CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
1600 Battle Creek Road
Morrow, GA 30260
August 4, 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 1:29 p.m.

Invocation
Dr. Cephus Jackson introduced Account Service Representative Josh Wood to give the invocation.

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

RESOLVED to approve the agenda as proposed.

Approval of Minutes
Chairman John Chafin called for any omissions or additions to the Regular Board Meeting minutes of June 30, 2016 and the Pipeline Protection Program Committee Meeting minutes of July 25, 2016.

UPON MOTION by Rodney Givens and second by Robin Malone, it was unanimously

RESOLVED to approve the Regular Board Meeting Minutes of June 30, 2016 and the Pipeline Protection Program Committee Meeting Minutes of July 25, 2016.

Financial and Statistical Reports
Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending June 30, 2016.

Recognition

GAWP (Georgia Association of Water Professionals) Jack C. Dozier Emerging Leader Award: Stormwater Program Director Kevin Osbey recognized Shayla Nealy for

receiving the GAWP (Georgia Association of Water Professionals) Jack C. Dozier Emerging Leader Award.

International Locator Rodeo Water Division Champion: Liaison Manager for GA811 Fiona Bowen recognized Don Conner for receiving the International Locator Rodeo Water Division Champion Award.

New Business

Hooper Residual Solids Management Annual Contract Bid Recommendation: Water Production Manager Kendra Stanciel presented a recommendation on the Hooper Residual Solids Management Annual Contract Bid.

Company Name	Cost
Advanced Disposal	$272.00 per load, 12 ton maximum

Recommendation:

CCWA staff recommended accepting the quote of $272.00 per load (total cost of $56,576.00) with a 12 ton maximum from Advance Disposal for the transporting and disposal of W.J. Hooper Residual Solids.

UPON MOTION by Elizabeth G. Armstrong and second by Marie Barber, it was unanimously

RESOLVED to award contract to Advanced Disposal for a cost of $272.00 per load with a 12 ton maximum, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Lake Mirror Stormwater Improvements Project Summary: Stormwater Program Director Kevin Osbey presented a summary of the Lake Mirror Stormwater Improvements Project. Information only, no action taken.

Morrow City Hall Stormwater Project Bid Recommendation: Stormwater Program Director Kevin Osbey presented a recommendation on the Morrow City Hall Stormwater Project Bid. This project will reduce flooding in the Morrow City Hall overflow parking lot and runoff through the adjacent City Park by increasing infiltration with the installation of pervious pavers. This is considered a "green infrastructure" demonstration project to recreate more natural drainage conditions and improve water quality by infiltrating a majority of the stormwater. This recommendation includes the construction contract and an amendment to a Brown & Caldwell task order for Services During Construction.

Contractor	Base Bid	Add #1	Add #2	Add #3
Georgia Development Partners	$258,915.00	$71,414.36	$37,780.65	$31,886.55
Site Engineering	$342,587.50	$69,320.00	$34,005.00	$18,922.50

Engineer's Estimate: **$ 254,910.00**

TASK ORDER NO. BC-SW-14-05

Amendment No. 2

This Task Order is an attachment to the July 21, 2011, On Demand Engineering Services Agreement between BROWN AND CALDWELL ("ENGINEER") and CLAYTON COUNTY WATER AUTHORITY ("OWNER") to perform the project entitled MORROW CITY HALL STORMWATER INFILTRATION PROJECT – Amendment 2. All terms and conditions of said Agreement are incorporated herein by reference.

Background

An amendment to the Morrow City Hall Stormwater Infiltration Project is requested to provide Services During Construction (SDC). The project was advertised using standard procurement procedures February 17, 2016 and subsequently re-bid June 9, 2016 to obtain more competitive pricing. An apparent low bidder has been identified and OWNER has requested part time Services During Construction. The City of Morrow is a partner in this project and the project is partially funded by a federal Community Development Block Grant.

Article 1 – Scope of Services

Services to be provided under this Task Order include the following tasks.

Task 100 –Contract Document Management and Project Management

ENGINEER will prepare Contract Documents for OWNER execution with successful low bidder. Specific tasks include:

□ After OWNER award of construction contract to successful low bidder, ENGINEER will prepare conformed contract documents by incorporating the information of the successful bidder into the documents and by incorporating information from addenda issued during the contract bidding phase. Up to six (6) sets of official contract documents will be prepared that include all addenda, signed bid, bonds and insurance documents. ENGINEER will sign and seal contract documents.

