

CLAYTON COUNTY WATER AUTHORITY
1600 Battle Creek Road
Morrow, Georgia 30260
Regular Board Meeting
February 5, 2015

The meeting was held at 1600 Battle Creek Road, Morrow, Georgia, 30260. Chairperson Marie Barber called the meeting to order at 1:30 p.m.

Present at the meeting were: Marie Barber, Chairperson, Vice Chairman, Oscar Blalock, Secretary/Treasurer, John Westervelt, Board Members, John Chafin, Rodney Givens, Sophia Haynes and Elizabeth G. Armstrong, General Manager, Mike Thomas, Bernard Franks, Assistant General Manager, Jim Poff, Assistant General Manager, Steve Fincher, Legal Counsel, Cary Santoyo, Executive Coordinator and other CCWA staff and visitors.

Vice Chairman, Oscar Blalock introduced Ed Johnson, Account Service Supervisor for Meter Services Department, to give the invocation.

Approval of Agenda: Chairperson Marie Barber called for a motion to adopt amended agenda with deletion of item C. Shoal Creek Dam Cut-Off Wall Project Summary, and to add Easement Acquisition Proposal Pilot Project Summary.

UPON MOTION by Rodney Givens and seconded by Oscar Blalock, it was unanimously RESOLVED to accept and approve the February 5, 2015 agenda as amended.

Election of Officers: Ms. Barber asked if there were any nominations for Chairman. Motion by Rodney Givens, seconded by John Westervelt, to nominate John Chafin as Chairman. Motion by Sophia Haynes, seconded by Oscar Blalock to nominate Marie Barber as Chairperson. Motion to nominate John Chafin as Chairman carried 4 to 3 with Mr. Givens, Mr. Westervelt, Ms. Armstrong and Mr. Chafin voting in favor of the motion and Mr. Blalock, Ms. Haynes and Ms. Barber voting against the motion.

Motion to nominate Marie Barber as Chair failed by 3 to 4 vote with Mr. Blalock, Ms. Haynes and Ms. Barber voting in favor of the motion and Mr. Givens, Mr. Westervelt, Ms. Armstrong and Mr. Chafin voting against the motion.

Ms. Barber continued to Chair the meeting and ask for nominations for Vice Chairman and Secretary-Treasurer. Motion by John Chafin, seconded by John Westervelt, to appoint Rodney Givens as Vice Chair. Vote unanimous.

Motion by Elizabeth G. Armstrong, seconded by Marie Barber, to nominate John Westervelt as Secretary. Vote unanimous.

Approval of Minutes: Chairperson Marie Barber called for any omissions or additions to the minutes of the Regular Board Meeting minutes of January 8, 2015.

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously

RESOLVED to approve and accept the Regular Board Meeting Minutes of January 8, 2015 as presented.

Financial and Statistical Report: Chairperson Barber called on Allison Halron, Finance Director, to give the financial report. Mrs. Halron reviewed the financial information distributed to the Board for the period ending December 30, 2014.

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously

RESOLVED to approve and accept the Financial Report as presented.

Recognition: General Manager Mike Thomas presented Vice Chairman Oscar Blalock with a plaque and thanked him for his five (5) years of dedicated service to the Board and Authority.

Annual Contract for Generator Maintenance Bid Recommendation: Marshall Maddox, General Service Department Manager, presented the Board with the Annual Contract for Generator Maintenance Bid Recommendation. Mr. Maddox advised the Board that the Authority intended to contract with an experienced vendor to provide maintenance services for 35 facilities including 56 units. The contractor would provide two scheduled maintenance services visits on an annual basis.

Level 1 (first time-during annual maintenance service Level 1 minor inspection with oil analysis service), and Level 2 (six months later major inspection service with load bank test). Oil and filter changes will be performed on an 'as needed - when needed' basis dictated by the Level 1 service oil analysis and work will be paid per the unit prices bid.

<u>BIDDERS</u>	<u>TOTAL BID AMOUNT LEVEL 1&2</u>
Power & Energy Services	\$38,960.50
Worry Free Power	\$57,540.00
Tampa Armature Works	\$66,328.93
Nixon Power	\$78,405.00
ESSE, LLC	Unresponsive (used wrong bid form)

Staff recommends awarding the Annual Generator Maintenance Contract Bid to Power & Energy Services for the lump sum amount of \$38,960.50 for Level 1 and Level 2 services and the unit prices shown below for oil and filter changes on an 'as needed-when needed' basis.

