CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
Zoom Meeting

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 HR Director Ed Durham to perform the invocation.

Adoption of Agenda
UPON MOTION by Dr. Cephus Jackson and second by Rodney Givens, 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 March 4, 2020.

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

RESOLVED to approve the Minutes of the Regular Board Meeting held on March 4, 2020.

Financial and Statistical Reports
Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending February 29, 2020. Information only, no action taken.

New Business

Quarry Products Delivered – 6 Month Contract Extension: Risk Management Director Karen Riser presented a recommendation on the Quarry Products Delivered – 6 Month Contract Extension.

Due to Covid-19 and the associated recommended social distancing as well as the shelter in place order, CCWA staff reviewed the annual contracts that were expiring with the next several months without any additional renewal options. The review was conducted to assure CCWA could maintain operations as it relates to these annual goods and services in

the coming months, while still complying with and promoting safe practices due to Covid-19 for our employees and contractors.
CCWA has two annual contracts that met the criteria as described above:

- Annual Contract Quarry Products Delivered with Don Hall Construction (CCWA SLBE)– expires June 30, 2020
- Annual Contract for Ductile Iron Pipe with U.S. Pipe – expires August 31, 2020

It should be noted that the procurement process from preparing the Request for Bid package to execution of a contract normally takes three to four months as it includes such activities as advertising the bid online and in the News Daily for four weeks, taking in questions during that four week bid period, issuing an addendum to respond to questions, conducting a pre-bid meeting, opening bids, review of bids for compliance of responsiveness by the bidders, checking references, preparing board summary and presentation, obtaining board approval at the monthly board meeting, preparing the contract, post award compliance for risk management, executing the agreement by both parties and ramping up the contractor to perform the services/provide the goods by the contract effective date.

Since these are goods and services that are needed in case of emergency and to maintain our operations, CCWA staff contacted both Contractors listed above to request a six-month contract extension of their existing contract as the same terms, conditions, and price.

CCWA received a positive response from Don Hall Construction and therefore is requesting the Board authorize a six-month contract extension for the period of July 1, 2020 through December 31, 2020 at the existing unit prices without another contract changes.

CCWA did not receive a positive response from U.S. Pipe. They noted in their response that they could not control the cost of their raw materials used to make the pipe past their original expiration date of August 31, 2020. CCWA staff will proceed to put the RFB out for bid in the next several weeks and bring a recommendation to the Board at an upcoming meeting.

QUARRY PRODUCTS - DELIVERED

Bid Tabulation - 5/8/17

PRIMARY ITEMS				DON HALL CONSTRUCTION				MACK'S HAULING INC.		STEPHENS INDUSTRIES LP	
Item #	Description - LOCATION 1	Qty	UOM	Unit Price	Extended Amount	SLBE/Discount Unit Price	SLBE/Discount Extended Amount	Unit Price	Extended Amount	Unit Price	Extended Amount
1	RIP-RAP stone type I	1,000	Tons	30	$30,000.00	$27.00	$27,000.00	32.57	$32,570.00	30	$30,000.00
2	RIP-RAP stone type III	1,000	Tons	26	$26,000.00	$23.40	$23,400.00	30.12	$30,120.00	25.45	$25,450.00
3	Surge stone	1,000	Tons	26	$26,000.00	$23.40	$23,400.00	30.09	$30,090.00	24.45	$24,450.00
4	#57 Stone	3,000	Tons	23	$69,000.00	$20.70	$62,100.00	28	$84,000.00	21.45	$64,350.00
5	Crushed Stone Base / Graded Aggregate Base B	3,000	Tons	18	$54,000.00	$16.20	$48,600.00	22	$66,000.00	16.7	$50,100.00
	PRIMARY ITEMS - TOTAL BID AMOUNT				$205,000.00		$184,500.00		$242,780.00		$194,350.00

SECONDARY ITEMS				DON HALL CONSTRUCTION				MACK'S HAULING INC.		STEPHENS INDUSTRIES LP	
Item #	Description - LOCATION 1	Qty	UOM	Unit Price	Extended Amount	SLBE/Discount Unit Price	SLBE/Discount Extended Amount	Unit Price	Extended Amount	Unit Price	Extended Amount
6	Baby Surge Stone *	300	Tons	23	$6,900.00	$20.70	$6,210.00	26.85	$8,055.00	21.45	$6,435.00
7	#3 Stone	50	Tons	23	$1,150.00	$20.70	$1,035.00	38.24	$1,912.00	-	$ -
8	#4 Stone	50	Tons	23	$1,150.00	$20.70	$1,035.00	38.24	$1,912.00	-	$ -
9	#34 Stone	50	Tons	23	$1,150.00	$20.70	$1,035.00	26.85	$1,342.50	21.45	$1,072.50
10	Top Soil	50	Tons	11	$550.00	$9.90	$495.00	24.2	$1,210.00	-	$ -
11	River Sand	50	Tons	21	$1,050.00	$18.90	$945.00	26.85	$1,342.50	-	$ -
12	Fill Dirt	50	Tons	11	$550.00	$9.90	$495.00	29.6	$1,480.00	8.5	$425.00
13	#5 Stone	50	Tons	25	$1,250.00	$22.50	$1,125.00	28.47	$1,423.50	22.95	$1,147.50
14	#8-10 Stone	50	Tons	26	$1,300.00	$23.40	$1,170.00	26.85	$1,342.50	23.95	$1,197.50
	SECONDARY ITEMS - TOTAL BID AMOUNT				$15,050.00		$13,545.00		$20,020.00		$10,277.50

