

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

Present at the meeting were: Chairman John Chafin, Vice Chairman Marie Barber, Secretary/Treasurer Rodney Givens, Board Member Dr. Cephus Jackson, Board Member Vivian Baldwin, General Manager Mike Thomas, Assistant General Manager Jim Poff, Assistant General Manager Bernard Franks, Legal Counsel Steve Fincher, Executive Coordinator Amanda La Pierre, other CCWA staff and visitors. Absent: Board Member Robin Malone. Present via conference call after 3:30 P.M.: Board Member John Westervelt.

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

Invocation

Vivian Baldwin introduced Procurement Compliance Coordinator Yolanda Jackson to give the invocation.

Adoption of Agenda

UPON MOTION by Dr. Cephus Jackson and second by Vivian Baldwin, 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 Regular Board Meeting Minutes of February 1, 2018 and the SLBE (Small Local Business Enterprise) Committee Meeting Minutes of February 1, 2018.

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

RESOLVED to approve the Regular Board Meeting Minutes of February 1, 2018 and the SLBE (Small Local Business Enterprise) Committee Meeting Minutes of February 1, 2018.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending January 31, 2018. Information only, no action taken.

New Business

Water and Wastewater Treatment Chemicals Annual Bid Recommendation:

Water Production Manager Kendra Staniel presented a recommendation on the Water and Wastewater Treatment Chemicals Annual Bid.

On January 30, 2018, Clayton County Water Authority received bids for its annual water and wastewater treatment chemicals for CCWA's Water Production and Water Reclamation Facilities. Clayton County Water Authority received bid packages from 29 different vendors for the 24 chemicals advertised.

	1	2	3	4	5	6	7	8	9	10	11	12
	Liquid Aluminum Sulfate	Dense Soda Ash	Bulk Hydrated Lime	Liquid Lime 30% Calcium Hydroxide	Powdered Activated Carbon 50 lb bag	Powdered Activated Carbon 1,000 lb sack	Sodium Silica Fluoride	Copper Sulfate Med. Crystals	Phosphoric Acid 36% PO4	Sodium Hydroxide 26%	Sodium Hypochlorite 12.5% 66 gal drum	Sodium Hypochlorite 12.5% Bulk tanker
	/ dryton	/ lb	/ lb	/ lb	/ lb	/ lb	/ lb	/ lb	/ gal	/ lb	/ gal	/ gal
AFFINITY CHEMICAL, LLC	WITHDRAWN											
ALLIED UNIVERSAL CORP.												0.89900
BRENTAG MID-SOUTH		0.25000			NON-RESPONSIVE	NON-RESPONSIVE	0.46900	1.83000	2.90000	0.12900	1.45000	0.75000
BURNETT LIME				0.06100								
C & S CHEMICALS	322.00											
CARMEUSE LIME			0.113275									
CARUS CORP.									2.51320			
CEDAR CHEM												
CHEMRITE, INC			0.09580				0.52000	1.85000	2.76000			
CHEMTRADE CHEMICALS	199.00											
COLONIAL CHEMICALS SOLUTIONS		0.22800		0.04510					2.09000	0.15400		
DPC ENTERPRISES												0.82640
GEO SPECIALTY CHEMICALS	403.81											
GULBRANDSEN TECHNOLOGIES												
INDUSTRIAL CHEMICALS	437.00	0.25000					0.57000	1.97000		0.15000	1.95000	0.84000
KEMIRA WATER SOLUTIONS												
LHOIST NORTH AMERICA			0.11689									
OXBOW ACTIVATED CARBON						NON-RESPONSIVE						
PENCCO, INC.												
POLYDYNE, INC.												
PROMINENT SYSTEMS, INC.					NON-RESPONSIVE	NON-RESPONSIVE						
SHANNON CHEMICAL									2.47000			
SOLENIS LLC												
SOUTHERN STATES CHEMICAL												
SPECIALTY CHEMICAL COMPANY, LLC										0.22000		0.82880
STERLING WATER TECHNOLOGIES (COYNE CHEMICAL)									2.63000			
THATCHER CHEMICAL OF FL							0.80310	1.96500				
UNIVAR USA		0.29600			1.19500	1.18280	0.80500	2.20500				0.83700
WATER SOLUTIONS (AZURE WATER SERVICES)												
Lowest Bid Amount:	199.00	0.22800	0.09580	0.04510	1.19500	1.18280	0.46900	1.83000	2.09000	0.12900	1.45000	0.82640
Lowest Bidder:	CHEMTRADE CHEMICALS	COLONIAL CHEMICALS SOLUTIONS	CHEMRITE INC	COLONIAL CHEMICALS SOLUTIONS	UNIVAR USA	UNIVAR USA	BRENTAG MID-SOUTH	BRENTAG MID-SOUTH	COLONIAL CHEMICALS SOLUTIONS	BRENTAG MID-SOUTH	BRENTAG MID-SOUTH	DPC ENTERPRISES

