

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
1600 Battle Creek Road
Morrow, Georgia 30260
August 6, 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, 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, and other CCWA staff and visitors.

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

Invocation

Marie Barber introduced John Pair from Meter Services to give the invocation.

Adoption of Agenda

UPON MOTION by John Rodney Givens and second by Marie Barber, to adopt the agenda it was unanimously

RESOLVED to approve the agenda as proposed.

Approval of Minutes

Chairman John Chafin called for any omissions or additions to the minutes of the Regular Board Meeting of July 2, 2015.

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

RESOLVED to approve the Regular Board Meeting Minutes of July 2, 2015 as presented.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending June 30, 2015.

Recognition

Dedication of the Pete McQueen Board Room. The Clayton County Water Authority Board Room was dedicated and named the Pete McQueen Board Room in honor of Mr. McQueen's service and dedication to the Authority. For information only. No action taken.

New Business

Crystal Lake Tank Painting Bid Recommendation: A recommendation was presented by Water Production Department Manager Kendra Staniel on awarding the bid for the repainting of the Crystal Lake Tank along with a request for approval of Jacobs Engineering Group, Inc. Task Order JA-OP-15-01.

CCWA received 6 bids for the Crystal Lake Tank Painting project (see list of bidders below). The bids ranged from \$187,126 to \$267,100.

Vendors	Classic Protective Coating	Scott I. Enterprises	Southeastern Tank & Tower, Inc.	Tank Pro Inc.	Tank Rehab.Com LLC	Utility Services
Bid Amounts	\$259,950.00	\$222,500.00	\$192,045.00	\$187,126.00	\$194,500.00	\$267,100.00

Recommendation

Bids were reviewed and staff recommended awarding the bid to the lowest responsive responsible bidder, Tank Pro, Inc. in the amount of \$187,126.00. Funding for this project is included in the 2015-2016 Water Production operational budget. Staff also recommended approval of Jacobs Engineering Group, Inc. Task Order JA-OP-15-01 for services during construction.

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

RESOLVED to award the bid to Tank Pro, Inc. for the repainting of the Crystal Lake Tank and to approve Jacobs Engineering Group, Inc. Task Order JA-OP-15-01 for services during construction.

Reinforced Concrete Pipe and Fittings Bid Recommendation: Stormwater Program Manager Kevin Osbey presented a recommendation on awarding the bid for the purchase of Reinforced Concrete Pipe and Fittings.

Vendor	Total Bid Amount Primary Item
Foley Products Columbus, GA	\$24,684.40
Rinker Material Stockbridge, GA	No Bid
Hanson Pipe & Precast Rome, GA	No Bid

Reinforced Concrete Pipe (RCP) and Fittings

Bid Opening Tab

Bid Opening Date: Tuesday, July 7, 2015 at 2:30 pm

PRIMARY BID ITEMS

			Foley Products	
Item #	RCP Pipe & Fittings Description	EST. QUANTITY	Unit Price	Extended Amount
1	15" ROUND	40	\$ 11.82	\$ 472.80
2	18" ROUND	120	\$ 14.34	\$ 1,720.80
3	24" ROUND	120	\$ 21.31	\$ 2,557.20
4	30" ROUND	120	\$ 30.61	\$ 3,673.20
5	36" ROUND	80	\$ 40.11	\$ 3,208.80
6	42" ROUND	40	\$ 53.20	\$ 2,128.00
7	48" ROUND	40	\$ 69.30	\$ 2,772.00
8	54" ROUND	40	\$ 89.04	\$ 3,561.60
9	60" ROUND	40	\$ 114.75	\$ 4,590.00
TOTAL PRIMARY BID ITEMS				\$ 24,684.40

Reinforced Concrete Pipe (RCP) and Fittings

Bid Opening Tab

Bid Opening Date: Tuesday, July 7, 2015 at 2:30 pm

OPTIONAL BID ITEMS

		Foley Products
Item #	RCP Pipe & Fittings Description	Unit Price
10	66" ROUND	\$ 167.25
11	72" ROUND	\$ 158.63
12	78" ROUND	\$ -
13	84" ROUND	\$ 255.79
14	96" ROUND	\$ 342.00
15	15" EQUIVALENT ARCHED	\$ 19.50
16	18" EQUIVALENT ARCHED	\$ 23.40
17	24" EQUIVALENT ARCHED	\$ 33.15
18	30" EQUIVALENT ARCHED	\$ 47.04
19	36" EQUIVALENT ARCHED	\$ 64.00
20	42" EQUIVALENT ARCHED	\$ 85.59
21	48" EQUIVALENT ARCHED	\$ 108.41
22	54" EQUIVALENT ARCHED	\$ 132.23
23	60" EQUIVALENT ARCHED	\$ 162.80
24	15" EQUIVALENT ELLIPTICAL	\$ -
25	18" EQUIVALENT ELLIPTICAL	\$ -
26	24" EQUIVALENT ELLIPTICAL	\$ -
27	30" EQUIVALENT ELLIPTICAL	\$ -
28	36" EQUIVALENT ELLIPTICAL	\$ -

29	42" EQUIVALENT ELLIPTICAL	\$ -
30	48" EQUIVALENT ELLIPTICAL	\$ -
31	54" EQUIVALENT ELLIPTICAL	\$ -
32	60" EQUIVALENT ELLIPTICAL	\$ -

Recommendation:

Staff recommended awarding this annual bid to Foley Products as the primary supplier of HDPE Pipe and Fittings (Required Items) based on the Unit Pricing listed.

