

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

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

Invocation

Robin Malone introduced Compensation & Benefits Manager Michelle Jordan to perform the invocation.

Adoption of Agenda

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

RESOLVED to adopt the agenda as presented.

Approval of Minutes

Chairman Robin Malone called for any omissions or additions to the Minutes of the Regular Board Meeting held on January 9, 2020.

UPON MOTION by Dr. Cephus Jackson and second by Rodney Givens, it was unanimously

RESOLVED to approve the Minutes of the Regular Board Meeting held on January 9, 2020.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending December 31, 2019. Information only, no action taken.

New Business

GEFA Loan 2 Execution: Finance Director Allison Halron presented a recommendation on the GEFA Loan 2 Execution.

On January 27, 2020 GEFA (Georgia Environmental Finance Authority) approved CCWA's second loan request, Loan CWSRF 2020-14. The loan is for a total of \$25,000,000.00 at an interest rate of 0.57% and a 15 year repayment term to begin after either construction is complete or all funds have been fully drawn. It also includes an

administrative fee of 1% which is due the month after loan execution. This loan will be used to fund projects including Flint River Outfall East Phase 1, Jesters East Phase 2, Flint River Outfall Phase 4 and Riverdale Outfall Phase 1. A level principal and interest payment of \$144,944.00 will be due monthly. There is no prepayment penalty.

Recommendation:

CCWA staff recommended authorizing the General Manager to execute the contract for GEFA Loan CWSRF 2020-14.

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

RESOLVED to authorize the General Manager to execute the contract for GEFA Loan CWSRF 2020-14.

Comprehensive Wellness Program: Human Resources Director Ed Durham presented a recommendation on the Comprehensive Wellness Program.

CCWA initiated a Request for Proposal (RFP) to select and contract for a Wellness Partner to enhance our current program and to assist in connecting our wellness strategies to a reduction in health care claims.

For many years, CCWA has managed the wellness efforts in house. New components were added to the wellness program two years ago when a vendor partnered with CCWA to assist us in those strategies. Staff would like to further add components to the strategy, as well as link the program to health care savings. In order to accomplish this, staff initiated the RFP to solicit for a partner to assist us with the growing program.

The RFP scope requirements are as follows:

- Conduct a comprehensive review of our current program
- Provide recommendations on program enhancements to our current plan
- Annual on-site biometrics
- Launch of Tobacco Cessation program
- Development of incentive program
- Development of health education sessions and educational resources
- Secure web-based portal for our employees
- Monthly and quarterly reporting and data analysis
- A dedicated program manager

The goal with this procurement is take the wellness program to the next level by creating a holistic, accessible and fun program that encourages and supports healthy eating and a healthy lifestyle. The selected vendor will work with CCWA by providing services to adequately manage the wellness strategy, help design enhancements to the current

program, work with CCWA's wellness committee and provide expertise with assistance in overall health claims reduction as a result of the program.

Scoring Results - Points	Total Points Before Cost (Max= 60)
Care ATC	51
Corporate Health Partners	43
Orthus Health	38
Scoring Results -After Costs	Monthly Cost
Care ATC	Non-responsive- Did not include all scope items
Corporate Health Partners	Non-responsive- Did not include all scope items
Orthus Health	\$8,502.25 per month

Recommendation:

CCWA staff recommended awarding the Comprehensive Wellness Program contract to Orthus Health for an amount not to exceed \$8,502.25 per month.

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

RESOLVED to award the Comprehensive Wellness Program contract to Orthus Health for an amount not to exceed \$8,502.25 per month 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.

2020 Household Hazardous Waste Amnesty Day Recommendation: Stormwater Director Kevin Osbey presented a recommendation on the 2020 Household Hazardous Waste Amnesty Day.

