

CLAYTON COUNTY WATER AUTHORITY  
Regular Board Meeting  
1600 Battle Creek Road  
Morrow, Georgia 30260  
May 7, 2015

Present at the meeting were: Chairman John Chafin, Vice Chairman Rodney Givens, Secretary/Treasurer John Westervelt, Board Member Marie Barber, Board Member Sophia Haynes, Board Member Elizabeth G. Armstrong (via conference call), Board Member Dr. Cephus Jackson, General Manager Mike Thomas, Assistant General Manager Jim Poff, Assistant General Manager Bernard Franks, Legal Counsel Steve Fincher, Executive Coordinator Amanda LaPierre, Public Information Officer Suzanne Brown, and other CCWA staff and visitors.

Chairman John Chafin called the meeting to order at 1:30 p.m.

**Invocation**

Dr. Jackson introduced Michael Shinn from Program Management/Engineering to give the invocation.

**Adoption of Agenda**

UPON MOTION by Rodney Givens and second by Marie Barber, to amend the agenda by moving New Business Item A Rebranding Update to the first Recognition item; Recognition Item B Clayton County Science Awards followed with Item A. Special Employee Recognition being the last Recognition item, it was unanimously

RESOLVED to approve the amended agenda as proposed.

**Approval of Minutes**

Chairman John Chafin called for any omissions or additions to the minutes of the Regular Board Meeting of April 1 -3, 2015.

UPON MOTION by Dr. Cephus Jackson and second by Elizabeth Armstrong, it was unanimously

RESOLVED to approve the Regular Board Meeting Minutes of April 1-3, 2015 as presented.

**Financial and Statistical Reports**

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending March 31, 2015.

## **Recognition**

- A. Rebranding Update.** As part of a rebranding effort this year, the Authority worked with the Clayton County Public Schools Career, Technical & Agricultural Education (CTAE) Program to involve local high schools students in new logo concept. Staff worked with CTAE staff members Eboni Chilis and Greg Guhl, who created a project for the interested high schools. CCWA staff selected their top three concepts for consideration. Mr. Guhl introduced the students whose concepts were selected.

### **Student Concept: Water Drops and Leaf**

The Forest Park High School student team of Shatoyah Thurmond and William Johnson presented the idea behind their water drops and leaf concept. Shatoyah and William are Marketing and Management students. Their instructor is Mr. Dan Moorer.

### **Student Concept: Water Drop and “C” Combined**

Morrow High School student Genese Randall presented the idea behind her water drop and letter C concept. Genese is an Entrepreneurship student. Her instructor is Mr. Harold Walker.

### **Student Concept: Water Drop and Hand**

The Morrow High School student team of David Torres, Briana Rivera and Joslyn Beasley presented the idea behind their water drop and hand concept. They are Marketing Management students. Their Instructor is Mr. Harold Walker.

- B. Clayton County Science Fair Awards.** Assistant General Manager Jim Poff recognized two local students whose water-related science fair projects were selected for the Authority’s Water Environment Research Award. Donovan Slack, from Suder Elementary, was recognized for his project, “How to Remove Chlorine and Chloramine from Water.” Robert Smith Jr., from Rex Mill Middle, was recognized for his project, “Methane Production of Organic Material.” Both students were presented certificates, trophies and a \$25 gift card to Barnes & Noble.
- C. Employee Recognition.** General Manager Mike Thomas recognized Meter Services Account Service Representative Kenny Davis for recently coming to the aid of child who was being attacked by dogs.

**New Business**

**Quarry Products Delivered Bid Recommendation:** General Services Manager Marshall Maddox presented the bid recommendation for quarry products delivered. Staff received the following bids.

