

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

Present at the meeting were: Chairman John Chafin, Vice Chairman Rodney Givens, Board Member Marie Barber, Board Member Dr. Cephus Jackson, Board Member Robin Malone, 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.

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

**Invocation**

Rodney Givens introduced Warehouse Assistant Norris Howell to give the invocation.

**Adoption of Agenda**

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, 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 October 5, 2017 and the OPEB Committee Meeting Minutes of October 5, 2017.

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

RESOLVED to approve the Regular Board Meeting Minutes of October 5, 2017 and the OPEB Committee Meeting Minutes of October 5, 2017.

**Financial and Statistical Reports**

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending September 30, 2017. Information only, no action taken.

**Recognition**

Public Information Officer Suzanne Brown recognized the Finance Department for receiving two awards from the Government Finance Officers Association of the U.S. and Canada (GFOA): The Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award. Information only, no action taken.

**New Business**

**Finding the Flint Presentation:** Hannah Palmer presented a summary of her project, Finding the Flint. Information only, no action taken.

**Third Party Payment Solution Recommendation:** Customer Accounts Director Teresa Worley presented a recommendation on the Third Party Payment Solution.

CCWA uses Western Union’s Speedpay to allow customers to make payments online and through the IVR. Approximately 40% of the all payments are made using Speedpay. We began using Speedpay in December of 2013. Our five (5) year contract will come to end on December 2018.

In April 2019, the current CIS system will be replaced with Cayenta. The implementation of a new CIS is very complex when you take in consideration the importance of the data conversion, 7+ integrations that must be designed and developed, all business processes reviewed and updated using best practices, reports redesign and more.

With the complexity of the new CIS implementation, staff is recommending that we select a Cayenta “preferred partner” (Invoice Cloud or Paymentus) for payment processing

	Invoice Cloud	Paymentus	Speedpay
Convenience Fee	\$2.15 <i>\$800 cap</i>	\$2.25 <i>\$750 cap</i>	\$1.25 <i>\$750 cap</i>
CCWA cost for cc/debit at payment locations	\$1.25	Personal—up to \$1.20 Commercial—up to 3.6%	\$1.25
Integration costs	\$0	\$0	Approx. \$32k
Swipe machine	EMV or chip	Swipe only	n/a
Communications	Email, text, call	Email, text, call	n/a



Recommendation:

To simplify CIS and payment implementation, staff recommended selecting a Cayenta Preferred Payment vendor for payment processing.

The team has evaluated the two preferred partners and has determined that Invoice Cloud offers the best customer experience, the lowest convenience fee and the same price for CCWA.

The team recommended implementing Invoice Cloud with the implementation of Cayenta CIS (April 2019).

The contract with Speedpay would be extended until the go-live date of Cayenta and the selected payment vendor.

Staff also recommended that the Board authorize the General Manager to sign a 3-year agreement with Invoice Cloud with two one-year extensions.

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

RESOLVED to award the contract to Invoice Cloud based on the quoted 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.

**J. D. Edwards Business Software Upgrade Recommendation:** Director of I.T. Dan Holverson presented a recommendation on the J.D. Edwards Business Software Upgrade.

JD Edwards Business Software has been in use at CCWA since 2002. It is our primary transactional system, handling Payroll, Human Resources, Vendor Payments, Requisitions, Purchase Orders, Work Orders, Inventory, Fixed Assets, and General Ledger/Accounting items. We completed a major upgrade of the system starting in late 2010, going live in February of 2012. Both the initial implementation and 2012 upgrade had very little work done in relation to review and improvement of CCWA business processes. The version of JD Edwards that we are currently on will no longer be supported in late 2018. In addition, we are encountering compatibility issues with needed software (Web Browsers , pdf's, etc.) that point us to upgrade, to keep up to date on technology.

