CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
1600 Battle Creek Road
Morrow, GA 30260
September 1, 2016

Present at the meeting were: Chairman John Chafin, Vice Chairman Rodney Givens, Secretary/Treasurer John Westervelt, Board Member Marie Barber, Board Member Elizabeth G. Armstrong, Board Member Dr. Cephus Jackson, Board Member Robin Malone, General Manager Mike Thomas, Assistant General Manager Jim Poff, Assistant General Manager Bernard Franks, Legal Counsel Steve Fincher, Executive Coordinator Amanda LaPierre, other CCWA staff and visitors.

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

Invocation
John Westervelt introduced Call Center Customer Service Representative Tim Allen to give the invocation.

Adoption of Agenda
UPON MOTION by John Westervelt and second by Dr. Cephus Jackson, to adopt the amended agenda to include Item H. "Henry County Sewer Agreement" under New Business to 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 Regular Board Meeting minutes of August 4, 2016, the SLBE (Small Local Business Enterprise) Committee Meeting minutes of August 4, 2016 and the Debt Issuance Committee Meeting Minutes of August 4, 2016.

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

RESOLVED to approve the Regular Board Meeting Minutes of August 4, 2016, the SLBE (Small Local Business Enterprise) Committee Meeting Minutes of August 4, 2016 and the Debt Issuance Committee Meeting of August 4, 2016.

Financial and Statistical Reports
Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending July 31, 2016.

New Business

Audit Report: Finance Director Allison Halron and Meredith Lipson with Mauldin & Jenkins presented the Fiscal Year Ended April 30, 2016 Audit Report. Information only, no action taken.

Large Sewer Outfall Condition Assessment Task Order Recommendation: Program Management and Engineering Department Manager Kelly Taylor presented a recommendation on the Large Sewer Outfall Condition Assessment Task Order.

TASK ORDER NO. CH-RE-16-04

This Task Order No. CH-RE-16-XX is an attachment to the Standard Agreement for Professional Services between CH2M HILL ENGINEERS, INC., ("ENGINEER") and CLAYTON COUNTY WATER AUTHORITY ("OWNER") for a "PROJECT" referred to as the *Casey Basin Large Outfall Condition Assessment and Renewal Plan*. This project is being completed as a part of the *Large Interceptor Condition Assessment (Strategic Master Plan [SMP] 616).*

Background

The purpose of this Task Order is for the ENGINEER to provide technical services to *integrate completed condition assessment and capacity modeling work on the OWNER's Casey Basin Large Outfalls into a renewal plan and an ongoing condition assessment and risk-management process for these critical assets.*

Condition assessments have been completed on all large outfalls in the collection system. Based on the initial condition assessment results, renewal of the Flint River Interceptor was initiated in 2015 and the OWNER expects that significant rehabilitation will be needed for other large outfalls as well. Additionally, previous flow monitoring data from the Casey basin was used to develop a calibrated capacity model and work is currently being conducted to complete a capacity assurance analysis. This capacity analysis, combined with the existing condition data, will be used to develop a list of capital needs for large outfalls in the Casey basin. The project also includes development of risk scores for the Casey basin collection system, and these risk scores will be used to prioritize the large outfall capital needs and future assessment work.

The integration of the recent inspection work into a sustainable large outfall risk management plan was identified as Project 616 in the 2015 Strategic Master Plan. Part of the project will be to define additional detailed condition assessment as needed and (at a minimum) provide a plan for the OWNER to monitor the condition of the large outfalls over the next 10 years to support additional rehabilitation needs (Project #617). The ultimate deliverable of the proposed work will be a Large Outfall Renewal Plan which will guide the OWNER through planning year 2035.

ARTICLE 1 — SCOPE OF SERVICES

The work to be performed in this Task Order will include the following scope components:

Task 1 – Data Review and Risk Scoring for the Casey Basin
Task 2 – Large Outfall Renewal Plan Development for the Casey Basin

Task 1 – Data Review and Risk Scoring

The Casey Basin condition assessment work will begin with a Data Review using existing data as well as new work in order to support the execution of Task 2. The subtasks are developed in further detail below and the relevance of each to the development of the Large Outfall Renewal Plan is described.