Annually in April, the Clayton County Water Authority (CCWA) sponsors a Household Hazardous Waste (HHW) collections day for the residents of Clayton County. The purpose of this event is to provide a safe and effective means for the residents to properly dispose of household hazardous items. These items include, but are not limited to, paints, cleaners, pesticides, motor oils, antifreeze, gas & fuels, fertilizers, and cooking oil.

CCWA uses an experienced firm to provide the labor, equipment, materials, and expertise to collect the items brought in by the residents. CCWA has sponsored this event for 12 years. Over that period, only two companies have provided the HHW collection services on CCWA's behalf. CARE Environmental and Perma-Fix of South Georgia. CARE Environmental was selected as the vendor at the March 2019 Board meeting.

In an effort to provide our customers a different (and improved) experience, staff is recommending the use of a different vendor to provide these services. Therefore, staff began the search of reviewing competitive procurements from surrounding Counties that provide HHW events.

Dekalb County has had great success with their HHW events. Dekalb County hosts an HHW event twice a year and has used **MXI Environmental Services, LLC (MXI)** since 2015.

Dekalb County issued an Invitation to Bid (ITB No. 17-100899) and selected/awarded MXI with a notice to proceed on February 13, 2018. This annual contract offered two options to renew. Currently, Dekalb County and MXI are extending for a 3rd year option that will allow work to be performed during Calendar Year 2020.

Dekalb County included a Cooperative Procurement section in ITB No. 17-100899 that may permit other counties and local authorities the opportunity to “piggyback” off this contract. Staff would like to procure the services of MXI through that option. Based on MXI’s availability, the CCWA HHW event will be held on Saturday, April 4, 2020. CCWA holds this event at the W.B. Casey Water Reclamation Facility.

ATTACHMENT A

PRICE SCHEDULE

Revised 12/7/17

*****NEW- PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD. INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE.*****

ITEM	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE per LB/EA.	TOTAL (Quantity x Unit Price)
1.	Water Based Latex Paint Products	25,000	0.65	suasapæ
2.	Solvent Based Paint Products	10,000	\$ 0.65	\$ 6500.00
3.	Paint and Varnish Removers	5,000	\$ 0.65	\$3 a5D.DD
4.	Thinner and/or Turpentine	5,000	\$ 0.65 LB	\$3250.00

5.	Wood Preservatives	2,500	\$ 0.65 IL B	\$ 1625.00
6.	Fertilizers with Herbicides	1,500	\$ 0.65	975.00
7.	Flea and Tick Products	500	\$ 0.65 LB	325.00
8.	Fungicides	500	D.bC	\$-3AS-DD
9.	Herbicides	500	\$ 0.65	\$ 325.00
10.	Insecticides	500	D, 145	\$ 325.00
11.	Rodenticides	500	\$ 0.65	345.00

PRICE SCHEDULE (CONT'D)

Revised 12/7/17

12.	Bleach	50		\$ 32.50
13.	Drain Openers	50	\$ 0.65 /LB	.5
14.	Oven Cleaners	50	5	\$ 32.50
15.	Tub/Tile/Sink Cleaners	50	\$ 0.65	\$ 32.50
16.	Disinfectants	50		\$ 32.50
17.	Toilet Bowl Cleaners	50		\$ 32.50
18.	Furniture Polish	50	\$ 0.65	\$ 39.50
19.	Adhesives/Glue/E ox	50	\$ 0.65 /LB	\$ 32.50
20.	Aerosols	1,500	\$ 0.65	\$ 975.00

PRICE SCHEDULE (CONT'D)

Revised 12/7/17

27.	Propane Gas Cylinders (1-201bs cylinders ONLY. Limited to er vehicle.)	75	\$ 17.65 LEA	\$ 48.75
28.	Florescent Li hts	,000	\$ 17.65	\$ 650.00
29.	Arts and Crafts Su lies	50	\$ 17.65 /LB	\$ 31
30.	Undiluted Photo Chemicals	50	\$ 0.65	\$ 32.50
TOTAL Items 1 -30				\$38762.7