	13	14	15	16	17	18	19	20	21	22	23	24
	Caustic Soda 20%	Polymer, Ashland Praxair K144L	Polymer, Brenntag CP2606	Polymer – 8E- 385	Polymer CedarFloc 604	Filter Press Polymer (price per pound)	Sulfuric Acid 76% (bulk tanker)	Sulfuric Acid 76% (tote)	Ferric Sulfate liquid	Purata bulk	Purata tote	Aluminum Chloro-hydrate
	/lb	/b	/b	/lb	/b	/b	/gal	/lb	/lb of iron EE	/b	/b	/b
AFFINITY CHEMICAL, LLC												
ALLIED UNIVERSAL CORP.	0.07800											
BRENTAG MID-SOUTH	0.11000		1.28500					0.16000				
BURNETT LIME												
C & S CHEMICALS												
CARMEUSE LIME												
CARUS CORP.												
CEDAR CHEM					1.32000							
CHEMRITE, INC												
CHEMTRADE CHEMICALS									1.25460			0.19700
COLONIAL CHEMICALS SOLUTIONS	0.11300							0.17000				
DPC ENTERPRISES												
GEO SPECIALTY CHEMICALS												
GULBRANDSEN TECHNOLOGIES												0.21300
INDUSTRIAL CHEMICALS	0.10250							0.14000				0.22940
KEMIRA WATER SOLUTIONS									0.92000			
LHOIST NORTH AMERICA												
OXBOW ACTIVATED CARBON												
PENCCO, INC.									1.42500			
POLYDYNE, INC.				1.05000		1.05000						
PROMINENT SYSTEMS, INC.												
SHANNON CHEMICAL												
SOLENS LLC		1.12000										
SOUTHERN STATES CHEMICAL							1.62400					
SPECIALTY CHEMICAL COMPANY, LLC	0.11950											0.33000
STERLING WATER TECHNOLOGIES (COYNE CHEMICAL)						0.91500						
THATCHER CHEMICAL OF FL									1.01730			
UNIVAR USA												
WATER SOLUTIONS (AZURE WATER SERVICES)										0.67000	1.09000	
Lowest Bid Amount:	0.07800	1.12000	1.28500	1.06000	1.32000	0.91500	1.62400	0.14000	0.92000	0.67000	1.09000	0.19700
Lowest Bidder:	ALLIED UNIVERSAL CORP.	SOLENS LLC	BRENTAG MID- SOUTH	POLYDYNE INC.	CEDAR CHEM	STERLING WATER TECHNOLOGIES (COYNE CHEMICAL)	SOUTHERN STATES CHEMICAL	INDUSTRIAL CHEMICALS	KEMIRA WATER SOLUTIONS	WATER SOLUTIONS (AZURE WATER SERVICES)	WATER SOLUTIONS (AZURE WATER SERVICES)	CHEMTRADE CHEMICALS

Recommendation:

Staff recommended awarding bids for individual chemicals to companies that have submitted the lowest responsive responsible bid for each chemical.

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

RESOLVED to award bids for individual chemicals to companies that have submitted the lowest responsive responsible bid for each chemical contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Hooper Reservoir Improvements Detailed Design and Monitoring Equipment Task Order Recommendation: Program Management and Engineering Manager Kelly Taylor presented a recommendation on the Hooper Reservoir Improvements Detailed Design and Monitoring Equipment Task Order.

The Terry R. Hicks Water Production Plant (WPP) is fed by Blalock Reservoir and the J.W. Smith Reservoir. CCWA has had periodic issues with taste and odor events based on the water quality in the Blalock Reservoir. When these issues occur, only the J.W. Smith Reservoir is used as the source water for the Hicks WPP. Understanding the potential sources of taste and odor compounds is important and will allow CCWA to refine/develop reservoir management operations for future events. The *Source Water Quality Assessment*, completed in August 2017, made several recommendations for improving the quality of water in CCWA's reservoirs. Based on this study, in April 2017 the CCWA Board of Directors approved a *Shamrock and Blalock Reservoir Water Quality Improvements* task order for CH2M to assist CCWA with implementing the selected options in terms of design and bid services.