- **Project Intake**
  - Define and organize GIS database for the Casey Basin collection system
  - Gather and review previous modeling studies, flow monitoring reports, and basin level sanitary sewer evaluation survey (SSES) and renewal work
  - Review any previous large outfall condition assessment work products
- **Risk Based Prioritization Process**
  - Develop a risk-based tool for the prioritization of further assessment, replacement, or rehabilitation of the OWNER's Casey Basin collection system.
  - The tool will focus primarily on structural factors of existing outfalls and the risks that those compromised outfalls present to the public, the environment, and the OWNER's operations
  - The tool will incorporate existing condition data and will be compatible for incorporation into OWNER's existing risk scoring database
  - Likelihood and Consequence of Failure scoring matrices will be developed in a workshop setting in order to receive the OWNER's institutional knowledge and preferential input on weighting factors
  - The risk-based tool will be developed using software compatible with the OWNER's existing GIS-based Asset Management platform

ENGINEER's Assumptions

- Six (6) meetings will be held in the OWNER's offices during the course of Task 1
- The latest GIS information for large outfalls will be provided by the OWNER
- Recent large outfall condition assessment works products will be provided by the OWNER

Deliverables

ENGINEER will provide the following deliverables:

- Technical Memorandum (TM) summarizing the work carried out in Task 1.
- Meeting summaries for the six Task 1 Workshops.
- GIS Database incorporating the results of the Risk Based Prioritization Process

Task 2 – Large Outfall Renewal Plan

The Data Review and Risk Scoring completed in Task 1 will provide the basis for the development of a Large Outfall Renewal Plan that will provide the basis for managing these assets through planning year 2035. While the focus of Task 1 was to establish a simple ranking of the existing outfalls based on risk (likelihood and consequence of failure), Task 2 will develop an overall master plan that applies further considerations such as current and future hydraulic capacity as well as constructability and coordination with other infrastructure projects.

- **Project Prioritization**

  - Overall project prioritization will be carried out using embedded GIS elements and asset group Risk Scores from Task 1 as well as the results of separately scoped Capacity Assurance Analysis
  - The results of the overall prioritization process will be used to separate large outfalls into near-term and long-term projects for planning purposes
- **Near-Term Risk Management Plans**
  - Develop a near-term risk management plan that will include schedules of outfalls:
    - In need of immediate rehabilitation or replacement
    - In need of additional inspection to support repair/replace decision
    - In need of more frequent inspection schedule and/or ongoing monitoring
- **Long-Term Renewal Plans**
  - Develop a long-term renewal plan for outfalls including:
    - Long-term condition assessment plan with technology recommendations
    - Methods to incorporate future condition information as it becomes available that compliments updated risk scores developed in this project
- **Business Process Planning**
  - Define a business process for performing large outfall renewal, including the integration of existing utility management systems for managing data, producing work orders, and measuring performance
- **Deliver Plan Materials**
  - Prioritized sequence of rehabilitation or replacement of large outfalls
  - Schedule of periodic inspection and monitoring of outfalls not being renewed
  - Reports, maps, schedules, and cost estimates in support of the Large Outfall Renewal Plan

ENGINEER's Assumptions

- Capacity Assurance Analysis will be completed for the Casey Basin prior to the execution of Task 2
- Six (6) meetings will be held in the OWNER's offices during the course of Task 2

Deliverables

- Technical Memorandum (TM) summarizing the work carried out in Task 2
- Meeting summaries for the six Task 2 Workshops
- Maps in PDF and hard copy format
- Project definitions
- Planning level cost estimates
- Master schedule

ARTICLE 2 — COMPENSATION

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified in the Standard Agreement for Professional Services. Compensation shall be on a Per Diem basis (time and expenses) with a maximum not to exceed amount of **$205,850.00** without prior written approval from the OWNER. A cost summary by task is provided in Exhibit 1.

EXHIBIT 1

Cost Summary

Tasks		Cost
Task 1	Data Review and Risk Scoring	$125,000
Task 2	Large Outfall Renewal Plan Development	$80,850
	TOTAL	$205,850

ARTICLE 3 — SCHEDULE

This Task Order is based upon the following tentative 12 month PROJECT schedule with a start date of August 2016:

Task	Start	Complete	Duration
Task 1 – Data Review and Risk Scoring	August 2016	January 2017	5 Months
Task 2 – Large Outfall Renewal Plan Development	January 2017	August 2017	8 Months

This Task Order will become effective when executed by both parties. The effective date is the latest date when this Task Order has been signed, as shown below.

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated this _____day of _____, 2016

By:_____

Name Title

For ENGINEER, CH2M HILL ENGINEERS, INC.

Dated this _____day of _____, 2016

By:_____

Name Title

Recommendation:

Staff recommended awarding the task order to CH2M for the Large Outfall Condition Assessment and Renewal Plan in the amount of $205,851.00.

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

RESOLVED to award the Task Order to CH2M for a not to exceed cost of $205,851.00 and to authorize the General Manager to sign the Task Order.

- Executed Conformed Documents (6 sets 11x17, 2 sets full size plans, with specifications for all drawing sets)

ENGINEER's Assumptions

- Minor engineering support is being added for questions/items related to the Thickening system as bidding support was included in the original Phosphorus Polishing Plant design
- Pre-qualification of contractors is not required.
- CH2M will charge prospective bidders for copies of the contract documents.