21	As halt/Roofin Tar/Drivewa Sealers	50		\$ 32.50
22.	CGL Bulbs/Tubes	500	\$ 0.65	\$ 325.00
23.	Household Batteries	1,000	17.65	.00
24.	Mercu Thermostats/Thermometers	5	17.65	3.25
25.	Mothballs	5	\$ 0.65	\$ 3.25
26.	Undiluted Pool Chemicals	3,500	\$ 0.65 LB	75.0

Recommendation:

CCWA staff recommended awarding the 2020 Household Hazardous Waste Amnesty Day contract to MXI Environmental Services based on the unit pricing provided by Dekalb County.

UPON MOTION by John Chafin and second by Marie Barber, it was unanimously

RESOLVED to award the 2020 Household Hazardous Waste Amnesty Day contract to MXI Environmental Services based on the unit pricing provided by Dekalb County, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

UV Disinfection Assessment & Optimization Strategy: Water Production Director Coty McDaniel presented a recommendation on the UV Disinfection Assessment & Optimization Strategy.

A primary objective of the ultraviolet (UV) systems at the W.J. Hooper, Terry R. Hicks and J.W. Smith Water Production Plants (WPPs) is to provide enhanced disinfection. These systems are nearly 20 years old and are beginning to show signs of age. In addition, changes to staff at the WPPs have resulted in a loss of institutional knowledge regarding the operation of the UV systems. As such, the objectives of this project are to:

- Itemize repairs and performance issues with existing UV system at each plant.
- Determine if existing systems should be repaired, enhanced or replaced.
- Develop an overall disinfection strategy that will guide how UV is used in the future.
- Develop an implementation plan for system upgrades and disinfection strategies.
- Provide training for the plant managers and operators on the UV system.

The UV Disinfection Assessment & Optimization Strategy Task Order includes the following scope of services:

- **Task 1. UV System Condition Assessment** – Includes condition assessments and operational tests of the three UV systems, and identification of needed repairs and maintenance based on the onsite evaluation and review of historical maintenance records.
- **Task 2. Rehabilitation/Upgrade Cost Development and Option Evaluation** – Includes estimating and comparing potential disinfection benefits and implementation costs for the following options at each WPP: repair of system, enhancement of system, and replacement of system.
- **Task 3 – UV/AOP Evaluation**
- Evaluation of Advanced Oxidation and Impacts on WPPs Disinfection and Trace Contaminant Removal
- **Task 4. Disinfection Strategy Development** - Includes developing an overall disinfection strategy for current and future flowrates and for varying climate conditions. Selection of the strategy will involve comparing the options to existing regulations and other local re-use facilities.
- **Task 5. Implementation Plan** - Includes developing Implementation Plans combinations of repair/replacement/enhancement of the systems. The Implementation Plans will provide the key design criteria for each combination and provide a project plan sequence of major work phases to implement the option.
- **Task 6. Training** – Includes developing a Training Plan for operations and maintenance of the existing UV equipment at the three WPPs.

Recommendation:

CCWA staff recommended awarding UV Disinfection Assessment & Optimization Strategy Task Order JA-RE-19-09 to Jacobs Engineering for an amount not to exceed \$248,000.00.

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

RESOLVED to award UV Disinfection Assessment & Optimization Strategy Task Order JA-RE-19-09 to Jacobs Engineering for a total cost not to exceed \$248,000.00 and to authorize the General Manager to execute the task order. In favor: Robin Malone, Marie Barber, John Westervelt, John Chafin, Dr. Cephus Jackson and Vivian Baldwin. Abstain: Rodney Givens. Motion passes.

Lobby Security Contract Renewal Recommendation: Risk Management Director Karen Riser presented a recommendation on the Lobby Security Contract Renewal.