Vendor	Total Bid Amount Primary Item
<b>Ognio Grading, Inc. dba RKO Hauling &amp; Grading</b>	<b>\$184,328.002</b>
<b>Concrete Supply Company</b>	<b>\$190,187.50</b>
<b>Roberts Hauling &amp; Pipeline</b>	<b>\$227,625.00</b>
<b>Don Hall Construction</b>	<b>\$242,812.50</b>
<b>MGD Transportation LLC</b>	<b>\$246,463.50</b>
<b>Stephens Industries</b>	<b>Non-Responsive</b>

Staff recommends awarding this annual bid to Ognio Grading, Inc. as the sole supplier of Quarry Products – Delivered (Primary Items) based on the Unit Pricing listed.

Staff also recommends awarding the Optional Items of the Quarry Products – Delivered to both Ognio Grading, Inc. and Concrete Supply Company. Ognio Grading, Inc. provided the lowest unit price on three of the five items listed while Concrete Supply Company provided the lowest unit price on the other two items.

QUARRY PRODUCTS - DELIVERED OPTIONAL ITEMS				Ognio Grading Inc., dba RKO Hauling & Grading		Concrete Supply Company	
Item #	Item Description	Estimated Quantity		Per ton	Extended Amount	Per ton	Extended Amount
10	Baby Surge Stone *	500	Tons	N/A	N/A	19.50	\$ 9,750.00
11	#3 Stone	50	Tons	16.92	846.00	21.80	1,090.00
12	#4 Stone	50	Tons	16.50	825.00	18.60	930.00
13	#34 Stone	50	Tons	N/A	N/A	18.60	930.00

14	Top Soil	200	Tons	10.00	2,000.00	15.25	3,050.00
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Stephens Industries was deemed Non-Responsive due to the bidder modifying the “Item Description” of several lines on the Primary Bid Item form.

This award is 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.

The terms of this agreement will be from June 1, 2015 through May 31, 2016. This agreement may be renewed by mutual consent of all parties for a second and third year at no changes in terms and conditions

All materials ordered under this purchasing agreement will be on an “as needed – when needed” basis and will be paid per the unit prices as shown on the included schedule. Items purchased under this agreement will primarily be funded by the Stormwater Utility and the Distribution & Conveyance departments however other CCWA departments may purchase material as needed.

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

RESOLVED to approve staff recommendation to award the annual bid to Ognio Grading, Inc. for all primary items for the unit prices and the optional bid items to both Ognio Grading, Inc. and Concrete Supply Company for the items the vendor provided the lowest unit price bid on an as needed when need basis contingent upon the bidder meeting the risk management requirements and authorizing the General Manager to sign the contract.

**Wet Well Cleaning & Disposal Services Bid Recommendation:** Water Reclamation Manager Chris Hamilton presented the bid recommendation for wet well cleaning & disposal services.

On March 31<sup>st</sup>, 2015 sealed bids were opened for wet well cleaning and disposal services for the Water Reclamation and General Services Departments. This service includes cleaning grease and grit on an as needed basis from any of the 40 lift stations and Water Reclamation facilities wet wells. Only one bid was received.

Vendor	Bid (Cost/Gallon disposed)
AllSouth Environmental Services, Inc.	\$0.95

The initial term of this contract will be for a twelve month period, from June 1st, 2015 to May 31st, 2016. This contract may be extended for a second and/or third year term by mutual consent by both parties, with no changes to terms, conditions or prices. Estimated quantities are on an as needed when needed basis with no guarantee of maximum or minimum quantities. AllSouth, a Clayton County Business Enterprise, has performed this work for CCWA over the last eight years and has easily met all expectations. This work will be funded in Water Reclamation and General Services operating budgets.

Staff recommends award of this bid to AllSouth Environmental Services for a bid price of \$0.95/gallon of disposed material along with authorizing the General Manager to sign the contract. This award is contingent on the Bidder providing the proper insurance and executing the contract.

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

RESOLVED to approve staff recommendation to award the bid to AllSouth Environmental Services for a bid price of \$0.95/gallon of disposed material contingent on the Bidder meeting the risk management requirements and authorizing the General Manager to sign the contract.

**Security Vulnerability Assessment and Design Task Order Recommendation:** Risk Manager Karen Riser presented the task order recommendation for security vulnerability assessment and design.