Recommendation:
CCWA staff recommended that the Board authorize a six-month contract extension for the period of July 1, 2020 through December 31, 2020 with Don Hall Construction for Quarry Products Delivered at the existing unit prices without contract changes.

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

RESOLVED to authorize a six-month contract extension with Don Hall Construction for Quarry Products Delivered for the period of July 1, 2020 through December 31, 2020 at the existing unit prices without contract changes.

Stormwater Guidebook Language Update: Stormwater Director Kevin Osbey presented a recommendation on the Stormwater Guidebook Language Update.

The Clayton County Water Authority's (CCWA) Stormwater Utility (Utility) was fully implemented May of 2007. Prior to full implementation of the program, CCWA, Clayton County and the cities of Forest Park, Jonesboro, Lake City, Lovejoy, Morrow, and Riverdale had worked since 2004 in developing the Stormwater Utility. This culminated in the creation of the Stormwater Utility Guidebook, finalized in February of 2006.

The Guidebook serves as the operational "means and methods" for the Utility. After 12 years of service, there is a need to review and update the Guidebook to ensure processes are still applicable. While the overall Guidebook is currently being updated, it has been determined that the existing Guidebook needed immediate changes to address Extent of Service statements.

In particular, the following areas defining Extent of Service had to be addressed:
- Georgia Department of Transportation's Rights-Of-Way not excluded from service area.
- "Directly-Connected" language conflicts with "Private Property" language.

Three sections of the current SWU Guidebook will need to immediately be modified to correct any conflicting language and clarify Extents of Service. These corrections will take place in the following sections:
- Section 2 – Stormwater Services
- Section 6 – Operation & Maintenance Plan
- Section 8 – Customer Service

2.2 Level of Service

Typically, the Level of Service (LOS) for stormwater management refers to the scope of services that will be provided. In addition, the LOS usually addresses a performance level (for flooding and water quality) and a maintenance level of service. The following section describes the overall scope of the services to be provided by the SWU. Section 5 describes the specific recommendations for the design of the structural stormwater control facilities and drainage

infrastructure to meet a specified LOS and the frequency of maintenance activities, respectively. Additionally, CCWA completed set of design guidelines called "Stormwater Development Guidelines" that applies to all jurisdictions participating in the SWU.

Overall, the SWU and the associated level of funding have been designed to provide a "moderate" LOS. Under the moderate LOS, the primary goals are to:

- Meet regulatory requirements, including the Phase I MS4 NPDES stormwater permit, source water protection, watershed management, and MNGWPD recommendations
- Initiate proactive O&M programs, including system inventory and Geographic Information System (GIS), making repairs on CCWA's drainage infrastructure in the right-of-way (ROW)
- Slowly ramp up master planning, Capital Improvement Project (CIP) implementation, and more comprehensive water quality programs

Stormwater infrastructure should be designed and maintained to accommodate the 25-year storm with minimal impacts to roadway flooding.

2.4 Extent of Service

The "extent of service" for stormwater management programs refers to the geographic area that is included for stormwater management services. For the Clayton County SWU Program, CCWA will have responsibility for providing stormwater management services throughout the unincorporated areas of the county and the incorporated areas included in the Cities of Forest Park, Jonesboro, Lake City, Lovejoy, Morrow, and Riverdale. For the purposes of this document, in using the term "stormwater utility (SWU)" it is assumed that CCWA staff will be implementing the identified activities.

CCWA assumes no responsibility for service, maintenance, and repair of stormwater infrastructure that are not included in the program. The following geographic areas, infrastructure, and pipe systems are not included in the program:

A. The small portion of College Park within Clayton County is not included in the program;

B. Georgia Department of Transportation (GDOT)-administered ROWs in Clayton County;

C. Stormwater infrastructure and pipe systems on private property; and

D. All privately owned or installed stormwater infrastructure and pipe systems, including but not limited to those within, on or attached to any public ROWs.

2.4.1 Public ROWs

Unless otherwise provided herein, stormwater infrastructure within public ROWs are included in the SWU EOS. This category includes inlets, catch basins, drop inlets, culverts, and drainage pipes (see Figure 2-1).