Based on these two activities, the task order being recommended includes the following:

- Design of a linear diffuser and geochemical augmentation system with the capability to feed air and coagulant to the reservoir at three locations from a common supply system located on the Hooper WPP property. An aeration system is recommended in Hooper Reservoir due to the shallow nature of the reservoir to prevent slightly anoxic conditions that are sometimes observed on the bottom of the reservoir. An aeration system will improve dissolved oxygen levels and minimize reservoir conditions that favor growth of algae and cyanobacteria. The ferric chloride binds phosphate in sediments, which limits growth of algae and cyanobacteria.
- Purchase of monitoring equipment for Hooper and Shamrock Reservoirs to include two ECO triplets (Hooper), one ECO triplet (Shamrock), and one temperature/dissolved oxygen probe (Shamrock).
- Integration and installation of monitoring equipment by a subcontractor with specialized expertise (Gantzer Water Resources Engineering)
- Analysis of Sediment Oxygen Demand in Shamrock and Blalock reservoirs to optimize operation of the Hypolimnetic Oxygenation system.

Recommendation:

CCWA staff recommended the task order with CH2M for Detailed Design of the Hooper Reservoir Improvements be approved.

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

RESOLVED to approve the Hooper Reservoir Improvements Detailed Design and Monitoring Equipment Task Order with CH2M for the total amount of \$395,406.00.

YSI Fixed Vertical Profiler Sole Source Purchase Recommendation: Program Management and Engineering Manager Kelly Taylor presented a recommendation on the YSI Fixed Vertical Profiler Sole Source Purchase.

The vertical profiler for the Blalock Reservoir will be installed on the intake structure and will collect water quality data at various depths as it moves up and down the water column. The information will be transmitted via cellular connection to the Terry R. Hicks Water Production Plant (WPP). A water quality sonde with six sensors will be mounted to the profiler and allow for measurement of conductivity, temperature, pH, oxidation-reduction potential, dissolved oxygen, turbidity, and total algae. The purchase also includes cellular radios for transmission of water quality data, data logger software, installation and maintenance services. The probes require monthly calibration, so this purchase includes two of each probe, which will allow CCWA to have continuous monitoring of water quality in the reservoir while the problems are being calibrated.

YSI has a patented automated vertical water quality profiler and is the only manufacturer of any such system for freshwater systems. CCWA would like to install the profiler to allow collection of water quality monitoring data as soon as possible. This purchase, combined with the purchases included in *Hooper Reservoir Improvement Design* task order will allow CCWA to monitor water quality in Hooper, Shamrock, and Blalock Reservoirs in real time while the design packages and follow on construction is completed. Once construction is completed, the information will allow CCWA staff to understand changes in water quality and make operational changes to the oxygenation and aerations systems.

Recommendation:

CCWA staff recommended the sole source purchase of the YSI Fixed Vertical Profiler in the amount of \$165,000.

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

RESOLVED to approve the sole source purchase of the YSI Fixed Vertical Profiler from YSI Incorporated for a total amount of \$165,000.00.

Strategic Asset Management Plan Task Order Recommendation: Program Management and Engineering Manager Kelly Taylor presented a recommendation on the Strategic Asset Management Plan Task Order.

Beginning with the 2010 Strategic Master Plan (SMP), CCWA has focused on maintaining our infrastructure investments and become more efficient in all aspects of its operations. Using the *Ten Attributes of an Effective Utility Management* guideline, CCWA developed seven strategies as a means to identify and prioritize projects. While several of those strategies can be tied to asset management in some way, two of them directly relate, “operational optimization/resiliency” and “infrastructure stability.” Projects were identified and prioritized in both the 2010 SMP and 2015 Update of the SMP with those strategies in mind. For example, several pipeline replacement programs were identified and are currently being implemented. Also, Blue Cypress Consulting completed a Collection System Assessment that evaluated and made recommendations for activities that will improve maintenance and operation of our collection system. While we have and continue to implement asset management into our operations and projects, it is important to bring these activities into a cohesive plan. The purpose of this task order is to provide technical services to assist with the development of an overarching Strategic Asset Management Plan (SAMP) and to use the Collection System Cleaning Program recommendation as a pilot project to implement more focused and efficient asset management practices.

