

CLAYTON COUNTY WATER AUTHORITY  
Regular Board Meeting  
1600 Battle Creek Road  
Morrow, Georgia 30260  
June 4, 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**

Elizabeth G. Armstrong introduced Robert Rhew from General Services to give the invocation.

**Adoption of Agenda**

UPON MOTION by Dr. Cephus Jackson and second by John Westervelt, to amend the agenda by removing New Business Item A. Shoal Creek Reservoir Dam Cut-Off Wall Project 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 May 7, 2015. Sophia Haynes requested that additional discussion on the selection of engineering firms be added.

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

RESOLVED to approve the amended Regular Board Meeting Minutes of May 7, 2015 as requested.

**Financial and Statistical Reports**

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

**Recognition**

- A. **Government Finance Officers Association Award.** The Finance Department was presented with the Government Finance Officers Association Award for Excellence in Financial Reporting.
- B. **GAWP Plant of the Year Award.** The Shoal Creek Water Reclamation Facility was recognized for receiving the GAWP Plant of the Year Award.
- C. **GAWP Top Op Award and WEF William D. Hatfield Award.** Jim Hill, Plant Supervisor for the Shoal Creek Water Reclamation Facility, was recognized for receiving both the GAWP Top Op Award and the WEF William D. Hatfield Award.

**New Business**

**Shamrock CUB Structural Repair Project Summary:** A summary of structural repairs made to the Shamrock CUB structure was provided by Water Production Department Manager Kendra Staniel.

During a recent inspection of the building it was discovered that the walls were 3 inches out of plumb and the integrity of the building structure was in question. The Board authorized an emergency repair with a budget of up to \$100,000. CCWA utilized the services of Jacob Engineering to design improvements for an emergency repair. All Plant Mechanical was the lowest responsive contractor with a quote of \$44,997.00

The repair involved installing a set of three cables with turnbuckles and gradually pulling the walls back to plumb followed by repairs to the roof joists to prevent any additional problems. The work was completed quickly without the need to cancel any customer bookings. CCWA staff will encase the cables in a system of wooden beams to improve the look of the repaired building.

**Building Repair Quote from Lowest Responsive Responsible Contractor**

Item Number	Description	Lump Sum Amount
1	Installation for Substantial Completion	\$18,597.00
2	Adjustment to Bring Walls to Plumb	\$6,400.00
3	Allowance of Unforeseen Work Elements	\$20,000.00
TOTAL QUOTE		\$44,997.00

Regular Board Meeting  
June 4, 2015

5069

Final repair contract cost =	\$33,756.00
Jacobs Engineering Design, bid services and management cost =	\$31,350.00
Total Project Cost =	\$65,106.00

**W.B. Casey WRF Pelletizing Dryer Drum Replacement Project:** Water Reclamation Manager Chris Hamilton presented the purchase recommendation for the Pelletizing Dryer Drum Replacement.

Over the last several months the plant staff have noticed a vibration with the east side dryer drum that continues to worsen. The dryer was inspected and evaluated by the dryer drum manufacturer and CCWA staff and it was determined that the drum has several internal failures and needs to be replaced.

These specialized SD90-30 Triple-Pass Dryer Drums are only manufactured by Baker Rullman Manufacturing, Inc. and the dryer drum will have to be a sole source purchase.

CCWA staff recommends purchase of the dryer drum from Baker Rullman Manufacturing, Inc. as a sole source provider for a price of \$125,557. Installation is to be performed by a rigging contractor for a cost not to exceed \$9,750. We will also replace four dryer drum trunnion wheels at a cost of \$20,656. The total cost of this project is not to exceed \$155,963. Funds for this project were budgeted in the current fiscal year.

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

RESOLVED to approve staff recommendation to award the purchase to Baker Rullman Manufacturing, Inc. as a sole source provider for a price of \$125,557. Installation is to be performed by a rigging contractor for a cost not to exceed \$9,750. We will also replace four dryer drum trunnion wheels at a cost of \$20,656. The total cost of this project is not to exceed \$155,963.

**Customer Deposit Policy Recommendation:** Customer Accounts Director Teresa Worley presented the recommendation to amend the customer deposit policy.

In a review of the customer deposit policy, staff is recommending changes to the residential and non-residential customer deposit policy. Currently residential customer deposits are \$160 (\$80 for water / \$80 for sewer). In an effort to better service our customers with excellent payment history, we are recommending that we change to a deposit based on the credit history. Credit history would be checked using Online Utility Exchange (OUE). CCWA currently uses OUE to validate customer's social security number as a part of compliance to the Red Flag Rules required by the Federal Trade Commission. OUE performs a "soft credit check" comparing the customer payment history with other utilities

on record. Using the credit history, customers would pay a deposit from \$0 to \$160 for water and sewer services.