2.4.3 Publicly Owned Ponds and Structural Stormwater Control Facilities

Detention ponds and other government-owned structural stormwater control facilities (county or cities included in the SWU), and those that have been deeded to and accepted by the County, are maintained and/or repaired to function as designed. Structural stormwater control facilities

on private property are the responsibility of the property owner; however, the SWU will have the authority to inspect these facilities (see Section 6) to ensure that proper maintenance has been completed by the property owner. The SWU will assist the property owner in identifying maintenance activities necessary to ensure the facilities continue to function as designed.

The SWU may take action to maintain or repair structural stormwater control facilities on private property in the event of an emergency and the need to protect property and public health. See Section 2.4.5. Property owners may be billed for these services.

2.4.4 Rivers and Streams

Rivers and streams on public property or within the ROW directly downstream and upstream of public stormwater infrastructure will be maintained or repaired when there is clear evidence of water quality impacts from stormwater runoff. Streambank stabilization and restoration projects may be conducted on private property only when water quality and biological habitat benefits will be substantial and a permanent easement with restrictive covenants is provided and approved by the Board of Directors.

The GA EPD now holds the local governments and wastewater NPDES permit holders responsible for maintaining water quality conditions in rivers and streams to ensure that these water bodies meet the state-designated uses (generally "fishing"). In this context, the SWU will likely continue to implement stream and watershed restoration projects in specific locations to reduce stream bank sources of suspended sediments and/or to preserve or restore riparian habitat to meet the chemical, biological, and habitat criteria for supporting designated uses. These watershed or stream improvement projects will be based on studies previously completed by the SWU. Preliminary watershed improvement projects and priorities have already been identified and are summarized in Section 5.

2.4.5 Private Property

The SWU has no responsibility for maintenance of stormwater infrastructure on private property or privately owned or installed stormwater infrastructure within, on, or attached to any public ROWs. This includes, but is not limited to, natural and constructed stormwater conveyance structures such as ditches, pipes, creeks, or easements except as stated above.

Notwithstanding any other language to the contrary, CCWA may conduct emergency repairs on private property when:

A. The General Manager determines there is a significant and immediate threat to life or property;

B. The relevant property owners grant CCWA the express permission to enter the private property; and

C. Repairs can be accommodated by the SWU budget.

In conducting such emergency repairs, CCWA shall only remove the existing or threatened dangers, and shall not expend public funds solely for aesthetic repairs. Emergency repairs can be addressed in the following priority ranking: (1) downstream of the ROW on single-family residential property; (2) downstream of the ROW and prevents proper ROW drainage, resulting in a safety hazard on the ROW in a commercial or industrial area; (3) upstream of the ROW on single-family residential property; and (4) upstream of the ROW on commercial or industrial property.

Moreover, such emergency repairs do not constitute assumption of ownership of the private stormwater infrastructure by CCWA. The Board of Directors may, in their sole and complete discretion, assume ownership through a permanent easement. When making such determination, the Board of Directors may consider the monetary utility of such action, the financial health of the Storm Water Fund, the efficacy of the proposed action over time, and the culpability, if any, of property owners in creating the danger.

6.3 Maintenance Actions

This section will describe maintenance operations for the constructed drainage, natural drainage, and structural controls for the stormwater system. It is the policy of the SWU to maintain all publicly owned stormwater management facilities included in the SWU Program's extent of service. See Section 2.4. The SWU has no responsibility for the maintenance of stormwater infrastructure on private property or privately owned or installed stormwater infrastructure within, on, or attached to any public ROWs, unless ownership is assumed pursuant to Section 2.4.5. Maintenance operations can be subdivided into routine and non-routine actions. Routine actions are meant to keep the stormwater infrastructure functioning. Non-routine actions are meant to restore the proper functioning of the stormwater infrastructure.

6.3.1.1 Drainage Ditches

Routine drainage ditch maintenance actions include removing trash and debris, removing woody vegetation, and conducting inspections. Non-routine maintenance actions include repairing and reshaping sidewalls due to collapse or erosion, removing sediments from the ditch bottom, and re-grading the ditch to maintain proper drainage. Table 6-4 summarizes the maintenance actions that will be performed by the SWU on all publicly owned or maintained drainage ditches in the service area. Privately owned drainage ditches shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-4
Drainage Ditch Routine and Non-Routine Maintenance Operations (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Inspect for maintenance needs.	Annual
Clean and remove trash and debris	20% of inventory each year or once every 5 years
Remove all woody vegetation.	As needed
Repair/reshape ditch sidewalls	As needed
Clean drainage ditches if accumulated sediment, debris, or other deposits exceed 25 percent of the design depth.	As needed
Regrade ditch to maintain proper drainage between control points.	As needed