Recommendation:

Staff recommended approving the Strategic Asset Management Plan Task Order with CH2M for a total amount of \$380,339.00.

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

RESOLVED to approve the Strategic Asset Management Plan Task Order with CH2M for the total amount of \$380,339.00.

Small Local Business Enterprise Update and Recommendation: Risk Manager Karen Riser presented a recommendation on the Small Local Business Enterprise Update and Resolution No. 2018-01.

The Small Local Business Enterprise Board Committee met on February 1, 2018 to discuss the program utilization, upcoming events, proposed program changes, proposed CCWA Law and Policy Manual changes and upcoming procurements for the next six months.

Discussion included continued procurement efforts to promote the program and increase utilization. To that end, the SLBE Committee and Staff is recommending the following program changes:

- 1) Add Georgia Department of Transportation DBE certifications for Provisional Certification as currently over 800 firms in our 11-county area.
- 2) Add validation requirements on the use of SLBE to include job site inspections and follow-up on monthly utilization reporting by SLBE Compliance Staff.
- 3) Add validation method on Good Faith Effort (GFE) to include spot check on SLBE contact list by SLBE Compliance Staff.
- 4) Add official SLBE substitution/removal process for SLBE subcontractors to include adding written submission process with form and approval by SLBE Compliance Staff to ensure GFE was followed.
- 5) Revise SLBE tiered bid discount by geographic location to 10% for Clayton County and 7.5% for our other 10 county areas.
- 6) Remove SLBE bid discount/preference points for subcontractors except when the procurement has a goal to include SLBE bid discount/preference points for Prime vendors only (no SLBE advantage for subcontractors)
- 7) Modify award of SLBE preference points based on pro-rated share of proposed utilization i.e. more utilization=more points.
- 8) Further educate CCWA staff about SLBE program to encourage the use of SLBE certified firms and to continue certifying SLBE firms.

These changes would require updates to the CCWA Law and Policy Manual as shown in the attached. Additional changes to the CCWA Law and Policy Manual are included in the attached to modify the manual to include our current practices including adding the use of approved public purchasing cooperatives.

STATE OF GEORGIA COUNTY OF CLAYTON

RESOLUTION NO. 2018-01

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 3. FISCAL POLICIES. That Chapter 12 is hereby amended of the Clayton

County Water Authority Law and Policy Manual to read as follows:

PURCHASING POLICIES

PURPOSE

It is essential that uniform purchasing policies be followed and observed when purchases are made on the behalf of Clayton County Water Authority ("Authority") to ensure that the best product and services are obtained. The primary purpose of these policies is to provide an equitable and fair methodology for acquiring the goods and services needed for the Authority's operations at the lowest total cost.

POLICY

A) The Authority will strive to obtain the highest quality of goods and services for the most economical costs. Bulk purchases, quantity discounts, standardization of common items, and other approaches will be used to economically acquire goods and services.

B) It is the intent of the Authority to establish uniform regulations and procedures to provide for an efficient and fiscally responsible system for the purchase of materials and services necessary for the effective operations of the Company.

C) All departments of the Authority must utilize competitive bidding procedures as outlined in the purchasing policies. Bids will be awarded on a nondiscriminatory basis with appropriate efforts to include local and disadvantaged businesses.

D) The Authority will maintain a purchasing system which provides needed materials and services in a timely manner to avoid interruptions in the delivery of services.

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E) The Authority will strive to take advantage of attractive payment terms by seeking the necessary approvals and processing checks in a timely fashion.

F) Purchases in excess of a unit price of one hundred dollars (\$ 100) or an aggregate value of one hundred dollars (\$100), except as supported by an executed contract, or under the Purchasing Card or Credit Card program described in Chapter 10 shall be by a purchase order. These goods or services should not be included in a price agreement or available in inventory, when possible.