CCWA is looking to improve site security and mitigate risk by partnering with a vendor that specializes in vulnerability assessment and design. This phase of the project will include developing a full site assessment of current access control and CCTV hardware and software, the current visitor management system, site processes and procedures related to security management and reporting. This assessment will include recommendations to best meet the needs of the organization while continually maintaining our fundamental values and culture.

This phase will include 29 CCWA locations which will encompass all manned locations and a few select unmanned locations to ensure the security of our valuable assets. The final deliverable will include written recommendations, detailed specifications and drawings as well as budget pricing for each of the locations.

CCWA solicited a proposal from eight vendors that specialize in security vulnerability assessment and design services. A formal proposal was received from three of the vendors and were thoroughly reviewed by CCWA staff. The proposal costs ranged from a low of \$49,350 to a high of \$116,120.

Staff is recommending awarding this phase of the project to Invictus Consulting, LLC for the vulnerability assessment and deliverables, as outlined above, for a lump sum amount of \$49,350.00 plus an additional cost of \$125 per hour for any required AutoCad drawings which are anticipated to be only a few of the locations. The recommendation includes authorizing the General Manager to sign the contract and is contingent upon Invictus providing the proper insurance as well as executing the contract.

<b>Phase I</b>	<b>Price</b>
Facility Assessments	<b>\$15,000</b>
<b>Phase II</b>	
Data Mining	<b>\$2,500</b>
<b>Phase III</b>	
Recommendations and Engineering	<b>\$31,850</b>
<b>Total services</b>	<b>\$49,350</b>

The specifications and drawings developed will be used as the technical basis for soliciting procurements for implementation services along with the necessary hardware and software required to implement the design. Additionally a separate procurement will be required for services during construction.

UPON MOTION by John Westervelt and second by Sophia Haynes, it was unanimously

RESOLVED to approve staff's recommendation to award this phase of the project to Invictus Consulting, LLC for the vulnerability assessment and deliverables for a lump sum amount of \$49,350, plus an additional \$125 per hour for any required AutoCad drawings contingent on meeting the risk management requirements and authorizing the General Manager to sign the contract.

**General Services Building Final Design Task Order Recommendation:** General Services Manager Marshall Maddox presented General Services Maintenance Building Task Order JA-RE-15-0. Mr. Maddox explained that the task order will provide a specifications and design package by Jacobs Engineering Group for the proposed General Services Maintenance Building located at the R.L. Jackson Site on Thomas Road. Work to be performed under this task order includes: Site Evaluation and Permitting Review, Final Design Services and Bid Phase Services.

Staff recommends approval of the task order and allowing the General Manager to sign Task Order JA-RE-15-01 to Jacobs for providing Professional Engineering Services on a time and expense basis with a maximum not to exceed amount of \$422,427.00.

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

RESOLVED to approve staff recommendation of Task Order JA-RE-15-01 to Jacobs Engineering Group for providing Professional Engineering Services on a time and expense basis with a maximum not to exceed amount of \$422,427.00 and authorization for the General Manager to sign the Task Order.

**Strategic Master Plan – 2015 Term Update Recommendation.** Program Management and Engineering Manager Kelly Taylor presented a final update on the development of the five year plan update. In June 2014, the Board approved Task Order CH-RE-14-01 to have CH2M HILL assist the Clayton County Water Authority with completing the 5-year update to the 2010 Strategic Master Plan that will become the comprehensive guide in continuing to achieve CCWA's vision of Quality Water, Quality Service. This 2015 Strategic Master Plan Update builds on the 2010 Strategic Master Plan and 2012 IT Master Plan and includes the following:

- Identified future needs through a review of upcoming regulations and assessment of future growth
- Assessed existing systems, current needs and validation of 2010 SMP project lists, through Departmental Workshops with Water Production, Water Reclamation, Distribution and Conveyance, Management (Utility-wide), Stormwater, and General Services
- Refined 2012 IT Master Plan project list
- Reviewed and updated CCWA priorities, weighting, and performance measures to incorporate into the updated Project Prioritization Tool
- Finalized list and assigned benefit scores to all candidate projects in a project scoring workshop
- Developed planning level cost estimates and cash flow schedules for all candidate projects.