In early 2019, the Board approved the contracted services of Romero Consulting, LLC to provide certified, sworn Clayton County law enforcement personnel as security in our Forest Park and HQ customer lobbies. The need was identified after several confrontations with hostile customers that occurred that year. In August of 2019, two upset customers violently and verbally threatened front counter staff. Staff members have reported possible stalkers, armed customers openly carrying firearms, and an overall sense of being defenseless at our Forest Park location due to a lack of a visible deterrent.

Over the course of the past year we have seen a dramatic decrease in such incidents that can be accredited to the presence of our uniformed law enforcement officers. In the occurrences we have had, the situations were quickly de-escalated by the officer on guard. As recently as this month, a veiled threat was made over the phone. Officers and staff were able to investigate and determine that no additional action was necessary at the time. During the investigation though, the officer on duty was able to notify additional resources and have them increase support in the area. Additionally, having immediate access to county law enforcement has raised our situational awareness to nearby criminal activity such as vehicle break-ins that may have potentially exposed employees and customers to both danger and losses. Officers were placed on high alert and were able to ensure safety without raising alarm.

In making continued strides to ensure the security of CCWA employees and customers alike, staff is requesting for approval to renew, per the current contract terms, the contracted services of Romero Consulting, LLC. Romero Consulting, LLC remains a local security company owned by and employing Clayton County Police Officers. As mentioned, these police officers not only serve as a deterrent, they can enforce all Clayton County ordinances and state statutes without hesitation or delay.

This second-year renewal will ensure officers would man both the lobby at 1600 Battle Creek Road and 526 Forest Parkway, Monday-Friday during hours of operation. This includes escorting CCWA staff to empty the payment drop box in the HQ parking lot as

well as allowing safe entrance and exit of the Forest Park office staff to their back unsecured entrance.

Recommendation:

CCWA staff recommended proceeding with the Lobby Security Contract Renewal for the second year with Romero Consulting, LLC. as well as allowing staff the option to renew for the third year in 2021 as included in the annual contract.

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

RESOLVED to proceed with the Lobby Security Contract Renewal for the second year with Romero Consulting, LLC. as well as allowing staff the option to renew for the third year in 2021 as included in the annual contract; contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract renewals.

Executive Session

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

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

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

RESOLVED to approve the Executive Session minutes as presented.

UPON MOTION by Rodney Givens and second by Marie Barber, it was unanimously

RESOLVED to authorize the Compensation & Benefits Manager to negotiate a workman's compensation settlement.

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

RESOLVED to authorize the General Manager to negotiate a contract with the City of Jonesboro in an amount not to exceed \$250,000.00 for infrastructure upgrades.

Marie Barber and Ed Durham presented an update on the CCWA Employee Policy Review Committee. Information only, no action taken.

H. Bernard Franks provided an update on the State of Clayton County event. Information only, no action taken.

H. Bernard Franks presented an update on the upcoming Budget Retreat. Information only, no action taken.

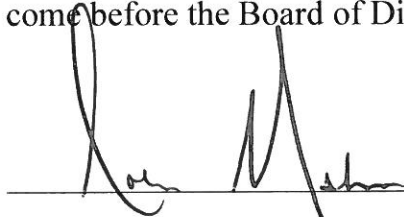
H. Bernard Franks presented an update on the Arts Clayton Arte Gras event. Information only, no action taken.

Vivian Baldwin provided an update on how to obtain certificates for training attended at the 2019 ACE Conference. Information only, no action taken.

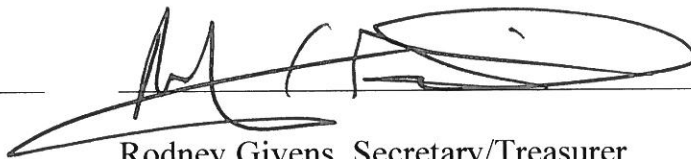
Adjourn

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

RESOLVED to adjourn the Board Meeting at 4:04 p.m., there being no further business to come before the Board of Directors.



Robin Malone, Chairman



Rodney Givens, Secretary/Treasurer