□ Support Owner in preparing Notice of Award and instructions and transmit to Contractor via (FEDEX) for execution.

□ Receive and review the Contractor's award submittal (executed contract, insurance certificates, bonds, powers of attorney, immigration forms, etc.) for proper execution. Coordinate with OWNER on any required modifications with Contractor to obtain properly executed documents.

□ Transmit properly executed contract documents to OWNER for review and final execution.

Project management activities include general coordination with OWNER, City of Morrow and other stakeholders, monthly progress reports and invoicing, and staff and schedule management.

Assumptions:

□ Coordination with and input from OWNER on contract document requirements, including all forms, bonds and insurance.

□ Project management activities will continue over the 3 month schedule, including project set up activities and a monthly average of 5 hours per month.

Deliverables:
□ Six sets of official contract documents.

□ Up to three Monthly Progress Reports and invoices.

Task 200 – Construction Observation and Administration

ENGINEER will conduct Construction Observation and Administration services including the tasks listed below. The purpose of the Construction Observation and Administration is to provide OWNER a greater degree of confidence that the Contractor's work generally conforms to the Contract Documents, and that the integrity of the design has been implemented and followed by Contractor. ENGINEER will advise OWNER if, based on ENGINEER's observations, Contractor is not complying with the Contract, with reviewed submittals or plans, or with regulations or permits. ENGINEER will also advise OWNER if ENGINEER believes that the Contractor's work prejudices the integrity of the design concept reflected in the Contract Documents. Tasks include:
□ ENGINEER will prepare an agenda and conduct the Pre-Construction meeting with OWNER, selected Contractor, and City of Morrow to discuss project goals, testing, inspection, schedule, staging area, procedures, submittals, and other issues. Minutes will be prepared and distributed.

□ ENGINEER will review and recommend acceptance or revision of the Contractor's proposed list of sub-contractors, testing labs/field support services.

□ Provide field observation. Staff will include the design engineer, a junior and senior engineer and other staff as needed for approximately 8 weeks. The majority of the field observation will be performed by the junior and senior construction engineers. Field observation will include critical construction tasks such as initial erosion control BMP inspection, clearing, paver installation, review of as built redlines, as well as regular progress of each phase of work. Inspection report forms will be provided to OWNER.

□ Up to two Monthly Progress meetings will be conducted and will include discussion of submittals, work completed/planned, schedules, and pay requests. Meeting minutes/action items will be prepared and distributed within 5 business days of the meeting.

□ Review up to 10 Contractor's submittals/resubmittals (including shop drawings) for conformance with the design concept of the project and general compliance with the information provided in the Contract Documents. Submittals will include construction schedule, schedule of values, submittal schedule, and shop drawings. Review/coordinate submittal reviews/updates with OWNER and provide comments to the Contractor. Track submittals and responses.

□ Prepare one final change order at end of project for execution by Contractor and OWNER. Assist OWNER with the evaluation of proposed changes to the construction contract to be incorporated in final pay application. ENGINEER will make recommendations to OWNER regarding acceptability of the Contractor's requested change order.

□ Review two monthly Applications for Payment including review of Contractor provided documentation of contract quantities. Provide recommendation to OWNER for Contractor payment. ENGINEER's Recommendation for Payment will constitute a representation to OWNER that to the best of ENGINEER's knowledge the work has progressed to the point indicated, and, the quality of such work is generally in accordance with the Contract Documents.

□ Perform a Substantial Completion inspection, and prepare a description of items (punch list) to be completed by the Contractor prior to final inspection and project acceptance. Provide OWNER a written opinion when project is Substantially Complete.

□ Prepare Record Drawings by incorporating as-built information provided by Contractor into the construction documents. Electronic and hardcopies will be provided to OWNER.

□ Perform Final Inspection, and provide a technical memorandum on the adequacy and correctness of construction in the context of the requirements of the Contract Documents and any redesign in the field.

□ Assist in final closeout of the project including delivery of final record drawings, final pay application, and release of retainage, commencement of warranty period and permit close-out correspondence. Compile these final completion documents into a technical memorandum and submit to OWNER certifying that the Contractor's work is in substantial compliance with the contract documents.