G) Purchases of any item, group of items or service, whether by purchase order, or contract, with a total cost of fifty thousand dollars (\$50,000) or more shall be competitively priced utilizing sealed bids or sealed request for proposals with the exception of purchases made through the State of Georgia pursuant to Title 50, Chapter 5, Section 100 of the Official Code of Georgia Annotated, purchases made through CC WA approved Public Purchasing Cooperatives, or goods and services that are of an expected and continuing nature, including but not limited to replenishment of inventory goods, utility bills, travel, seminar fees, conference and registration fees, membership dues, subscription costs, and maintenance agreements. Notification of sealed bids or request for proposals will be advertised in the County's Legal

Organ or on the CCWA website a minimum of twice in a four-week period prior to the bid or proposal opening. The first advertisement must occur at least four weeks prior to the opening of the sealed bids or proposals with the second advertisement following no earlier than two weeks from the first advertisement. The Board of Directors shall make awards to vendors. Contracts may not be divided for purposes of avoiding the limitations of this section.

H) Purchases of any item, group of items or service whose total cost is less than fifty thousand dollars (\$50,000) may be competitively priced if it is determined to be in the best interest of the Authority. Any of the competitive pricing methods, i.e., sealed bids, Request for Proposal, State of Georgia contracts, CCWA approved Public Purchasing Cooperatives or quotes may be used. The General Manager or designee shall make awards to vendors. I) Management may elect to contract on an annual basis for supplies and/or services under a Master Contract and make specific purchases or assignments by issuing Purchase Orders; such annual contracts must be no more than fifty (\$50,000) without the prior approval of the Board. Such situations will require annual certificates of insurance and contractual provisions as required.

J) Sole Source Purchases would only occur when there is only one available supplier of a good or service that meets the needs of the Authority, subject to regular review. Negotiation should be used to complete the terms and conditions for this purchase. A single source purchase should occur when:

- 1) Only one supplier can satisfy specification requirements.
 - 2) The compatibility with existing equipment, facilities, or service is an important consideration;
 - 3) Technical services associated with the assembly, installation, or servicing of equipment of a highly technical or specialized nature;
 - 4) An item is purchased for testing or trial use;
 - 5) The Authority purchases supplies for resale or the purchase of used items;
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- 6) A statutory or market-based monopoly;
 - 7) Scarcity of supply in the market;
 - 8) Existence of exclusive rights (patent, copyright, or license);
 - 9) Need to avoid violating warranties and guarantees where service is required;
 - 10) The Authority has a rental contract with a purchase option;
 - 11) Only one supplier can satisfy the technical requirements because of unique technical competence or expertise;
 - 12) When alternative sources result in excessive costs;
 - 13) Emergency purchases where time is of the essence and impact of delay is significant;
 - 14) Continuation of prior work associated with additional items, service, or work required, but not known to have been needed at the time the original order was placed with vendor.
 - 15) Relating to Informational Technology: 1) Manufacturer directs the purchase of all upgrades to their system from the manufacturer's partner associated with mid-range or large system purchased 2) When "valued added" towards a product results in preferred pricing making competitive bid for the product impossible. 3) Common Operating Environment (Supervisory Control and Data Acquisition, GIS, Phone, Cisco, Security, FOB's, etc.); item is proprietary.

16) For matters involving security, police matters or confidential issues, a purchase should be made to protect the confidentiality of the contractor or the Authority.

Sole source approval shall be effective for a period of three (3) years after which time a search of the market for adequate competition must be performed to justify continued sole source contract.

K) The provisions of the Purchasing Policy shall not apply to the payment of recurring bills including, but not limited to, utility payments. Said payments may be made when due to avoid the accrual of interest or the imposition of late payment fees and/or penalties.

L) In the event of an emergency condition, which threatens the water, sewer, or storm water system's ability to operate, the General Manager is to contact the Chairman of the Board as soon as practically possible and proceed without competitive pricing, if necessary. If the Chairman is not available, then the remaining officers in the order of Vice Chairman, then Secretary/Treasurer will be notified. The scope shall be limited only to the emergency procurement of goods and services exceeding \$50,000 and necessary to meet the emergency. All emergency contracts for public works or improvements in excess of \$50,000 shall apply.

M) Purchases shall be in compliance with the approved budget a single budget revision of less than fifty thousand dollars (\$50,000) shall be approved by the General Manager whether for an individual item or in aggregate.

N) Upon the recommendation of the General Manager, purchases may be made through the State of Georgia pursuant to Title 50, Chapter 5, Section 100 of the Official Code of Georgia Annotated, without the necessity of further competitive pricing. For any such purchase of less than fifty thousand dollars (\$50,000), the General Manager or his/her designee may make awards to vendors for items approved in the budget without further action of the Board. For all other contracts, Board approval shall be required.