Today, non-residential deposits are calculated by multiplying the average monthly bill times two. A best practice in water utilities is to charge non-residential deposits based on the meter size. CCWA staff is recommending to change the non-residential deposits to be based on meter size and the deposit amounts indicated below.

Staff is not recommending a change in multi-family deposits.

**STATE OF GEORGIA  
COUNTY OF CLAYTON**

**RESOLUTION NO. 2015-01**

**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 1. Modification of Customer Deposits.** That Section 1 is hereby modified to Chapter 6, of the Clayton County Water Authority Law and Policy Manual, which Section 1 shall read as follows:

**“Section 1 Rates and General Fees.”**

**WATER AND SEWER ACCOUNT DEPOSIT CHARGES**

<b>Residential Accounts</b>	Single Family	Based on customer credit Water \$0, \$40, or \$80 Sewer \$0, \$40, or \$80
	Townhomes, Duplex, Quadraplex, etc. (individual meters)	Based on customer credit Water \$0, \$40, or \$80 Sewer \$0, \$40, or \$80
Customer deposits are refundable upon 24 months of continuous timely payment history.		

<b>Multi-family</b>	Apartments	2 times average monthly bill or 4K X number of units
	Mobile Home	
	Hotel, Motel, etc.	
Deposits will be refunded when the account is closed.		

<b>Non-Residential (Commercial, Industrial, Government, etc.)</b>	<b>METER SIZE</b>	<b>Water Deposit</b>	<b>Sewer Deposit</b>
	5/8"	\$80.00	\$80.00
	3/4"	\$100.00	\$100.00
	1"	\$150.00	\$150.00
	1 1/2"	\$200.00	\$200.00
	2"	\$300.00	\$300.00
	3"	\$450.00	\$450.00
	4"	\$700.00	\$700.00
	6"	\$1000.00	\$1000.00
	8"	\$2000.00	\$2000.00
	10"	\$3000.00	\$3000.00
Customer deposits are refundable upon 24 months of continuous timely payment history. If the account becomes delinquent, another deposit will be required to be reinstated.			

That Section 22 and 32 are hereby modified to Chapter 8 and shall read as follows:

**“Section 22 Customer Accounts and Adjustments”**

**ESTABLISHING AN ACCOUNT**

**A) New Account:**

- 1) Customer is to complete an application for service providing pertinent information such as name, address, etc;
- 2) Customer places an appropriate deposit for the type of account;
- 3) Customer pays applicable water and sewer impact fees based on one day’s usage;
- 4) Customer pays for meter installation costs plus any related costs;
- 5) Customer is required to provide documentation of ownership or Lease agreement; and

6) Deposits shall be determined by the Customer Service Director, who will set the deposit amount for up two months of approximate usage or based on meter size, depending on the type of account.

**“Section 32 Customer Deposits”**

The Authority may require a refundable deposit up to an estimated two months water and/or sewer bill from any customer making application for service or a set amount based on meter size, depending on the type of account. Provided a satisfactory payment history has been established or upon proper notice and payment of the final bill when service has been discontinued refund of this deposit shall be made after the two (2) years from the date of the deposit. The Authority reserves the right to hold deposits on active multi-family accounts. Interest will not be paid on returns of deposit.

**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.

**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 4 day of June 2015.

Clayton County Water Authority:

---

John Chafin, Chairperson

Attest:

---

John Westervelt, Secretary/Treasurer

APPROVED AS TO FORM:

---

Steven M. Fincher, Attorney for  
Clayton County Water Authority

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

RESOLVED to approve staff's recommendation to update the customer deposit policy and adopt Resolution No. 2015-01 updating Chapter 6 and Chapter 8 of the Clayton County Water Authority Law and Policy Manual.

**Flint River Outfall Rehabilitation Recommendation:** Program Management and Engineering Department Manager Kelly Taylor presented a recommendation on pipe purchases for Phase 1A of the Flint River Outfall Replacement.