ARTICLE 2 — COMPENSATION

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified in the Standard Agreement for Professional Services. Compensation for Amendment No. 1 shall be on a Per Diem basis (time and expenses) with a maximum not to exceed amount of **$279,902** without prior written approval from the OWNER. This Amendment No. 1, in the amount of $279,902, will be added to the existing Task Order CH-RE-15-08 amount of $1,133,180.95, to bring the total, not to exceed contract to $1,413,083. A cost summary by task is provided in Exhibit 1.

EXHIBIT 1
Cost Summary

Tasks		Cost
Task 3	Detail Design	$157,355
Task 4	Construction Document Production	$87,483
Task 5	Final Document Production	$35,064
	TOTAL	$279,902

ARTICLE 3 — SCHEDULE

This Task Order is based upon the following tentative 9 month PROJECT schedule with a start date of October 2016:

Task	Start	Complete	Duration
Task 3 – Detailed Design	September	November	3 months
Task 4 – Construction Document Production	December	January	2 months
Task 5 – Final Document Production	February	March	1 months

This Task Order will become effective when executed by both parties. The effective date is the latest date when this Task Order has been signed, as shown below.

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated this _____day of _____, 2016

By:_____

Name Title

For ENGINEER, CH2M HILL ENGINEERS, INC.

Dated this _____day of _____, 2016

By:_____

Name Title

Recommendation:

Staff recommended awarding Amendment #1 to Task Order CH-RE-15-08 to CH2M for the W.B. Casey WRF Solids Thickening Facility Design in the amount of $279,902.00.

UPON MOTION by John Westervelt and second by Rodney Givens, it was unanimously

RESOLVED to award Amendment #1 to Task Order CH-RE-15-08 to CH2M for a not to exceed cost of $279,902.00 and to authorize the General Manager to sign the Amendment to the Task Order.

Hardship Assistance Program Law and Policy Manual Revision Recommendation: Customer Accounts Director Teresa Worley presented a recommendation on the Hardship Assistance Program Law and Policy Manual Revision.

Clayton County Water Authority Law and Policy Manual

STATE OF GEORGIA
COUNTY OF CLAYTON

RESOLUTION NO. 2016-03

WHEREAS, Georgia Laws 1955, page 3334, created the Board of the Clayton County Water Authority;

WHEREAS, the Clayton County Water Authority Board of Directors ("Board") has adopted a Clayton County Water Authority Law and Policy Manual; and

WHEREAS, the Board wishes to update the Clayton County Water Authority Law and Policy Manual.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED THAT:

Section 20. Hardship Assistance. That Chapter 8 is hereby amended of the Clayton County Water Authority Law and Policy Manual to read as follows:

SECTION 20 ~~HARDSHIP ASSISTANCE~~AFFORDABILITY PROGRAMS

Affordability Programs are defined as programs that assist low-income customer or otherwise enhance customers' ability to pay their bill on time. The Authority offers two affordability programs including Hardship Assistance and Senior Discount program.

The Hardship Assistance program is available to assist applicants demonstrating hardship in paying their water and sewer bills to the Authority.. Eligibility is determined by Board approved vendors. These vendors will receive a fee equal to twenty percent (20%) of the amounts paid to the Customer by the Authority. The maximum assistance available to any applicant shall be two hundred dollars ($200) in a twelve-month period. Once the Board approved vendor qualifies the assistance for the applicant, they will notify the Authority, at which time funds may be transferred from funds available for Affordability Programs for the satisfaction of customer charges.

The Senior Discount Program allows senior citizens that are at least 65 years old and have a combined household income of twenty-five thousand dollars ($25,000) per year or less to receive a monthly discount on their water and sewer bill. The senior discount is $2.50 for water and $2.50 for sewer. Seniors must submit an application to the Board approved vendor to determine eligibility. The Board approved vendor will receive twenty dollars ($20) for each customer they determine eligibility for. Once the Board approved vendor approves the applicant, they will provide a list of qualified customers to the

Clayton County Water Authority Law and Policy Manual

Authority. A senior discount is applied to the customer account and will be displayed on the customer's bill each month.

Funding for Affordability programs come from revenue received for cell tower leases (less all expenses), royalties earned through the Gas South alliance and all monies earned through the HomeServe Pipeline Protection Program. At the end of each fiscal year, any funds that are unused will carry over to the next year.