Funding Source: Operating Budget

BID TABULATION			Power & Energy Services			
Item #	Plant/Site	Address	Lump Sum Cost LEVEL 1 Minor	Lump Sum Cost LEVEL 2 Major/LB	Oil and Filter Change	LUMP SUM TOTAL (Add 3 previous columns)
1	Advantages	630 Garden Walk Blvd.	116.75	297.50	84.75	499.00
2	Arrowhead	240 Arrowhead Blvd.	116.75	297.50	84.75	499.00
3	Atlanta	3968 Gilbert Rd.	116.75	297.50	195.00	609.25
4	Atlanta Beach	2300 Hwy 138 SE	116.75	297.50	69.00	483.25
5	Blalock Pump St	1545 Pates Creek Rd.	116.75	445.00	195.00	756.75
6	Brown Road	9432 Brown Rd.	116.75	297.50	84.75	499.00
7	Building A	7340 Southlake Pkwy	116.75	297.50	84.75	499.00
8	Building B	7340 Southlake Pkwy	116.75	297.50	84.75	499.00
9	Building C	7340 Southlake Pkwy	116.75	297.50	69.00	483.25
10	Building D	7340 Southlake Pkwy	116.75	297.50	69.00	483.25
11	Casey #1	688 Flint River Rd.	116.75	3,070.00	1,125.00	4,311.75
12	Casey #2	688 Flint River Rd.	116.75	3,070.00	1,125.00	4,311.75
13	Cecilia Circle	102 Cecilia Cir.	116.75	297.50	69.00	483.25
14	Cedar Hill	6935 Cedar Hill Ct.	116.75	297.50	69.00	483.25
15	Claude Court	9170 Claude Ct.	116.75	297.50	69.00	483.25
16	Cristi Court	345 Cristi Ct.	116.75	297.50	84.75	499.00
17	Gov't Circle	1383 Government Cir.	116.75	297.50	84.75	499.00
18	Hooper Plant	70 Oakdale Dr.	116.75	297.50	84.75	499.00
19	HQ Administration	7340 Southlake Pkwy	116.75	297.50	195.00	609.25
20	J.W. Smith Plant	275 Hampton Rd.	116.75	297.50	84.75	499.00

21	Jackson #1	9740 Thomas Rd.	116.75	297.50	84.75	499.00
22	Jackson #2	9740 Thomas Rd.	116.75	1,070.00	1,125.00	2,311.75
23	Jackson #3	9740 Thomas Rd.	116.75	1,070.00	1,125.00	2,311.75
24	LaCosta	11200 Gulf Port Ct.	116.75	297.50	69.00	483.25
25	Landings	644 Millstone Dr.	116.75	297.50	69.00	483.25
26	London Court	8895 London Ct.	116.75	297.50	69.00	483.25
27	Lovejoy Road	1751 E. Lovejoy Rd.	116.75	297.50	69.00	483.25
28	Minnow Road	4062 Minnow Rd.	116.75	297.50	69.00	483.25
29	Morrow Pump Station	6340 South Lee St.	116.75	1,070.00	600.00	1,786.75
30	Mundy's Mill	9652-B Fayetteville Rd.	116.75	297.50	69.00	483.25
31	Noah's Ark Station	1865 Noah's Ark Rd.	116.75	812.50	495.00	1,424.25
32	North Lake	235 North Lake Dr.	116.75	297.50	69.00	483.25
33	Northeast Plant #1	6900 Old Macon Hwy.	116.75	3,070.00	1,125.00	4,311.75
34	Northeast Plant #2	6900 Old Macon Hwy.	116.75	3,070.00	1,125.00	4,311.75
35	O'Hara	7637 Crimson Ct	116.75	297.50	69.00	483.25
36	Panhandle Valley	12242-B Centerra Dr.	116.75	297.50	84.75	499.00
37	Panhandle Wetland	13361Panhandle Rd.	116.75	445.00	258.00	819.75
38	Patriots Point	9840 Musket Ridge Cir.	116.75	297.50	84.75	499.00
39	Peachtree Glen	3899 Panola Rd.	116.75	297.50	69.00	483.25
40	Pinto Trail	1640 Pinto Tr.	116.75	297.50	84.75	499.00
41	Portable Unit	8890 Roberts Rd.	116.75	297.50	84.75	499.00
42	Reeves Creek	300 Speer Rd.	116.75	297.50	105.75	520.00
43	Rex Ridge	5778 Rex Ridge Loop	116.75	297.50	69.00	483.25
44	River Crest	582 Fielding Ct.	116.75	297.50	69.00	483.25
45	Rum Creek	1915 Walt Stevens Rd.	116.75	297.50	105.75	520.00
46	Shoal Creek #1	301 Hampton Rd.	116.75	1,070.00	1,125.00	2,311.75
47	Shoal Creek #2	301 Hampton Rd.	116.75	1,070.00	1,125.00	2,311.75
48	Spivey Club	8416 Members Dr.	116.75	297.50	84.75	499.00
49	Stillwater	1938 Water Crest Dr.	116.75	297.50	69.00	483.25
50	Sunnybrook	1456 Sunnybrook Dr.	116.75	297.50	69.00	483.25