Staff also recommended awarding the Optional Items of this annual bid to Foley Products for the items in which pricing was provided.

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 September 1, 2015 through August 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 however other CCWA departments may purchase material as needed.

UPON MOTION by Marie Barber and second by Sophia Haynes, it was unanimously

RESOLVED to award the bid to Foley Products for the purchase of HDPE Pipe and Fittings (Required Items) along with Optional Items where pricing was provided.

Precast Manhole Bid Recommendation: Stormwater Program Manager Kevin Osbey presented a recommendation on awarding the bid for Precast Manholes and Structures.

Vendor	Total Bid Amount Primary Item
Old Castle Precast Stone Mountain, GA	\$134,367.00
Foley Products Columbus, GA	Non-Responsive
Hanson Pipe & Precast Rome, GA	No Bid

Recommendation:

Staff recommended awarding this annual bid to Old Castle Precast as the sole supplier of Precast Manhole & Section (Primary Bid Items) based on the Unit Pricing listed.

Staff also recommended awarding the Optional Items of this annual bid to Old Castle Precast. Old Castle Precast provided the unit pricing on 33 of 58 items. The remaining items will be purchased, by quotes from other vendors, if needed.

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 September 1, 2015 through August 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 Distribution & Conveyance, however other CCWA departments may purchase material as needed.

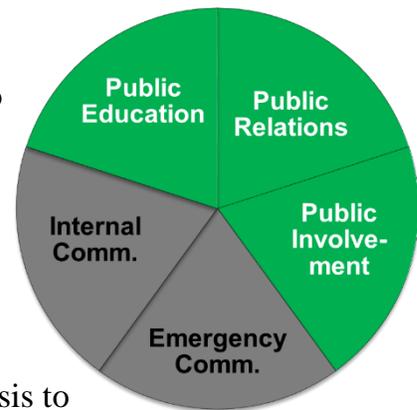
<u>Precast Manholes and Structures</u>				
<u>Bid Opening Tab</u>				
Bid Opening Date: Tuesday, July 7, 2015 at 2:30 pm				
PRIMARY BID ITEMS				
			Old Castle	
Item #	Precast Manholes & Structures Description	EST. QUANTITY	Unit Price	Extended Amount
1	48" Base Unit (Including slab), 4' height (each)	50	\$ 354.00	\$ 17,700.00
2	60" Base Unit (Including slab), 5' height (each)	10	\$ 778.00	\$ 7,780.00
3	72" Base Unit (Including slab), 6' height (each)	5	\$ 1,394.00	\$ 6,970.00
4	84" Base Unit (Including slab), 7' height (each)	2	\$ 2,281.00	\$ 4,562.00
5	48" Riser Section (v.I.)	100	\$ 68.00	\$ 6,800.00
6	60" Riser Section (v.I)	10	\$ 132.00	\$ 1,320.00
7	72" Riser Section (v.I)	10	\$ 205.00	\$ 2,050.00
8	84" Riser Section (v.I)	10	\$ 272.00	\$ 2,720.00
9	60" x 48" Reducer Slab, 1' thick (each)	5	\$ 250.00	\$ 1,250.00
10	72" x 48" Reducer Slab, 1' thick (each)	5	\$ 370.00	\$ 1,850.00
11	84" x 48" Reducer Slab, 1' thick (each)	1	\$ 540.00	\$ 540.00
12	48" x 24" Concentric Top Cone, 3' height (each)	5	\$ 204.00	\$ 1,020.00
13	48" x 24" Eccentric Top Cone, 3' height (each)	20	\$ 204.00	\$ 4,080.00
14	Non-traffic rated frame and cover casted in Concentric or Eccentric Top Cone (each)	10	\$ 338.00	\$ 3,380.00
15	Traffic rated frame and cover casted in Concentric or Eccentric Top Cone (each)	10	\$ 421.00	\$ 4,210.00
16	Traffic rated Composite Material frame and cover casted in Concentric or Eccentric Top Cone (each)	10	\$ 886.00	\$ 8,860.00
17	48" Pedestal Top Inlet, 6" thick, non-traffic rated frame & cover casted in (each)	10	\$ 385.00	\$ 3,850.00
18	48" x 24" Flat Top Slab, 8" thick (each)	5	\$ 148.00	\$ 740.00
19	48" x 24" Flat Top Slab, 1' thick (each)	5	\$ 222.00	\$ 1,110.00
20	48" Flat Top Slab, 1' thick, 2' x 3' opening (each)	5	\$ 222.00	\$ 1,110.00
21	48" Flat Top Slab, 1' thick, 2' x 3' traffic rated grate & frame casted in (each)	5	\$ 582.00	\$ 2,910.00
22	60" x 24" Flat Top Slab, 1' thick (each)	5	\$ 375.00	\$ 1,875.00
23	72" x 24" Flat Top Slab, 1' thick (each)	5	\$ 493.00	\$ 2,465.00
24	15" Opening Precast Headwall (each)	5	\$ 235.00	\$ 1,175.00
25	18" Opening Precast Headwall (each)	10	\$ 235.00	\$ 2,350.00
26	24" Opening Precast Headwall (each)	20	\$ 235.00	\$ 4,700.00
27	30" Opening Precast Headwall (each)	20	\$ 265.00	\$ 5,300.00
28	36" Opening Precast Headwall (each)	20	\$ 395.00	\$ 7,900.00