O) Competitive bidding will not be required for repair, maintenance or reconditioning of equipment and/or devices by the manufacturer or if there is only one manufacturer authorized firm for purchases up to one hundred thousand dollars (\$ 100,000) with Board approval.

This provision will be utilized when it is advisable to take advantage of certain expertise or equipment not available from other or to comply with or protect warranties. For no warranty repair work, the requesting Department should consult with Contracts and Procurement for advice on how to proceed. In some cases, competitive bids may not be in the best interest of the Authority, if they require the disassembly, reassembly, and transport of the equipment to obtain repair estimates. In such cases, the Department and Contracts and Procurement will attempt to achieve competition by utilizing various vendors over a period of time. In the procurement of automotive repair parts, the competition among vendors may be limited in certain instances due to the stringent delivery time requirements for parts.

P) Consistent with Official Code of Georgia Annotated, Title 14, Chapter 7, Section 2, the purchase of Professional Services shall not be subject to competitive pricing:

1) 'Profession' means of profession of certified public accountancy, architecture, chiropractic, dentistry, professional engineering, land surveying, law, pharmacy, psychology, medicine and surgery, optometry, osteopathy, podiatry, veterinary medicine, registered professional nursing, or harbor piloting.

Q) In any situation where the Authority has requested bids, proposals, or any other competitive offers for a contract for the provision of goods and/or services, the Board may, except in the case of contracts for "Public Works," award the contract to a proposer other than the proposed offering the lowest price where:

1) The difference in price between the low proposal and the preferred proposal is nominal;

2) The Board determines that the preferred proposal provides the most cost-effective option due to the closer proximity of the preferred proposer's place of business to the affected Authority facility or facilities; and

3) The instructions to bidders, request for proposals, or other document produced by the Authority and pursuant to which proposals are received provides express notice that the Authority will consider proximity in its decision-making process.

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4) Other evaluation factors may weigh the decision to award to a bidder without regard to price such as a qualifications-based procurement where price is not the only evaluation criteria.

R) As a part of these purchasing policies the Clayton County Water Authority will adhere to the following regarding contracting with Minority- and Women-owned Enterprises and Small Local Business

Enterprises. Additional information can be found in the CC WA Small Local Business Enterprise Program Guidelines:

l) As used in this section, the terms used have the following definitions:

a) "Minority Business Enterprise" means a business entity which is at least fifty-one percent (51) owned and controlled by one or more African American, Hispanic, Asian American, Native American, Pacific Islander or disabled citizens of the United States and such person or persons operate the business; and

b) "Female Business Enterprise" means a business entity which is at least fifty-one percent (51) owned by women who are United States citizens and who also control and operate the business.

c) "Small Local Business Enterprise" means a small locally based business whose average annual gross receipts for the previous three years must not exceed (1) Construction Firms - \$18,250,000 (2) Professional Services Firms, except architectural and engineering firms - \$5,500,000 (3) Architectural - \$3,750,000 (4) Engineering - \$7,500,000 and (5) Goods & Services — less than 250 employees.

2) The Clayton County Water Authority (the "Authority") will provide equal opportunity for all and not discriminate against anyone, regardless of race, color, religion, national origin, age, gender, sexual orientation, or disability. It is also the policy of the Authority to award contracts for sale or purchase of goods or services to the responsible and responsive bidder whose proposal is determined, in writing, to be the most advantageous to the Authority. It is further declared to be the policy of the Authority to take steps to provide economic opportunity, ensure nondiscriminatory results and practices, and involve minority business enterprises and female business enterprises fully in the process by the Authority of the awarding of contracts for sale or purchase of goods or services. These policies, together with the general principles of sound procurement, are intended to achieve the maximum practical opportunities for minority business and female business enterprises by the Authority, consistent with Constitutional principles of equal protection and to protect the assets of the Authority;

3) The provisions contained in this Policy are intended for all departments of the Authority to consider when the Authority awards contracts for sale or purchase of

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goods or services. However, it is the responsibility of the Contracts, Compliance and Risk Management Section of the Authority to ensure compliance with the provisions of this policy by all CCWA departments of the Authority. Additional information can be found in the CC WA Small Local Business Enterprise Program Guidelines. It is the written policy of the Authority to make affirmative and deliberate efforts to assure that small, minority- and women owned business enterprises are involved with the Authority as sources of supplies, services and construction items;

4) Affirmative efforts to be made may include but may not be limited to:

- a) Including qualified small, minority- and women-owned business enterprises on solicitation lists;
- b) Assuring that small, minority- and women-owned business enterprises are solicited whenever they are potential sources; and
- c) Where the requirement permits, establishing delivery schedules which will encourage participation small, minority- and women-owned business enterprise.