6.3.1.2 Catch Basins and Other Inlets

Routine catch basin maintenance actions include removing trash and debris from the entrance, removing debris from the catch basin bottom or sump, and conducting inspections. Non-routine maintenance actions include replacing lids, repairing sections of inlet and outlet pipes

inside the catch basin, repairing brickwork, rebuilding the catch basin bottom, and replacing the entire catch basin or inlet structure. Table 6-5 summarizes the maintenance actions that will be performed by the SWU on all publicly owned catch basins and inlets in the service area. Privately owned catch basins and inlets shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-5
Catch Basin and Inlet Routine and Non-Routine Maintenance Operations (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Clean and remove trash and debris from inlet entrance.	Annual Known problem basins as needed
Clean and remove debris if accumulated sediment, debris, or other deposits are equal to or greater than one-third the depth from the basin to the invert of the lowest pipe into or out of the basin.	Annual Semiannual if catch basin significantly exceeds the standard,
Inspect catch basins to determine cleaning requirements and condition.	20% of inventory each year or once every 5 years
Replace lids	As needed
Repair sections of inlet and outlet pipes inside catch basin.	As needed
Repair brickwork.	As needed
Rebuild catch basin bottom	As needed
Replace entire catch basin/box	As needed

6.3.1.3 Outfalls

Routine outfall maintenance actions include removing debris blockages and inspection. Non-routine maintenance actions include restoring undermined areas, repairing riprap failures, replacing pipe segments, and replacing or repairing end wall or headwall. Table 6-6 summarizes the maintenance actions that will be performed by the SWU on all publicly owned outfalls in the service area. Privately owned outfalls shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-6
Outfall Routine and Non-Routine Maintenance Operations (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Clear and remove debris blockages.	As needed
Inspect the condition of the outfall, including end wall/headwall, erosion and undermining, riprap, and pipe segment.	20% of inventory each year or once every 5 years
Restore undermined areas	As needed
Repair riprap failures	As needed
Repair slope erosion	As needed
Replace pipe segment	As needed
Repair or replace end wall / headwall	As needed

6.3.1.4 Storm Sewer Pipes

Routine pipe maintenance actions include cleaning and inspecting the pipe system, including manholes and junction boxes. Non-routine maintenance actions include cleaning in response to

a complaint, repairing or replacing manholes and junction boxes, conducting cave-in spot repairs, and lining corroded metal pipes. Table 6-7 summarizes the maintenance actions that will be performed by the SWU on all publicly owned storm sewer pipes in the service area. Privately owned storm sewer pipes shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-7
Storm Sewer Pipe Routine and Non-Routine Maintenance Operations (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Clean and inspect pipe systems, including manholes.	5 to 10 years As needed to resolve complaint
Repair and replace manholes	As needed
Conduct spot repairs of pipe segments due to cave-in or other failure	As needed
Line corroded corrugated metal pipe (CMP) segments	As needed

6.3.1.5 Culverts

Routine culvert maintenance actions include clearing brush from around the culvert ends, cleaning, and inspecting. Non-routine maintenance actions include removing obvious blockages, particularly those on the upstream side of the culvert, cutting and removing leaning or fallen trees upstream, reestablishing vegetation around culvert ends to prevent erosion, and repairing/improving/installing headwalls, end sections, and splash pads. Table 6-8 summarizes the maintenance actions that will be performed by the SWU on all publicly owned culverts. Privately owned culverts shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-8
Culvert Routine and Non-Routine Maintenance Operations (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Trim and/or remove brush from around culvert ends	Annual and as needed
Inspect	5 to 10 years
Remove obvious blockages, concentrating on those outside of the GDOT ROW.	As needed
Cut and remove leaning and fallen trees upstream	As needed
Reestablish growth around culvert ends to prevent erosion	As needed
Repair/improve/install headwalls, end section, and splash pads	As needed

6.3.2 Natural Conveyance Maintenance Operations

Natural conveyance in the service area consists of feeder ditches and swales, intermittent streams, perennial streams, and rivers. Maintenance of the natural conveyance system prevents flooding, improves water quality, and protects valuable habitat. Maintenance actions include organizing and sponsoring volunteer activities, conducting stream assessments, removing trash, debris, and other blockages, and making temporary repairs to protect life and property. These activities will be conducted only in the immediate vicinity of County- and City-owned ROWs.

Privately owned natural conveyance systems shall not be maintained unless ownership is assumed pursuant to Section 2.4.5. These activities will not be conducted on private property unless a significant public health or safety concern exists, the property owner grants access, and it can be accommodated by the SWU budget. Natural conveyance system maintenance actions are summarized in Table 6-9.