COST PROPOSAL (MAX = 15 POINTS)							
PROPOSER NAME				Estimated Effort Hours		TOTAL COST	Points (Max 15)
CSS International				10278		\$ 2,194,190.00	10.93
Grant Thornton				8477		\$ 1,599,257.25	15.00
Syntax				8584		\$ 1,822,860.00	13.16
<b>LOWEST COST</b>						<b>\$ 1,599,257.25</b>	

PROPOSER NAME	Minimum Req. / Project Understanding Max = 20	Methodology / Mgmt Strategy Max = 30	Qualifications / Experience Max = 30	References Max = 5	SLBE Max = 10	Cost Proposal Max = 15	Cost Saving Alternate Max = 15	TOTAL Max = 125	RANK
CSS International	19.00	28.00	29.00	4.80	10.00	10.93	0.00	<b>101.73</b>	1
Grant Thornton	14.67	23.00	22.33	4.37	0.00	15.00	4.50	<b>83.87</b>	2
Syntax	15.67	23.67	25.00	3.30	0.00	13.16	0.00	<b>80.79</b>	3

JD Edwards Costs	Expense
System Implementation Services	\$2,194,190
Hardware	\$100,000
Contingency Costs	\$100,000
<b>Total Expenses for Approval</b>	<b>\$2,394,190</b>

Recommendation:

After evaluation of each vendor and reference checks, CSS International received the highest overall score. The team recommended this contract be awarded to CSS International, and that hardware will be purchased under State of Georgia contract. Additionally, the staff recommended Board approval for an additional \$100,000 to cover any other items that should arise.

In past budgets, the CCWA Board of Directors have approved funds for a JD Edwards Upgrade, totaling \$1,050,000. Staff is asking for Board approval for the CSS International costs of \$2,194,190, hardware costs of \$100,000 and contingency costs of \$100,000 listed above for a total of \$2,394,190 plus authorization for the General Manager to execute contracts and all statements of works. In addition, staff is asking for Board approval to transfer of \$1,344,190 from the Renewal and Extension Fund Surplus to RE-230.

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

RESOLVED to award contract for System Implementation Services to CSS International for a not to exceed cost of \$2,194,190.00, to purchase necessary hardware through Georgia State Contract for a not to exceed cost of \$100,000.00, to provide a budget for contingency costs at an amount not to exceed \$100,000.00 and a budget transfer from Renewal and Extension Fund Surplus to the project in the amount of \$1,344,190.00; 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 Rodney Givens, it was unanimously

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

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, 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 Dr. Cephus Jackson and second by Marie Barber it was unanimously  
RESOLVED to approve the Executive Session minutes as presented.

UPON MOTION by Marie Barber and second by Dr. Cephus Jackson it was unanimously  
RESOLVED to proceed with the condemnation of 5 easements as presented.

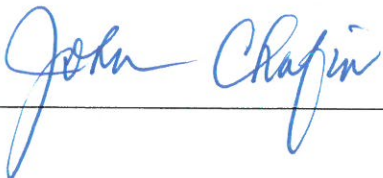
UPON MOTION by Marie Barber and second by Dr. Cephus Jackson it was unanimously  
RESOLVED to allow Loevy & Loevy to represent CCWA in the joint alum lawsuit.

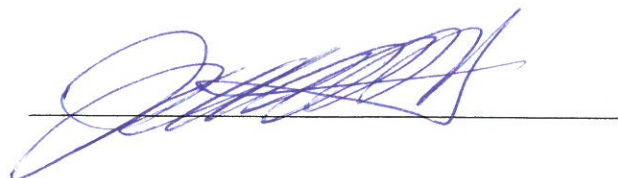
UPON MOTION by Dr. Cephus Jackson and second by Marie Barber it was unanimously  
RESOLVED to appoint Bernard Franks as General Manager; to include a six month shadowing period prior to the retirement of current General Manager Mike Thomas at a salary of \$150,000 for the shadow period and \$175,000 upon the retirement of Mr. Thomas.

**Adjourn**

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

RESOLVED to adjourn the Board Meeting at 4:44 p.m., there being no further business to come before the Board of Directors.

  
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Regular Board Meeting  
November 2, 2017

5385

John Chafin, Chairman

John Westervelt, Secretary/Treasurer