5) This policy is provided as an internal guideline for outreach and nondiscriminatory practices in contract and procurement procedures in the award of contracts for sale or purchase of goods or services by the Authority. This policy does not provide or create any cause or right of action to nor any rights in any third parties against the Authority. This policy does not provide or create any obligation on behalf of the Authority to any third parties. The Authority has discretion to award contracts for sale and purchase of goods or services to the most responsible and responsive bidder. Additional information can be found in the CCWA Small Local Business Enterprise Program Guidelines.

- a) Vendors who qualify can obtain General Certification valid for five (5) years or if vendors are certified as a "small business" with the City of Atlanta, Clayton County Central Services, DeKalb County, or as a Disadvantaged Business Enterprise (DBE) with the Georgia Department of Transportation they can obtain Provisional Certification for two (2) years. Provisional Certification can be renewed for a second two (2) year term.
- b) CCWA defines "local" as the geographic location of the following counties: Clayton, DeKalb, Cherokee, Cobb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale and Spalding. All vendors must be located in one of these counties to meet the requirement of certification whether by means of a General or Provisional Certification.
- c) CCWA Small Local Business Enterprise Program shall consist of bid discounts, proposal preference points or goal. The CCWA Small Local Business Enterprise Program incentive may vary on a procurement by procurement basis and will be determined by CCWA staff prior to the release of the respective procurement.
- d) Under the Small Local Business Enterprise Program CC WA will apply a bid discount of up to 10% which will be incorporated into the award of prime

contractors only who are certified as a Small Local Business with CC WA and in determining the lowest bidder as follows:

10 percent for SLBE's in Clayton County

7.5 percent for SLBE's within the other 10 counties in our program to include: Cherokee, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale and Spalding.

e) Under the Small Local Business Enterprise Program CC WA will apply proposal preference points which will be incorporated into the evaluation process for award of prime contractors only who are certified as a Small Local Business Enterprise with CCWA. Preference points may vary on a procurement by procurement basis and by geographic location. Additionally, proposal preference points will be determined by CCWA staff prior to the release of the respective procurement.

f) Prime contractors who are awarded work in which the up to 10% bid discount or proposal preference points were applied as "Prime only" shall not receive additional discounts or preference points for the use of certified SLBE subcontractors on the awarded work. However, the use of certified SLBE subcontractors is encouraged.

g) Under the Small Local Business Enterprise Program CCWA will apply a Small Local Business Enterprise goal which is a percentage of the awarded work that shall be performed by a CCWA certified Small Local Business Enterprise vendor as a Subcontractor. The Small Local Business Enterprise goal may vary on a procurement by procurement basis and by geographic location. Additionally, goals will be determined by CC WA staff prior to the release of the respective procurement.

h) All bidders must follow CCWA Good Faith Efforts (GFE) as outlined in the CCWA Small Local Business Enterprise Guidelines by providing the required documentation to the Contracts, Compliance and Risk Management Section. The GFE documents are subject to validation by the Contracts, Compliance and Risk Management Section.

i) Substitution/removal of any SLBE subcontract, vendor or supplier previously selected by the prime contractor cannot be made without prior approval of the Contracts, Compliance and Risk Management Section. The substitution/removal of any pre-approved SLBE subcontractor, vendor or supplier requires the completion and approval of the Request for Subcontractor Removal/Substitution form. Additional information can be found in the CCWA Small Local Business Enterprise Guidelines.

S) The Authority staff shall provide to the Board each month a report detailing the corresponding calendar month's non-recurring expenditures that are in excess of \$20,000 and that did not require Board award under approved purchasing policies.

(Reference minutes of March 6, 2014 Pages 4882-4888; November 5, 2015 Pages 51405142)

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 1st day of March 2018.

P

Clayton County Water Authority:



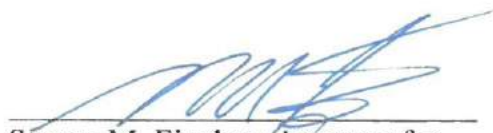
John Chafin, Chairperson

Attest:



Rodney Givens, Secretary/Treasurer

APPROVED AS TO FORM:



Steven M. Fincher, Attorney for
Clayton County Water Authority

Recommendation:

The SLBE Committee and Staff recommended that these changes be effective as soon as practical but not later than May 1, 2018 along with recommending approval of Resolution No. 2018-01 to update purchasing policies as requested in the CCWA Law & Policy Manual.