Assumptions

□ Field observation work assumes ENGINEER staff on site, 2-3 days a week, an average of 12 hours per week for 8 weeks.

□ Applications for Payment reviews, submittal review, change order review, assumes an average effort of 2 hours/week.

□ Submittals/resubmittals will be of reasonable quality, such that no more than two reviews of each submittal will be required, assumes an average review budget of 2 hours per submittal/resubmittal.

□ Substantial Completion will be achieved within 56 (8 weeks) calendar days of NTP based on final base bid items approval only. 90 days in contract based on base bid and 3 alternatives.

□ Final Completion will be achieved within 56 (8 weeks) calendar days of NTP based on base bid items approval only. 120 days in contract based on base bid and 3 alternatives.

□ No more than one site visit will be required (for Final Completion) after the Substantial Completion punch list is issued to Contractor.

□ ENGINEER will not supervise, direct or have control over Contractor's work nor have responsibility for the means, methods, techniques, sequences or procedures of construction, for safety precautions and programs incident to the work, or for failure of the Contractor to comply with laws, regulations, ordinances, or codes. ENGINEER cannot guarantee the performance of the Contractor nor assume responsibility for Contractor's failure to properly furnish and perform its work.

□ Contractor is responsible for providing red line copy and final As Built survey to be used in final Record Drawings.

Deliverables

□ Meeting minutes from the pre-construction meeting will be prepared and distributed to OWNER and the Contractor.

□ Up to eight (8) Weekly Field Observation inspection forms.

□ Up to two (2) Monthly Progress Reports/Meeting Minutes.

□ Up to two (2) payment request reviews and provide written recommendation for payment including change order review and recommendations.

□ One final change order document, including documentation of changes during monthly pay application reviews.

□ Review up to ten (10) submittals/resubmittals and corresponding responses. Provide documentation of submittal review and responses.

□ Substantial Completion punch list and Substantial Completion notice recommendation to OWNER.

□ Technical Memorandum of project closeout at Final Completion.

□ Record Drawings - two compact disks containing the electronic files of the record documents in AutoCAD and PDF format and two paper sets of record drawings (11" x 17").

Article 2 – Compensation

Compensation for the Scope of Services outlined in Article 1 will be in accordance with the terms specified in the aforementioned On Demand Engineering Services Agreement. Compensation will be on a time and expense basis with a maximum not to exceed amount of $38,598. The not to exceed amount will not be exceeded without prior written approval from the OWNER.

Article 3 – Schedule

Services will be provided over approximately three (3) months from the date the Task Order is executed. The tentative project task durations are detailed in the table below.

Task 100 – Contract Document
Task 200 – Construction Observation

Article 4 – Insurance

The insurance coverage required for this Task Order is established in the July 21, 2011, On Demand Engineering Services Agreement between BROWN AND CALDWELL ("ENGINEER") and CLAYTON COUNTY WATER AUTHORITY ("OWNER"). This Task Order will become part of the referenced AGREEMENT on the effective date 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, BROWN AND CALDWELL
Dated this _____day of _____, 2016
By:_____
Name Title

Recommendation:

Staff recommended selecting Georgia Development Partners to perform the Base Bid items in a not to exceed amount of $258,915.00, along with electing not to exercise Additive Alternates #1, #2, and #3. Staff also recommended amending Brown & Caldwell Task Order, BC-SW-14-05, to facilitate Services During Construction. The additional amount shall not exceed $38,598.

UPON MOTION by Elizabeth G. Armstrong and second by Marie Barber, it was unanimously

RESOLVED to award the contract to Georgia Development Partners for a not to exceed cost of $258,915.00, electing not to exercise Additive Alternates #1, #2 and #3 along with amending Brown & Caldwell Task Order BC-SW-14-05 to facilitate Services During Construction at a cost not to exceed $38,598, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract and task order.

Quarry Products – Picked Up Bid Recommendation: Stormwater Program Director Kevin Osbey presented a recommendation on the Quarry Products – Picked Up Bid. CCWA staff was able to obtain only one quote for these services, so they recommend using a bid obtained by the Clayton County Board of Commissioners for the same products. The bid unit prices are shown below.