~~Funds, not to exceed sixty percent (60%) of cell phone tower revenues received in the prior calendar year may, at the sole and complete discretion of the Board, be reserved in an account at the Authority to be made available to assist applicants demonstrating hardship with water and sewer bills to the Authority. Board approved vendor shall receive, as consideration for performing this service, a fee equal to twenty percent (20%) of the amounts paid by the Authority. Eligibility determinations shall be administered by and through Board approved vendor. The maximum assistance available to any applicant shall be two hundred dollars ($200) in a twelve month period. Once an applicant's hardship request for assistance has been approved by Board approved vendor, Board approved vendor will notify the Authority, at which time funds may be transferred from the Hardship for Board approved vendor revenue account for the satisfaction of customer charges.~~

(Reference minutes of May 4, 2006 Page 3304, June 3, 2010 Page 4322, August 5, 2010 Page 4351, December 3, 2015 Pages 5153 - 5156)

Section 2. General Authority. From and after the adoption of this Resolution, the Board and the proper members, agents and employees of the Board are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the intent of this Resolution.

Section 3. Actions Ratified, Approved, and Confirmed. All acts and doings of the members of the Board which are in conformity with the purposes and intents of this Resolution shall be, and the same hereby are, in all respects ratified, approved, and confirmed.

Section 4. Recordation. This Resolution shall be recorded in the minutes of the Board.

Clayton County Water Authority Law and Policy Manual

Section 5. Severability of Invalid Provisions. The sections, paragraphs, sentences, clauses, and phrases of this Resolution are severable, and if any phrase, sentence, paragraph, or section of this Resolution shall be declared illegal by the valid judgment or decree of any court of competent jurisdiction, such an illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Resolution.

Section 6. Repealing Clause. All resolutions or parts thereof of the Board in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section 7. Effective Date. This Resolution shall become effective upon its adoption.

SO RESOLVED this 1st day of September 2016.

Clayton County Water Authority:

John Chafin

John Chafin, Chairperson

Attest:

John Westervelt, Secretary/Treasurer

Clayton County Water Authority Law and Policy Manual

APPROVED AS TO FORM:

Steven M. Fincher, Attorney for
Clayton County Water Authority

Recommendation:
Staff recommended modifying the CCWA Law and Policy Manual as proposed in Resolution No. 2016-03.

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

RESOLVED to approve staff's recommendation to modify the CCWA Law and Policy Manual as proposed in Resolution No. 2016-03.

W.B. Casey WRF Emergency Backup Influent Pump Recommendation: Water Reclamation Department Manager Chris Hamilton presented a recommendation on the purchase of a W.B. Casey WRF Emergency Backup Influent Pump.

This pump station has four submersible pumps for pumping raw sewage from the Casey raw pump station up to the Casey preliminary treatment process. This pump station has been in service for over 12 years now and the pumps are exposed to an extremely harsh environment on an on-going basis.

In the past the station has encountered situations where multiple pumps were out for repair. In the most recent situation the plant staff had to bring in rental pumps to ensure appropriate pumping capacity of the station. Pump rentals of this nature of very expensive and disrupt the normal operation of the station. In situations where the station loses more than one pump due to mechanical failure we are at risk of an overflow and/or backing up raw sewage into our customer's homes. Having a backup pump will help minimize the chances of this ever happening in the future. This will also provide us with the pumping capacity that we need during high flow situations.

Recommendation:

Staff recommended the purchase of a Flygt pump from Xylem Water Solutions to match the existing pumps at the pump station. This will maintain consistency with the design specifications of the pump station and maintenance requirements.

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

RESOLVED to award the purchase of a Flygt Emergency Backup Influent Pump to Xylem Water Solutions in the amount of $121,382.00 as a sole source purchase.

Debt Issuance Committee Recommendation: Board Secretary/Treasurer John Westervelt presented a recommendation prepared by the Debt Issuance Committee.

Recommendation:

The Debt Issuance Committee recommended moving forward with the application for a GEFA (Georgia Environmental Finance Authority) loan of up to $35 million to be paid back over a term of 15 years at the Clean Water Conservation Rate of 0.65%.

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

RESOLVED to approve staff recommendation to move forward with the application for a GEFA (Georgia Environmental Finance Authority) loan of up to $35 million to be paid back over a term of 15 years at the Clean Water Conservation Rate of 0.65%.

Henry County Sewer Agreement: General Manager Mike Thomas presented a recommendation entering into a Henry County Sewer Agreement.

Recommendation:

Staff recommended entering into an agreement with Henry County Water Authority (50 year term) to handle a capacity of 100,000 gallons of sewage per day for a one time capital charge of $700,000.00 and a rate of 75% of the retail sewer rate for all flow to CCWA. Henry County Water Authority would pay for a third party flow meter; there will also be a protection from high flows and termination clause.

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

RESOLVED to enter into an agreement with Henry County Water Authority (50 year term) to handle a capacity of 100,000 gallons of sewage per day for a one time capital charge of $700,000.00 and a rate of 75% of the retail sewer rate for all flow to CCWA. Henry County Water Authority will pay for a third party flow meter; there will also be a protection from high flows and termination clause.

Updates from the Board Members and General Manager

Information only, no action taken.

Adjourn

UPON MOTION by Dr. Cephus Jackson and second by John Westervelt 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