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, it was RESOLVED to award the bid for Precast Manholes and Structures to Old Castle Precast as the sole supplier along with optional items for which pricing was provided. Remaining items will be purchased by quotes from other vendors if needed.

Communications Plan Scope of Services Recommendation: Assistant General Manager Jim Poff presented a recommendation on the Scope of Services for an upcoming request for proposal for the Enterprise-Wide Communications Strategy.

A communications strategy/plan should be developed for customers and key stakeholders that will address areas identified for improvement in the 2014 Customer Satisfaction Survey (presence and involvement in the community, water taste and quality, customer understanding of infrastructure responsibility) along with a crisis communications plan should a major event occur, etc.

This would include a review of current practices and educational activities conducted and identification of areas to expand and improve the existing public education/outreach program. The overall mission of the project is to tell our audiences what we do and the value of services we provide. The strategy should focus on three components: public education, public involvement and public relations.



Staff utilized Jacobs Engineering for a preliminary gap analysis to help determine the scope of services needed for a Request for Proposal (RFP). Staff recommends utilizing a consultant to develop an Enterprise-Wide Communications Strategy.

Staff plans to seek proposals for assistance in developing this plan. A draft of scope of services is listed below for your review and feedback:

1. Review existing communications/outreach documents including the CCWA Public Education Action Plan for 2014-2015, Community Outreach Program Summary Update 2015, 2015 Media Release schedule, recent FOG (fats, oils and grease) Outreach Campaigns.
2. Evaluate current practices. Schedule at least one meeting with CCWA staff to determine current practices.
3. Identify target audiences to ensure proper communications.
4. Determine most effective communication practices.
5. Develop key messages to support the “Quality Water, Quality Services” brand
6. Explore feasibility of securing additional resources to support communications, education and outreach through social media platforms.
7. Develop benchmarks for level of improvement.
8. Develop implementation plan for enterprise-wide communication strategy.

9. Prepare a final report documenting the planning process, most effective communications practices and implementation plan.
10. Present final plan to CCWA staff and a follow-up meeting with the CCWA Board of Directors.

For information only. No action taken.

Health & Welfare Benefits Plan Amendment Recommendation: Human Resources Director Ed Durham presented a recommendation on amendments to the Health & Welfare Plan.

Health & Welfare Benefits Plan Amendments for 2015

- Fully Insured to Self-Insured
- Removal of Health Reimbursement Arrangement (deductible reimbursement.)
- Updated the definition of spouse – removed reference to Defense of Marriage Act and referenced state law
- Made ACA required updates to the Plan
 - Hours Worked/Temporary, Part Time and Seasonal Employees – employees working less than 130 hours per month are not eligible for benefits
 - Removed reference of lifetime benefits for retirees under the age of 65
 - Removed requirements for Certificates of Creditable Coverage – Previously required for credit towards pre-existing conditions. Since pre-existing conditions are no longer considered, these certificates are no longer required.
 - Changed Plan to allow for Protected Health Information (PHI) – As a self-funded health plan, we have access to PHI. Updated verbiage to treat Plan as a Hybrid Plan. This means that for some plans we receive PHI and for others we do not.

UPON MOTION by Dr. Cephus Jackson and second by Sophia Haynes, it was

RESOLVED to approve staff's recommendation on amendments to the Health and Welfare Plan. Motion carried 6-1 with John Chafin, Rodney Givens, John Westervelt, Marie Barber, Sophia Haynes, and Dr. Cephus Jackson voting in favor and Elizabeth G. Armstrong opposed.

Updates from the Board Members and General Manager

General Manager Mike Thomas provided an update on the unveiling of the new CCWA logo to both employees and the public.

General Manager Mike Thomas provided an update on the Tap Water on Wheels initiative to encourage drinking tap water.

General Manager Mike Thomas provided an update on the status of repairs needed to the Parkson Screen at the Casey Water Reclamation Facility.

General Manager Mike Thomas shared the appreciation received from the University of West Georgia (UWG) Operator Intern Program for participating in the program as well as our high success rate of interns upon completion.

General Manager Mike Thomas provided an update on the new CCWA Mission and Vision Statements.

Adjourn

UPON MOTION by Dr. Cephus Jackson and second by Sophia Haynes it was unanimously

RESOLVED to adjourn the Board Meeting at 2:35 p.m., there being no further business to come before the Board of Directors.

John Chafin, Chairman

John Westervelt, Secretary/Treasurer