TABLE 6-9
Natural Conveyance System Routine and Non-Routine Maintenance Operations (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Organize and Sponsor Volunteer Stream Clean-Up Activities	Annual
Organize and Sponsor Volunteer Adopt-a-Stream Activities	Annual
Remove trash and debris	As Needed Annual for Problem Areas
Remove beaver dams	As Needed
Remove blockage to reduce flooding	As Needed
Provide temporary stabilization to protect life, limb, and property	As Needed

6.3.3.1 Stormwater Pond

Stormwater ponds include wet ponds, dry ponds, and constructed wetlands. Table 6-10 summarizes the maintenance actions that will be performed by the SWU on all publicly owned stormwater ponds in the service area. One goal of the SWU is to inspect privately owned stormwater ponds every 2 years. Privately owned stormwater ponds will be maintained by their owners in accordance with the stormwater pond's facility maintenance agreement. If a maintenance agreement does not exist, the owner will maintain the stormwater pond in accordance with the GSMM. Privately owned stormwater ponds shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-10
Stormwater Pond Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Clean and remove debris from inlet and outlet structures.	Annual
Mow side slopes.	Annual
Monitor wetland vegetation and perform replacement planting as necessary (wetlands only)	Annual Inspection
Inspect for damage, paying particular attention to the control structure.	Annual Inspection
Note signs of hydrocarbon build-up and remove appropriately.	Annual Inspection
Monitor for sediment accumulation in the facility and forebay.	Annual Inspection
Examine to ensure that inlet and outlet devices are free of debris and operational.	Annual Inspection
Check all control gates, valves, and other mechanical devices.	Annual Inspection
Repair undercut and eroded areas.	As Needed
Remove sediment from the forebay.	5 to 7 years or after 50 percent of the total forebay capacity has been lost

TABLE 6-10
Stormwater Pond Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Monitor sediment accumulation, and remove sediment when the pool volume has become reduced significantly, or the pond becomes eutrophic.	10 to 20 years or after 25 percent of the permanent pool volume has been lost

6.3.3.2 Filtration Facility

Filtration facilities include bioretention areas, sand filters, and other filtering devices. Bioretention area and sand filter maintenance requirements differ significantly. Table 6-11 summarizes the maintenance actions that will be performed by the SWU on all publicly owned bioretention areas in the service area. Privately owned filtration facilities shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-11
Bioretention Area Filtration Facility Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Prune and weed to maintain appearance.	As needed
Replace mulch when erosion is evident.	As needed
Remove trash and debris.	As needed
Inspect inflow points for clogging (off-line systems). Remove any sediment.	Semiannually
Inspect filter strip/grass channel for erosion or gullying. Re-seed or sod as necessary.	Semiannually
Inspect trees and shrubs to evaluate their health and remove any dead or severely diseased vegetation.	Semiannually
Test the planting soils for pH to establish acidic levels. If the pH is below 5.2, limestone should be applied. If the pH is above 8.0, iron sulfate plus sulfur can be added to reduce the pH.	Annually
Replace mulch over the entire area.	2 to 3 years
Replace pea gravel diaphragm if warranted.	2 to 3 years

Table 6-12 summarizes the maintenance actions that will be performed by the SWU on all publicly owned sand filters in the service area. Privately owned sand filters shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-12
Sand Filtration Facility Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Ensure that contributing area, facility, inlets, and outlets are clear of debris.	Monthly
Ensure that the contributing area is stabilized and mowed, with clippings removed.	Monthly
Remove trash and debris.	Monthly

TABLE 6-12
Sand Filtration Facility Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Check to ensure that the filter surface is not clogging	Monthly (also check after moderate and major storms).
Ensure that activities in the drainage area minimize oil/grease and sediment entry to the system.	Monthly
If permanent water level is present (perimeter sand filter), ensure that the chamber does not leak, and normal pool level is retained.	Monthly
Check to see that the filter bed is clean of sediment, and the sediment chamber is not more than 50 percent full or 6 inches, whichever is less, of sediment. Remove sediment as necessary.	Annually
Make sure that there is no evidence of deterioration, spalling, or cracking of concrete.	Annually
Inspect grates (perimeter sand filter).	Annually
Inspect inlets, outlets, and overflow spillway to ensure good condition and no evidence of erosion.	Annually
Repair or replace any damaged structural parts.	Annually
Stabilize any eroded areas.	Annually
Ensure that flow is not bypassing the facility.	Annually
Ensure that no facility-related odors are detected outside the facility.	Annually
If filter bed is clogged or partially clogged, manual manipulation of the surface layer of sand may be required. Remove the top few inches of sand, roto-till or otherwise cultivate the surface, and replace media with sand meeting the design specifications.	As needed
Replace any filter fabric that has become clogged.	As needed