51	Tara Bend	949 Tara Bend	116.75	297.50	69.00	483.25
52	Tara Blvd.	199 Tara Blvd.	116.75	297.50	84.75	499.00
53	Terry R. Hicks Plant	1693 Freeman Rd.	116.75	297.50	69.00	483.25
54	Walnut Creek	12000 S.L.R. Blvd.	116.75	297.50	84.75	499.00
55	Whaley's Lake	210 Whaley's Lake Ln.	116.75	297.50	84.75	499.00
56	Wright Circle	7705 Wright Cir.	116.75	297.50	69.00	483.25
GRAND TOTAL			6,538.00	32,422.50	14,193.00	53,153.50

Total Bid Level 1&2 \$38,960.50

UPON MOTION by Oscar Blalock and seconded by Sophia Haynes, it was unanimously

RESOLVED to award the Annual Contract for Generator Maintenance Bid Recommendation to Power & Energy Services, Inc. for the lump sum amount of \$38,960.50 for Level 1 and Level 2 services and the unit prices shown for oil and filter changes on an 'as needed - when needed' basis for the time period of March 1, 2015 through February 28, 2016. This award is contingent upon the Bidder meeting risk management requirements and executing the contract, as well as the Board authorizing the General Manager to sign the contract with the option to renew for a second and third year with no change in terms, conditions and price.

Personnel Policy Manual Revision Recommendation: Mr. Ed Durham explained to the Board that the CCWA Safety Committee had evolved to a point that a Personnel Policy Manual revision was needed to document and formalize all the changes. These changes include the following.

- Clarifying purpose of committee
- Revising the duties of Human Resource and Safety Committee Chairperson
- Changing the representation of employees on the committee to include all sections
- Removing one year appointment to a longer service period

After much discussion, the Board recommended replacing most references to Human Resources with Safety and Security Officer as shown below.

XXI. EMPLOYEE SAFETY

SECTION 1 PURPOSE

It is the policy of the Authority to provide for the continuous development, implementation and maintenance of an ongoing program that assures a healthy and safe work environment for all employees.

Employees will be held responsible at all times to observe and practice the highest possible standards of health and safety and carrying out assigned duties.

It will be the responsibility of the Safety and Security Officer and the Safety Committee to oversee the Authority's safety program in accordance with the Authority's established safety policies, rules and regulations. Such responsibility may be conducted independently or through cooperative efforts of others and include but are not limited to ensuring safety training is conducted by the various safety teams, reviewing accidents and injuries to determine whether safety rules and regulations were violated, facilities and grounds inspections for safety hazards, developing and implementing various safety programs, and reviewing and responding to unsafe conditions reports.

SECTION 2 REPORTING

If an employee is injured in connection with employment, regardless of severity, the employee must immediately notify their immediate supervisor, who will see to necessary medical attention and initiate completion of required accident report forms. Accident reports must be completed within 24 hours of the accident. The appropriate copy(ies) will be sent to the respective Department Manager, the Safety and Security Officer and Human Resources.

Note: If medical attention is needed, the injured employee should be taken to a medical facility listed on the Authority's Workers' Compensation Physician's Panel. The immediate supervisor shall promptly complete the First Report of Injury form and send it to Human Resources.

SECTION 3 INVESTIGATION

All on-the-job accidents/injuries shall be investigated by the immediate supervisor. The supervisor shall complete a Supervisor's Investigation Report form and submit it to their Department Manager for review. Afterwards, the Department Manager shall forward the appropriate copy of the report to the Safety and Security Officer and Human Resources.

Based upon the reports, the Safety Committee will determine whether the employee and/or supervisor violated established safety rules and regulations. If a violation occurred, the Safety Committee will assign disciplinary points against the employee and/or supervisor in accordance with the Authority's Safety Rules and Regulations. Disciplinary actions for noncompliance will be assessed by the respective Department Manager and Human Resources. The action taken may include reprimand, suspension without pay or termination, depending on the severity of the offense or circumstances.

SECTION 4 SAFETY COMMITTEE

The Committee shall be a representation of employees from each department. Department Managers will select an employee(s) from their department to serve on the Safety Committee. The Safety and Security Officer shall serve as the Committee Chairperson. Meetings shall be conducted at least on a monthly basis.