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

RESOLVED to approve Resolution No. 2018-01 thereby updating CCWA's Law and Policy Manual regarding the SLBE (Small Local Business Enterprise) program as presented.

Solar Energy Procurement Agreement Recommendation: Assistant General Manager Jim Poff presented a recommendation on the Solar Energy Procurement Agreement.

In December, a Request for Proposals (RFP) for Solar Energy Procurement Agreement (SEPA) was advertised. CCWA asked firms to provide a proposal to finance, design, build, own, and operate a solar energy system behind the power meter at three of our locations (Casey WRRF, Hicks WPP, and Headquarters). CCWA will pay an agreed upon price per Kilowatt-hour for all energy purchased from the systems. This price should be lower than current rates charged by Georgia Power. CCWA executed an on-call Task Order with CH2M to assist in this effort. This SEPA will have a 20-year term. There was no SLBE component in this procurement.

Exhibit 1 – Base Proposal Scores

Proposer Name	Average kWh Cost	Total Proposal Score (Max 100)
SolAmerica Energy (Atlanta, GA)	\$0.0664	95.42
Radiance Solar (Atlanta, GA)	\$0.0660	89.89
United Renewable Energy (Alpharetta, GA)	\$0.0725	85.39
Hannah Solar (Atlanta, GA)	\$0.0787	83.50
Cherry Street Energy/Inman Solar (Atlanta, GA)	\$0.0749	79.36
Forefront Power (San Francisco, CA)	\$0.0828	77.08
PEC Velo (Atlanta, GA)	\$0.0745	68.22

Exhibit 2 – Proposal Scores with elimination of seven-year termination clause

Proposer Name	Average kWh Cost	Total Proposal Score (Max 100)
Hannah Solar (Atlanta, GA)	\$0.0397	91.50
SolAmerica Energy (Atlanta, GA)	\$0.0664	75.42
Radiance Solar (Atlanta, GA)	\$0.0660	69.89
United Renewable Energy (Alpharetta, GA)	\$0.0725	66.39
Cherry Street Energy/Inman Solar (Atlanta, GA)	\$0.0749	62.36
Forefront Power (San Francisco, CA)	\$0.0828	61.08
PEC Velo (Atlanta, GA)	\$0.0745	51.22

Cost savings of choosing the 20-year termination option proposed by Hannah Solar versus the seven-year termination proposal of SolAmerica is estimated at \$2,018,207 for the 20-year term of the contract.

Estimated power cost savings for this project will be \$2,564,536 for the 20-year term of the contract.

Recommendation:

Staff recommend awarding this Solar Energy Procurement Agreement to Hannah Solar for their 20-year Termination Cost alternative option.

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, it was unanimously RESOLVED to award the Solar Energy Procurement Agreement to Hannah Solar for the 20 Year Termination Cost alternative option contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Executive Session

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, it was unanimously RESOLVED to enter into an Executive Session in order to discuss personnel matters.

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

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

Updates from the Board Members and General Manager

UPON MOTION by Rodney Givens and second by Vivian Baldwin it was unanimously

RESOLVED to approve the Executive Session minutes as presented.

General Manager, Mike Thomas, gave the Board an update on the status of several construction projects and the need for additional services during construction from our engineering consultants.

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

RESOLVED to approve a \$54,000.00 Services During Construction Task Order extension to Jacobs for the W.B. Casey Improvements project along with approving a \$56,000.00 Services During Construction Task Order Extension to Jacobs for the General Services Maintenance Building project.

Mr. Thomas also provided the Board an update on our medical self-insurance funding and the need to provide more funding in the next fiscal year to cover increasing medical claims.

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

RESOLVED to approve staff's recommendation for a 10% increase in employee premiums along with a \$20 per pay period charge for employee only coverage in regard to health insurance. In favor: Marie Barber, Rodney Givens, John Westervelt, Vivian Baldwin and Dr. Cephus Jackson. Opposed: John Chafin. Motion passes.

Adjourn

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

RESOLVED to adjourn the Board Meeting at 4:09 p.m., there being no further business to come before the Board of Directors.



John Chafin, Chairman



Rodney Givens, Secretary/Treasurer