6.3.3.3 Infiltration Trench

Table 6-13 summarizes the maintenance actions that will be performed by the SWU on all publicly owned infiltration trenches in the service area. Privately owned infiltration trenches shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-13
Infiltration Trench Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Ensure that contributing area, facility, and inlets are clear of debris.	Monthly
Ensure that the contributing area is stabilized.	Monthly
Remove sediment and oil/grease from pretreatment devices, as well as overflow structures.	Monthly
Mow grass filter strips as necessary. Remove grass clippings.	Monthly
Check observation wells following 3 days of dry weather. Failure to percolate within this time period indicates clogging.	Semiannually
Inspect pretreatment devices and diversion structures for sediment build-up and structural damage.	Semiannually

TABLE 6-13
Infiltration Trench Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Remove trees that start to grow in the vicinity of the trench.	Semiannually
Replace pea gravel/topsoil and top surface filter fabric (when clogged).	As needed
Perform total rehabilitation of the trench to maintain design storage capacity.	Upon Failure
Excavate trench walls to expose clean soil.	Upon Failure

6.3.3.4 Enhanced Swale, Grass Channel, and Filter Strip

Enhanced swales, grass channels, and filter strips have similar maintenance requirements. However, the requirements differ enough to require separate tables. Table 6-14 summarizes the maintenance actions that will be performed by the SWU on all publicly owned enhanced swales in the service area. Privately owned swales, grass channels, and filter strips shall not be maintained unless ownership is assumed pursuant to Section 2.4.5.

TABLE 6-14
Enhanced Swale Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
For dry swales, mow grass to maintain a height of 4 to 6 inches. Remove grass clippings.	Frequently
Inspect grass along side slopes for erosion and formation of rills or gullies and correct.	Annually (Semi-annually the first year)
Remove trash and debris accumulated in the inflow forebay.	Annually (Semi-annually the first year)
Inspect and correct erosion problems in the sand/soil bed of dry swales.	Annually (Semi-annually the first year)
Based on inspection, plant an alternative grass species if the original grass cover has not been successfully established.	Annually (Semi-annually the first year)
Replant wetland species (for wet swale) if not sufficiently established.	Annually (Semi-annually the first year)
Inspect pea gravel diaphragm for clogging and correct the problem.	Annually (Semi-annually the first year)
Roto-till or cultivate the surface of the sand/soil bed of dry swales if the swale does not draw down within 48 hours.	As needed
Remove sediment build-up within the bottom of the swale once it has accumulated to 25 percent of the original design volume.	As needed

Grass channels, also known as "biofilters," are designed to convey runoff and to provide a nominal level of treatment. Grass channels do not provide as great a water quality benefit as enhanced swales. Table 6-15 summarizes the maintenance actions that will be performed by the SWU on all publicly owned grass channels in the service area.

TABLE 6-15
Grass Channel Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Mow grass to maintain a height of 3 to 4 inches.	Frequently (regularly)
Inspect grass along side slopes for erosion and formation of rills or gullies and correct.	Annually (Semi-annually the first year)
Remove trash and debris accumulated in the channel.	Annually (Semi-annually the first year)
Based on inspection, plant an alternative grass species if the original grass cover has not been successfully established.	Annually (Semi-annually the first year)
Remove sediment build-up within the bottom of the grass channel once it has accumulated to 25 percent of the original design volume.	As needed

Table 6-16 summarizes the maintenance actions that will be performed by the SWU on all publicly owned filter strips in the service area.

TABLE 6-16
Filter Strip Maintenance Requirements (Publicly Owned)
Clayton County Stormwater Utility Guidebook

Maintenance Action	Schedule
Mow grass to maintain a 2- to 4-inch height.	Frequently (regularly)
Inspect pea gravel diaphragm for clogging and remove built-up sediment.	Annually (Semi-annually the first year)
Inspect vegetation for rills and gullies and correct. Seed or sod bare areas.	Annually (Semi-annually the first year)
Inspect to ensure that grass has established. If not, replace with an alternative species.	Annually (Semi-annually the first year)
Complete After Major Storm Portion of Grass Channel Maintenance Checklist (GSMM Vol. 2 Appendix E)	After major storm

Q. How will the services provided by the Stormwater Utility be different than the current services?

A. The Stormwater Utility will provide regular and preventive maintenance of stormwater management system, expand the current maintenance services to public systems located in the right-of-way , perform proactive water quality management such as regular inspections of areas with water quality problems and water quality monitoring, initiate updates of floodplain maps, and initiate system inventory and master planning of stormwater capital improvement projects so flooding and water quality problems can be prevented.

Due to limited resources dedicated to stormwater, maintenance is currently performed based on complaints received by residents and is limited to stormwater systems located in the right-of-way, water quality management is minimal, flood maps used in plan reviews are outdated and there is no master planning to address flooding and water quality problems.

Recommendation:
CCWA staff recommended Board approval of the amended sections as presented.

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

RESOLVED to approve the amended portions of the Stormwater Guidebook as presented.