Finance Director Allison Halron presented five possible funding options for the plan including continuing with the Authority's pay as you go plan, taking on new bond debt and/ or rate adjustments. Ms. Halron stated the decision on funding this plan update does not affect the Authority's FYB15 Budget. Board members were provided an updated project list with planning level cost estimates and the cash flow schedule below. Mr. Thomas told the board they can take the next three –four months to consider the funding options before approving the update and the funding option.

<b>Project Categories</b>	<b>Sum of Estimated Planning Level Costs</b>	<b>Percentage</b>
Asset Management	\$ 215,000,000	59%
Treatment Process Improvements (Studies/Implementation)	\$ 46,375,000	13%
Growth/Capacity Response	\$ 32,900,000	9%
Facility Operational/Equipment Improvements	\$ 29,550,000	8%
Optimization	\$ 26,515,000	7%
IT / Technology	\$ 15,500,000	4%
Safety/Security/Preparedness	\$ 800,000	0%
Community Engagement	\$ 450,000	0%
<b>Grand Total</b>	<b>\$ 367,090,000</b>	

**Executive Session**

UPON MOTION by John Westervelt and second by Rodney Givens, it was unanimously RESOLVED to go into Executive Session to discuss a personnel issue.

The Board returned from Executive Session to Open Session.

**Approval of Executive Session Minutes**

UPON MOTION by John Westervelt and second by Rodney Givens, it was unanimously, RESOLVED to approve the Executive Session minutes of May 7, 2015.

**Updates from the Board Members and General Manager**

Mr. Thomas gave board members an update on the 60<sup>th</sup> Anniversary Open House being held on May 12.

Mr. Westervelt gave the board an update on a recent meeting with SunTrust Bank.

Risk Manager Karen Riser provided an update on planned hostile customer/workplace violence training for employees and CCWA's Safety and Security Officer.

UPON MOTION by Rodney Givens and second by Sophia Haynes, it was

RESOLVED to approve staff's recommendation for the Safety and Security Officer to be licensed to carry a concealed weapon. Chairman Chafin, Vice Chairman Givens, Secretary/Treasurer Westervelt, Ms. Barber, Ms. Haynes and Ms. Armstrong voted in favor of the motion. Dr. Jackson voted against the motion. The motion carried 6 - 1.

**Engineering Services**

Chairman Chafin asked the Board what their preference was for rebidding CCWA's Engineering Services contracts. Board members discussed the option of selecting two engineering firms based on our experience with existing engineering consultants. After significant discussion, Ms. Haynes stated that as a government entity we should not award a multi-year, multi-million dollar contract without bidding it out. It was noted that State Law nor CCWA Purchasing Policies require a public bid for professional services such as engineering consulting.

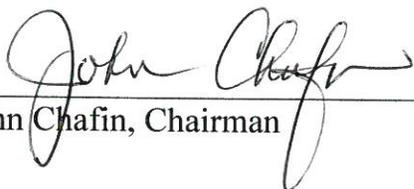
UPON MOTION by Dr. Jackson and second by Mr. Westervelt, it was

RESOLVED to approve Jacobs Engineering and CH2M Hill as the Authority's Engineers of Record. Chairman Chafin, Secretary/Treasurer Westervelt, Ms. Barber, Ms. Armstrong and Dr. Jackson voted in favor of the motion. Ms. Haynes voted against the motion. Vice Chairman Givens abstained. The motion carried 5-1-1.

**Adjourn**

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

RESOLVED to adjourn the Board Meeting at 4:35 p.m., there being no further business to come before the Board of Directors.

  
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John Chafin, Chairman

  
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John Westervelt, Secretary/Treasurer