Previous sewer investigation work on our large concrete interceptor and outfalls have shown significant deterioration. Based on this data, CCWA began designing the replacement of the Flint River Outfall. The first phase of this project begins at the W.B. Casey Water Reclamation Facility and moves north roughly 4,300 feet. Based on a hydraulic modeling study, it was determined a 60-inch pipe would be required. CCWA would like to utilize Fiberglass Reinforced Polymer Mortar (FRPM) pipe which is inherently corrosion resistant due to the materials used to make the pipe. Competition for FRPM pipe is limited to a centrifugally cast manufacturing process (HOBAS Pipe USA) and a continuous wound manufacturing process (Flowtite, U.S. Composite Pipe South). Only one manufacturer of each process exists. The recommendation is for HOBAS to be added as a sole source provider for this project.

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

RESOLVED to approve staff's recommendation to purchase Fiberglass Reinforced Polymer Mortar pipe from HOBAS Pipe USA for Phase 1A of the Flint River Outfall Rehabilitation Recommendation.

**Accelerated Pipeline Rehabilitation Staffing Proposal:** Program Management and Engineering Department Manager Kelly Taylor presented a recommendation to increase staffing in order to accommodate the Pipeline Asset Management Acceleration Plan.

Based on the various projects outlined in the 2015 SMP, additional staff is needed to implement the programs at the pace needed to renew our infrastructure. The staffing recommendations are also based on the need to centralize oversight of outside contractors, where feasible, under one department. The figure below shows the Construction Services Section growing from its current staffing level of five to ten. The section leader currently has four construction inspectors.

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

RESOLVED to approve staff's recommendation to increase staffing of the Construction Services Section from five to ten employees and approve a budget revision of \$561,070.00 from the General Manager's contingency fund for this purpose.

**Unused Land Request for Offer Recommendation:** Assistant General Manager Jim Poff presented a recommendation on offers received for unused land parcels.

The following offers were received:

CCWA Parcel Name	Purchase Price	Offering Person Name	Earnest money
Stockbridge Road – Tract 1		No Offer Received	
Stockbridge Road – Tract 2		No Offer Received	
West Avenue		No Offer Received	
Melrose Drive		No Offer Received	
Jodeco Road		No Offer Received	
King Street		No Offer Received	
Evenview Circle	100.00	Thurresa Eason	100.00
Pine Creek Road		No Offer Received	
Westley Drive	250.00	Alba B. & William Rivers	100.00
Rhett Butler Drive		No Offer Received	
Jonesboro Road	5,100.00	Trans D. Inc.	510.00
South Main Street	5,599.90	Jack Branan	559.99
Fielder Road		No Offer Received	

Staff recommends we accept all four offers, give each offering party the prescribed 60 days from that date of board award to perform their due diligence and, if accepted, after the due diligence period, authorize our General Manager and attorney to close on the sale of land by executing all necessary agreements and documents. All closing costs will be paid by the respective land purchaser. Additionally, Staff recommends that we directly negotiate with

prospective buyers directly adjacent to the remaining nine parcels. Each negotiated deal will be brought to CCWA Board for their approval.

UPON MOTION by John Westervelt and second by Marie Barber, it was unanimously RESOLVED to approve staff's recommendation to accept the four offers received on the unused parcels of land.

**Small Local Business Contract Goal Recommendation:** Risk Manager Karen Riser presented a recommendation on a 15% contract goal for Small Local Business Enterprise use on the Headquarters Parking Lot Expansion and Phase 1A of the Flint River Sewer Outfall projects.

CCWA staff are preparing several major projects for bid in the next few months including the Headquarters Parking Lot Expansion and the Flint River Sewer Outfall Rehabilitation. These are significant projects with opportunity to engage small local businesses. The Board's SLBE committee has not had the opportunity to prepare a formal recommendation to cover all potential CCWA procurement projects but the Committee has agreed that it would be appropriate to apply a 15% contract goal for these two projects. We are seeking Board approval of this contract goal for these two projects so that we can begin advertising the procurements.

UPON MOTION by Rodney Givens and second by Marie Barber, it was unanimously RESOLVED to approve staff's recommendation to apply a 15% contract goal for Small Local Business Enterprise use to the Headquarters Parking Lot Expansion and Phase 1A of the Flint River Sewer Outfall projects.

**Huie Site Recreation Master Plan Proposal:** General Manager Mike Thomas presented a summary on the scope of services for the Huie Site Recreation Master Plan for the Board's information, no action taken.

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

Public Information Officer Suzanne Brown provided an update on logo designs as part of the rebranding initiative.

Assistant General Manager Bernard Franks presented a summary on the Point South Park Villa Condos current and proposed master meter setup.