Heavy Duty Pickup Truck Purchase Recommendation: Distribution and Conveyance Director Jeff Jones presented a recommendation on the purchase of a Heavy Duty Pickup Truck.

Vendor	Bid	Make/Model
Beck Auto Sales Inc Palatka, Florida	$51,810.00 Met 25 of 26 Specs	2020 Ram 5500 Crew Cab 4x4
Wade Ford Inc Smyrna, Georgia	$53,483.00 Met 25 of 26 specs	2020 Ford F 550 Crew Cab 4x4

Recommendation:
CCWA staff recommended purchasing one 2020 Ram 5500 Crew Cab 4x4 from Beck Auto Sales Inc.

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

RESOLVED to approve the purchase of one 2020 Ram 5500 Crew Cab 4X4 from Beck Auto Sales Inc. at the quoted total purchase price of $51,810.00.

Georgia Power Total Maintenance and Reliability Contract: General Services Director Brent Taylor presented a recommendation on the Georgia Power Total Maintenance and Reliability Contract.

General Services is responsible for managing the maintenance of the 54 oil-filled/pad-mounted transformers that belong to CCWA. These transformers are located at all Water Production Plants, Water Reclamation Plants, Re-Pump Stations, and various other facilities. To-date only one transformer has failed. However, over 60% of the transformers exceed 20 years of service and it has become a matter of when, not if, another one fails.

The impacts of a transformer failure are as follows:

- The equipment supplied by that transformer will be out of service until the transformer is repaired or replaced
- If a replacement is required, it could take as much as 30 days to receive

- Substantial labor costs associated with the repair work IF replacement parts are available
- Higher labor rates in emergency situations

CCWA maintenance staff are not certified to work on transformers above 480 volt-3 phase without a State of Georgia-required High Voltage certification. Georgia Power's Total Maintenance and Reliability (TMR) program eliminates that inevitable risk by having certified personnel available 24-hours/7days/week. The GA Power personnel repairing or replacing faulty transformers have all of the necessary tools, parts, PPE, and training to efficiently and effectively get the facility back up and running in a short period of time. Also, CCWA is guaranteed that a backup for every applicable transformer is stored at the Forest Park storage yard reducing downtime considerably.

	Mapping and Tagging	Make Ready	TMR Annual Fee	First Year Total Cost
WB Casey (720)	$15,142.86	$16,772.11	$64,000.00	$95,914.97
RL Jackson (729)	$6,438.00	$0.00	$13,242.00	$19,680.00
Pelletizing (731)	$4,582.00	$6,789.00	$7,244.00	$18,615.00

Overall Total Expense for 720, 729, and 731 for the First Year	$134,209.97
Annual Operational Budget Expense for 720, 729, and 731 Every Subsequent Year	$84,486.00

Recommendation:
CCWA staff recommended awarding the annual contract to Georgia Power for a one-time cost of $49,723.97 and a total annual cost going forward in the amount of $84,486. Staff respectfully requests the Board's authorization for the General Manager to sign all documents related to this contract.

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

RESOLVED to award the Georgia Power Total Maintenance and Reliability Contract to Georgia Power for a one-time cost of $49,723.97 and a total annual cost going forward in the amount of $84,486 along with authorizing the General Manager to sign all documentation related to the contract.

Lift Station and Force Main Assessment: Program Management and Engineering Director Kelly Taylor presented a recommendation on the Lift Station and Force Main Assessment.

CCWA owns and operates approximately 37 lift stations and associated force mains within its sewer collection system, as well as 5 pump stations related to the water reclamation

facilities (WRFs). To date, CCWA has focused sewer rehabilitation efforts primarily on the gravity sewer system and has used a run-to-failure approach on force mains. With infrastructure aging, CCWA has elected to complete a Pressure Sewer System Assessment and Asset Management Plan. This project will address all components of the pressure sewer system (force mains, lift stations, and air release valves) with the following primary goals:

- Improve knowledge and database of pressure sewer assets
- Identify and prioritize inspection activities
- Identify renewal and replacement (R/R) needs
- Improve system reliability and predictability
- Ensure system capacity
- Develop a collaborative, ongoing approach to managing the pressure sewer system amongst various departments (General Services, Conveyance, Water Reclamation, and Engineering)

The project includes the following tasks:

Task 1 – Populate Asset Registry
This task includes developing an asset hierarchy for lift stations and force mains, and populating databases for lift stations, force mains, and ARVs. This will be accomplished through a comprehensive review of record drawings, GIS data, O&M manuals, work order/inspection/maintenance history, pump draw-down test history, and staff knowledge.

Task 2 – Risk-Based Prioritization
This task includes creating a Lift Station risk-based prioritization model. The model will incorporate data collected in Task 1, as well as asset R/R costs, to estimate the consequence and likelihood of failure of each asset and to recommend a timeline for inspection, maintenance, and R/R. The risk model will be developed to integrate into CCWA's asset management software so that it can be updated any time new Lift Station and Force Main condition data is collected. The risk-based prioritization model will be used to prioritize inspections in Task 3 and will be used to continuously update the Asset Management Plans in Task 4.