Quarry Products - Picked Up

Clayton County Water Authority
August 4, 2016
Clayton County Central Services RFB #16-35
Pricing Bid Table

Item #	Primary Bid Items	CCWA Estimated Quantity	UOM	Stephens Industries Unit Price	Stephens Industries Extended Amount
1	Surge Stone (Non Certified)	0	Tons	$14.45	$0.00
2	Rip Rap (Pit)	0	Tons	No Bid	
3	Rip Rap Type 1	100	Tons	$19.95	$1,995.00
4	Rip Rap Type 3	750	Tons	$18.25	$13,687.50
5	Graded Aggregated Material	0	Tons	No Bid	
6	Crushed Concrete Base	150	Tons	$9.95	$1,492.50
7	Crushed Stone Base (GAB)	2,000	Tons	$9.95	$19,900.00
8	#34 Stone (Entrance Material)	250	Tons	$14.45	$3,612.50
9	#4 Stone	0	Tons	No Bid	
10	#5 Stone	0	Tons	$16.95	$0.00
11	#56 Stone	0	Tons	No Bid	
12	#57 Stone	1,200	Tons	$14.45	$17,340.00
13	#6 Stone	0	Tons	$16.95	
14	#7 Stone	0	Tons	$17.95	
15	#89 Stone	0	Tons	$17.95	$0.00
16	M-10 Screenings	0	Tons	$13.95	$0.00
				Total Estimated Annual Amount:	$58,027.50

Recommendation:

Staff recommended awarding this annual contract to Stephens Industries through the Clayton County Central Services RFB (Request for Bid) Package #16-35 referencing the unit pricing supplied. The terms of this agreement will be from August 1, 2016 through July 31, 2017. This agreement may be renewed by mutual consent of all parties for a second and third year at no changes in terms and condition.
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.

UPON MOTION by John Westervelt and second by Marie Barber, it was unanimously

RESOLVED to award the contract to Stephens Industries based on their unit prices with an option to renew for a second and third year with the same terms and conditions, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Hardship Assistance Program Recommendation: Customer Accounts Director Teresa Worley presented a recommendation on the Hardship Assistance Program.

In 2007, CCWA started a hardship assistance program for customers in need of help. The program to-date has assisted over 3,000 customers. The program is currently funded by 60% of the cell tower lease revenue. In 2015, we entered a partnership with Clayton County Community Services (CCCS) to administer the CCWA hardship assistance program. CCWA staff projects that these funds will be exhausted in August.

Recommendation:

Staff recommended allowing 100% of the cell tower lease dollars (less expenses) to be allocated to the hardship assistance program in order to assist more customers. Staff also recommended that CCWA enter into an agreement with the Salvation Army as a second community organization to administer the hardship assistance program and be given a budget of $20,000 from last year's cell tower lease extension payment.

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

RESOLVED to approve staff recommendation to allocate 100% of funds received from the lease of cell towers (less expenses) for the Hardship Assistance Program. This will also include entering into an agreement with the Salvation Army to administer up to

$20,000 of this funding contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Pipeline Protection Program Recommendation: Customer Accounts Director Teresa Worley presented a recommendation on the Pipeline Protection Program.

The service line from the house to the meter box is the responsibility of the customer. When a leak occurs on this service line the results can be expensive to repair. To address this customer concern, many water utilities are offering a pipeline protection program. A pipeline protection program allows customers to purchase a warranty on the outside water line and sewer line. To better understand the programs and to determine the best vendor to partner with CCWA, we put out a Request for Information (RFI) in April.

Product Offerings:

	Home Serve	Utility Service Partners	Am. Water Resources	SWIP
Customer costs				
customer - water - year 1	$5.99	$5.25	$1.99	$2.99 - 9.99
customer - sewer - year 1	$9.99	$6.50	$5.99	$4.99-10.99
customer - combo - year 1	$14.38	$11.75	$7.98	
customer - water - year 2	$7.99		$4.49	
customer - sewer - year 2	$9.99		$7.49	
customer - combo - year 2	$16.18		$10.98	
Interior plumbing/drainage	$12.99	$6.99	$4.99	

Revenue/Benefits for CCWA

Royalties	Home Serve	Utility Service	Am. Water Resources
monthly commission/royalty	12%	$0.75 / warranty	10%
upfront payment year 1	$125,000	$50,000	$75,000
year 2		$25,000	
year 3		$25,000	
Hardship Assistance funding per year	$20,000.00	200 warranties (addl 50 years 2 & 3)	$25,000.00

Recommendation:

The Pipeline Protection Program Committee recommended that CCWA enter into a partnership with HomeServe. The revenue earned with this program should be allocated to assist in covering the cost of the Senior Discount /Low Income assistance program.