Regular Board Meeting  
June 4, 2015

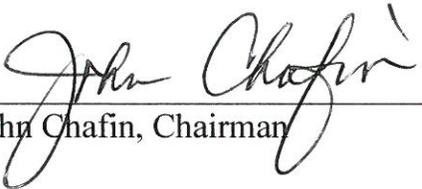
5077

Assistant General Manager Bernard Franks presented a summary on upcoming DOT Road Projects and the impact of those projects on the Clayton County Water Authority in relation to relocating water mains.

**Adjourn**

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

RESOLVED to adjourn the Board Meeting at 3:35 p.m., there being no further business to come before the Board of Directors.

  
\_\_\_\_\_  
John Chafin, Chairman

  
\_\_\_\_\_  
John Westervelt, Secretary/Treasurer

**STATE OF GEORGIA  
 COUNTY OF CLAYTON**

**RESOLUTION NO. 2015-01**

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 1. Modification of Customer Deposits.** That Section 1 is hereby modified to Chapter 6, of the Clayton County Water Authority Law and Policy Manual, which Section 1 shall read as follows:

**“Section 1 Rates and General Fees.”**

**WATER AND SEWER ACCOUNT DEPOSIT CHARGES**

<b>Residential Accounts</b>	Single Family	Based on customer credit Water \$0, \$40, or \$80 Sewer \$0, \$40, or \$80
	Townhomes, Duplex, Quadraplex, etc. (individual meters)	Based on customer credit Water \$0, \$40, or \$80 Sewer \$0, \$40, or \$80
Customer deposits are refundable upon 24 months of continuous timely payment history.		

<b>Multi-family</b>	Apartments	2 times average monthly bill or 4K x number of units
	Mobile Home	
	Hotel, Motel, etc.	
Deposits will be refunded when the account is closed.		

<b>Non-Residential (Commercial, Industrial, Government, etc.)</b>	<b>METER SIZE</b>	<b>Water Deposit</b>	<b>Sewer Deposit</b>
		5/8"	\$80.00
	3/4"	\$100.00	\$100.00
	1"	\$150.00	\$150.00
	1 1/2"	\$200.00	\$200.00
	2"	\$300.00	\$300.00
	3"	\$450.00	\$450.00
	4"	\$700.00	\$700.00

6"	\$1000.00	\$1000.00
8"	\$2000.00	\$2000.00
10"	\$3000.00	\$3000.00
Customer deposits are refundable upon 24 months of continuous timely payment history. If the account becomes delinquent, another deposit will be required to be reinstated.		

That Section 22 and 32 are hereby modified to Chapter 8 and shall read as follows:

**“Section 22 Customer Accounts and Adjustments”**

ESTABLISHING AN ACCOUNT

A) New Account:

- 1) Customer is to complete an application for service providing pertinent information such as name, address, etc;
- 2) Customer places an appropriate deposit for the type of account;
- 3) Customer pays applicable water and sewer impact fees based on one day’s usage;
- 4) Customer pays for meter installation costs plus any related costs;
- 5) Customer is required to provide documentation of ownership or Lease agreement; and
- 6) Deposits shall be determined by the Customer Service Director, who will set the deposit amount for up two months of approximate usage or based on meter size, depending on the type of account.

**“Section 32 Customer Deposits”**

The Authority may require a refundable deposit up to an estimated two months water and/or sewer bill from any customer making application for service or a set amount based on meter size, depending on the type of account. Provided a satisfactory payment history has been established or upon proper notice and payment of the final bill when service has been discontinued refund of this deposit shall be made after the two (2) years from the date of the deposit. The Authority reserves the right to hold deposits on active multi-family accounts. Interest will not be paid on returns of deposit.

**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.

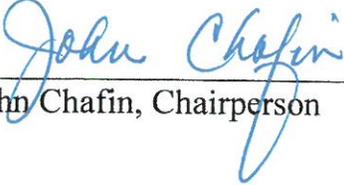
**Section 5. Severability of Invalid Provisions.** The sections, paragraphs, sentences, clauses, and phrases of this Resolution are severable, and if any phrase, sentence, paragraph, or section of this Resolution shall be declared illegal by the valid judgment or decree of any court of competent jurisdiction, 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 4 day of June 2015.

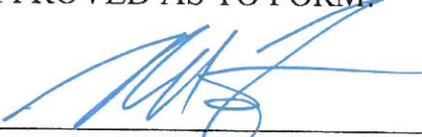
Clayton County Water Authority:

  
\_\_\_\_\_  
John Chafin, Chairperson

Attest:

  
\_\_\_\_\_  
John Westervelt, Secretary/Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Steven M. Fincher, Attorney for  
Clayton County Water Authority