Task 3 – Condition Assessment
This task includes field inspections of Lift Stations and ARVs to determine the condition of the pressure sewer system. Lift Station assessments will include pump draw-down tests and mechanical, structural, and electrical inspections, and ARV inspections will include visual inspections of the ARVs and associated segment of Force Mains. Deliverables include inspection forms, inspections of 15 lift stations, 5 days of inspections of ARVs, asset condition scores, calculated estimated useful life, pump capacities, lift station firm capacities, updates to the Risk-based Prioritization Model, and the proposed future inspection schedules for Lift Stations and ARVs.

Task 4 – Asset Management Plans
Task 4 includes two major components related to asset management: Preventative Maintenance (PM) Plans and Asset Management Dashboards. Developing the Preventative Maintenance Plans will include a comprehensive review of current PM activities, existing SOPs, maintenance/inspection plans, owner's manuals, etc. Based on the current state, recommended PM Plans will be developed and will include:

- List of recommended future PM activities
- Estimate of additional equipment/staffing requirements to support additional PM activities
- Recommendations/opportunities to optimize the PM program
- Prioritized implementation plan, including schedule and resource needs

Recommendation:
CCWA staff recommended awarding Task Order HS-RE-19-09 10 Pressure Sewer System Assessment and Asset Management Plan to Hazen and Sawyer in the amount not to exceed $548,555.00 along with the Board's authorization for the General Manager to execute the Task Order.

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

RESOLVED to award Lift Station and Force Main Assessment Task Order HS-RE-19-09 to Hazen and Sawyer in an amount not to exceed $548,555.00 along with authorizing the General Manager to execute the task order.

FY 2020 – 21 Budget Recommendation (Including Revenue Surplus Allocation):
General Manager H. Bernard Franks and the CCWA Directors presented a recommendation on the FY 2020 – 21 Proposed Budget.

	Water and Sewer Fund	Stormwater Fund	Total	% Chg FY2019 -20
Revenues				
Water Sales	$ 53,707,310	$ -	$ 53,707,310	*7.1%*
Sewer Sales	45,500,448	-	45,500,448	*4.8%*
Stormwater Fees	-	9,832,771	9,832,771	*1.1%*
Installation Charges	768,679	-	768,679	*-12.2%*
Account Servicing Charge	4,018,053	157,205	4,175,258	*1.5%*
Miscellaneous Income	540,034	1,580	541,614	*-2.7%*
Interest Income	33,032	5,193	38,225	*2.1%*
Impact Fees	1,212,437	-	1,212,437	*-21.2%*
Interfund Transfer - Stormwater	1,219,663	-	1,219,663	*-4.1%*
Total Revenues	**$ 106,999,656**	**$ 9,996,749**	**$ 116,996,405**	***4.7%***
Expenses				
Personal Services	$ 35,681,368	$ 2,020,633	$ 37,702,001	*8.5%*
Operating Expenses	43,160,387	3,038,776	46,199,163	*8.8%*
Debt Service	21,453,319	-	21,453,319	*6.0%*
Interfund Transfers - Stormwater and Reserves	392,087	1,219,663	1,611,750	*26.8%*
Capital Expenditures	2,959,695	296,878	3,256,573	*-19.4%*
Capital Projects	3,352,800	3,420,799	6,773,599	*-24.3%*
Total Expenses and Appropriations	**$ 106,999,656**	**$ 9,996,749**	**$ 116,996,405**	***4.7%***

Recommendation:
CCWA Staff recommended that the Board adopt the FY 2020 – 21 Proposed Budget as presented; to include Technology Refresh items on State Contract totaling $275,495.00, Fleet Vehicles on State Contract totaling $205,965.00, the renewal of Property and Casualty Insurance totaling $1,017,643.00 and the allocation of Revenue Fund Surplus in the amount of $14,829,000.000.

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

RESOLVED to approve the FY 2020 – 21 Budget as presented; to include Technology Refresh items on State Contract totaling $275,495.00, Fleet Vehicles on State Contract totaling $205,965.00, the renewal of Property and Casualty Insurance totaling $1,017,643.00 and the allocation of Revenue Fund Surplus in the amount of $14,829,000.000.

Updates from the Board Members and General Manager

H. Bernard Franks, Teresa Worley and Keisha Thorpe presented an update on CCWA's response to the COVID 19 pandemic. Information only, no action taken.

Adjourn

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

RESOLVED to adjourn the Board Meeting at 12:24 p.m., there being no further business to come before the Board of Directors.

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Robin Malone, Chairman Rodney Givens, Secretary/Treasurer