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

RESOLVED to approve staff recommendation to enter into a five year partnership with HomeServe for the purpose of a Pipeline Protection Program based on the revenue sharing program as outlined above and to allocate revenue earned with this program to assist in covering the cost of the Senior Discount / Low Income Assistance Program contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Data Storage at Remote Sites Recommendation: Director of I.T. Dan Holverson presented a recommendation on Data Storage at Remote Sites.

The Clayton County Water Authority currently has a small amount of data storage capacity at each of our remote facilities, residing on our SCADA servers at each of the 9 locations. This capacity is consistent with Service Level Agreements (SLA's) that were put into place many years ago, and that carried over to the new networked SCADA system when it was designed and implemented over the past 2 years. As we moved forward with networked SCADA, the need for better system uptime and system redundancy was identified as well as the need for additional storage to support upcoming security monitoring improvements. In order to achieve these objectives, increased storage at the remote facilities is required.

Options Examined

We first looked at vendors that are part of our Common Operating Environment (COE), allowing us to maximize productivity and lower operating costs for IT. We examined each vendor for capacity, performance and price, as follows:

- IBM
    - IBM did not have a product within budget for this project. Their storage products focus on Mid-size to Enterprise.
- Cisco
    - Cisco does not offer a dedicated shared storage device. Their product is a piece of software running on a normal Cisco server. This product was

missing desirable features, such as redundancy, compression, and data tiering, and was also not within budget.

- Dell
    - Dell offered the PS4100x device. This device did meet the minimum components of our search (capacity, performance, and price).

Staff also reviewed non-COE manufacturers:

- EMC
    - EMC did not have a dedicated device within budget. EMC did offer a software solution that utilized local storage and presented it as shared storage. Their solution required at least 3 servers at each site to achieve the necessary redundancy, and their solution exceeded budget, along with performance concerns.
- Nimble
    - Nimble offered the CS215 device. This device did meet the minimum requirements of our search on price, exceeded minimums on capacity and greatly exceeded minimums on performance.

After reviewing our environment needs, available technologies, and suitable options, staff recommended awarding the Data Storage at Remote Sites solution purchase to Softchoice (designated Nimble partner) through the General Services Administration (GSA) contract process at a cost of $142,992.

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

RESOLVED to award the bid for the purchase of Data Storage at Remote Sites Solution to Softchoice (designated Nimble partner) for the amount of $142,992.00 .In favor: John Chafin, Rodney Givens, John Westervelt, Marie Barber, Dr. Cephus Jackson and Robin Malone. Opposed: Elizabeth G. Armstrong.

Huie Site Recreation Master Plan Update: General Manager Mike Thomas introduced Aaron St. Pierre with Lose and Associates who presented an update on the Huie Site Recreation Master Plan. Information only, no action taken.

Executive Session

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

RESOLVED to enter into an Executive Session in order to discuss personnel and legal matters.

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

RESOLVED to leave the Executive Session and return to open session.

UPON MOTION by Dr. Cephus Jackson and second by Robin Malone, it was unanimously

RESOLVED to approve the minutes of the Executive Session as presented.

UPON MOTION by Dr. Cephus Jackson and second by Robin Malone, it was

RESOLVED to approve staff recommendation to proceed with the condemnation of an easement located at 2503 Fair Oaks Dr. In favor: Rodney Givens, John Westervelt, Marie Barber, Elizabeth G. Armstrong, Dr. Cephus Jackson and Robin Malone. Abstain: John Chafin.

Updates from the Board Members and General Manager

Mr. Thomas provided several project updates for information only, no action taken. Chairman Chafin appointed Board Member Marie Barber to identify potential training for sensitivity and diversity issues at CCWA.

Adjourn

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

RESOLVED to adjourn the Board Meeting at 4:37 p.m., there being no further business to come before the Board of Directors.

John Chafin, Chairman

John Westervelt, Secretary/Treasurer