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously

RESOLVED to approve the revision to the CCWA Personnel Manual as outlined above.

Easement Acquisition Pilot Proposal Project: Assistant General Manager Jim Poff explained that the Authority needs to acquire a large number of easements for the upcoming Flint River Outfall Project and has a backlog of easements for Stormwater projects. Staff recommends a pilot project to see if using a consultant is more efficient than having to pull staff to work on acquiring the easements. Quotes were received from three firms to get unit costs on several common work items. The maximum amount that will be paid out for this pilot project is \$52,440. If this pilot project goes well, this work will be bid out for future easement acquisitions. Staff recommended awarding the easement acquisition work to Dianna Hunt & Associates, Inc.

Work Item	Estimated Quantity	Contractor					
		Dianna Hunt & Assoc.		Booker Real Estate Serv.		The Collaborative Firm	
		Unit Cost	Extended Amount	Unit Cost	Extended Amount	Unit Cost	Extended Amount
Owner Research: Tax Record/Residential	23	\$50.00	\$1,150.00	\$150.00	\$3,450.00	\$210.00	\$4,830.00
Owner Research: Tax Record/Commercial	8	\$50.00	\$400.00	\$150.00	\$1,200.00	\$210.00	\$1,680.00
Owner Research: Title Search/Residential	3	\$160.00	\$480.00	\$300.00	\$900.00	\$315.00	\$945.00
Owner Research: Title Search/Commercial	1	\$360.00	\$360.00	\$300.00	\$300.00	\$210.00	\$210.00
Property Value Data Book	1	\$1,600.00	\$1,600.00	\$2,000.00	\$2,000.00	\$150.00	\$150.00
Easement Value Determination: Tax Record/Residential	16	\$50.00	\$800.00	\$400.00	\$6,400.00	\$675.00	\$10,800.00
Easement Value Determination: Tax Record/Commercial	6	\$50.00	\$300.00	\$400.00	\$2,400.00	\$675.00	\$4,050.00
Easement Value Determination: Data Book/Residential	10	\$50.00	\$500.00	\$600.00	\$6,000.00	\$675.00	\$6,750.00
Easement Value Determination: Data Book/Residential	3	\$50.00	\$150.00	\$600.00	\$1,800.00	\$675.00	\$2,025.00
Negotiate Easement	35	\$1,200.00	\$42,000.00	\$800.00	\$28,000.00	\$1,125.00	\$39,375.00
Property Appraisal: Residential	3	\$1,100.00	\$3,300.00	\$800.00	\$2,400.00	\$1,425.00	\$4,275.00

Property Appraisal: Commercial	1	\$1,400.00	\$1,400.00	\$1,000.00	\$1,000.00	\$2,280.00	\$2,280.00
	Totals		\$52,440.00		\$55,850.00		\$77,370.00

UPON MOTION by Rodney Givens and seconded by Oscar Blalock, it was unanimously

RESOLVED to award the CCWA Easement Acquisition Pilot Project to Dianna Hunt & Associates, Inc. based on unit prices and to authorize the General Manager to sign the contract.

2015 Strategic Master Plan Mid-Term Update. Kelly Taylor, Program Management and Engineering Department Manager, provided an update on the progress to date as well as the upcoming activities, project identification, goals and objectives, community outreach and schedule of completion. This five year update builds on the 2010 Strategic Master Plan and the 2012 IT Master Plan and will become the comprehensive guide in continuing to achieve CCWA's vision of Quality Water, Quality Service. The following work has been completed:

- 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

UPON MOTION by Oscar Blalock and seconded by John Westervelt, it was unanimously

RESOLVED to go into Executive Session to discuss personnel matters.

The Board returned from Executive Session to Open Session.

Approval of Executive Session Minutes:

UPON MOTION by John Westervelt and seconded by Oscar Blalock, it was unanimously
RESOLVED to approve Executive Session Minutes of February 5, 2015.

Updates from the Board Members and General Manager:

General Manager Mike Thomas requested permission from the Board to add a new Project Manager position for the Program Management and Engineering Department at an annual cost including benefits not to exceed \$118,000.

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

RESOLVED to add a new Project Manager position for the Program Management and Engineering Department.

Mike Thomas recommended renewing banking services with SunTrust Bank for an additional three (3) years.

UPON MOTION by Sophia Haynes and seconded by Elizabeth Armstrong, it was unanimously

RESOLVED to renew banking services with SunTrust for an additional three (3) years.

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

RESOLVED to adjourn the regular session board meeting.

There being no further business to come before the open meeting, the meeting was adjourned.


Walter Marie Barber, Chairperson


John Westervelt, Secretary/Treasurer

