treasurer