

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
1600 Battle Creek Road
Morrow, GA 30260
April 6, 2017

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 Robin Malone, 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. Present via telephone was Board Member Dr. Cephus Jackson.

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

Invocation

Robin Malone introduced Meter Services Technician John Pair to give the invocation.

Adoption of Agenda

UPON MOTION by John Westervelt 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 March 2, 2017, OPEB Committee Meeting Minutes of March 2, 2017, the Called Board Meeting held on March 23, 2017, the Called Board Meeting held on March 24, 2017 and the Executive Session Minutes of March 23, 2017.

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

RESOLVED to approve the Regular Board Meeting Minutes of March 2, 2017, OPEB Committee Meeting Minutes of March 2, 2017, the Called Board Meeting held on March 23, 2017, the Called Board Meeting held on March 24, 2017 and the Executive Session Minutes of March 23, 2017.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending February 28, 2017. Information only, no action taken.

Recognition

Public Information Officer Suzanne Brown recognized all of CCWA's Water Production facilities for earning "Outstanding Performance" ratings along with Platinum Awards from the GAWP (Georgia Association of Water Professionals). All of CCWA's Water Reclamation Facilities were also recognized for receiving Platinum Awards from the GAWP. Information only. No action taken.

New Business

Proposed Budget 2017 – 2018 Recommendation: General Manager Mike Thomas presented a recommendation to approve the Proposed Budget Fiscal Year 2017-2018 Request; to include the purchase of all Technology items and Vehicles through State Contract Pricing, the allocation of Revenue Fund Surplus as specified, along with Property & Casualty insurance premiums as presented.

FY2017-2018 Budget Request

- Water & Sewer \$100,199,365
- Stormwater \$9,711,876
- TOTAL \$109,911,241

- Plus specific approvals

Vehicle Request

- 3-2017 Ford F150 @ \$26,018.00 ea.
- 5-2017 Ford F150 4X4's @ \$28,969.00 ea.
- 2-2017 Ford F-250 4x4, service body @ \$38,954.00 ea.
- 3-2017 Ford F-250 4x4, service body and strobes @ \$39,698.00 ea.
- 2-2017 Ford F-350 4x4, flat bed w/boxes & strobes @ \$37,020.00
- 1-2017 Ford F-550 4x4, flat bed w/corner LED's @ \$62,438.00

Total Requested Price from State Contract = \$ 555,014.00

Technology Refresh Request

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
Laptops	10	\$2,050.00	\$20,500.00
Desktops	35	\$1,125.00	\$39,375.00
Enhanced Desktops	3	\$1,500.00	\$4,500.00
Rugged Laptop	2	\$2,200.00	\$4,400.00
Enhanced Laptops	2	\$2,450.00	\$4,900.00
Large Monitor	2	\$550.00	\$1,100.00
Monitors	99	\$330.00	\$32,670.00
Ipads/Tablets	13	Varies	\$19,450.00

Total Budgeted Technology Refresh \$126,895.00

Property and Casualty Insurance Renewal

<u>Coverage</u>	<u>Current Carrier/ Proposed</u>	<u>2016-2017 Actual Annual Premium</u>	<u>2017-2018 Projected Annual Premium</u>
Property/Boiler/EDP/ME	Chubb/Chubb	\$181,643	\$179,836
Crime Liability	Travelers/Travelers	\$5,596	\$5,910
General Liability	Travelers/Travelers	\$254,034	\$274,811
Automobile Liability and Comp.	Travelers/Travelers	\$95,716	\$100,165
Umbrella Liability	Travelers/Travelers	\$137,281	\$147,351

Excess Workers' Comp	Midwest Employers Casualty/MEC	\$52,179	\$57,228
Public Entity Mgt. Liability	Travelers/Travelers	\$9,649	\$10,740
Employment Practice Liability	Travelers/Travelers	\$26,658	\$30,077
Security and Privacy Liability	Chartis/Chartis	\$13,523	\$13,523
Board - Travel/Accident	Chartis/Chartis	\$1,000	\$1,000
Fiduciary Liability	Chubb/Chubb	\$3,180	\$3,187
Total		\$780,459	\$823,828

Note: Renter's TULIP is \$150 per rental until 1.1.2018 at which time the premium will increase to \$155.

Reallocate Revenue Fund Surplus Request

Casey WRF – Polishing Plant & Solids Handling	\$9,000,000
Health Insurance Coverage	\$650,000
Dekalb solution/Northeast WRF Improvements	\$2,000,000
Flint River Hydrology Study	\$250,000
Accelerate Galvanized Pipe Replacement	\$1,000,000
Accelerate Sewer Rehabilitation	\$1,000,000
Solar Power Projects at HQ & Hicks WPP	\$1,000,000
Hooper WPP Solids Handling Improvements	\$1,500,000
Smith High Service Pump Station Improvements	\$1,000,000
Lift Station Rehabilitation	<u>\$1,600,000</u>

TOTAL **\$19,000,000**

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

RESOLVED to approve the Proposed Budget Fiscal Year 2017 – 2018 Request in the amount of \$109,911,241; which will include reallocating \$19,000,000 of Revenue Fund Surplus to ten listed projects in the amounts requested. This approval also includes the purchase of Technology Refresh items (\$126,895) and Vehicles (\$555,014) at State Contract pricing and the renewal of Property and Casualty Insurance coverages (\$823,828).

Source Water Quality Implementation Design and Bid Services Task Order

Recommendation: Program Management and Engineering Manager Kelly Taylor presented a recommendation on the Source Water Quality Implementation Design and Bid Services 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.

Management options in four key categories were evaluated for feasibility in CCWA’s system: watershed management, reservoir management, wastewater treatment and water treatment. An analysis of planning-level cost estimates and anticipated benefits was conducted to identify the recommended alternative for each of CCWA’s reservoir systems. The recommended alternative for Blalock and Shamrock Reservoirs, which CCWA has elected to implement first due to the reservoirs’ severity, is summarized in Exhibit 1. This alternative includes the following components:

- Hypolimnetic oxygenation at Shamrock and Blalock Reservoirs – Injects oxygen into the reservoirs to prevent the conditions that lead to the formation of algae. This focuses on preventing the conditions that promote the growth of algae that results in the taste and odor issues.
- Porta PAC system near the Blalock Reservoir intake – This system is a complement to the primary solution and injects PAC at the water intake to adsorb taste and odor compounds, should they form in the reservoir
- GAC filter cap at Hicks Water Production Plan – A GAC media cap on the filters would adsorb taste and odor compounds as well as other compounds. Media would need to be manually replaced after each T&O event.
- Alum dosing at W.B. Casey WRF – Inserts ferric sulfate or aluminum chlorohydrate at the W.B Casey WRF prior to being pumped to the constructed wetlands. This would reduce Total Phosphorus loading in the wetlands and therefore, into the Shamrock and Blalock Reservoirs.

EXHIBIT 1

Management Option	Net Present Value Cost in \$ Million (2017 \$)				Benefits	Constraints/Notes
	Capital	20-Year O&M	Total	Average Annual		

Primary Management Option						
Oxygenation - Shamrock Reservoir	\$0.8	\$1.2	\$2.0	\$0.09	Minimizes the formation of algae, therefore minimizes T&O compounds and algal toxins. Lower influent T&O concentration will allow adsorption-based strategies to be effective.	O&M costs are considered conservative, as expected improvements in the reservoirs would decrease the amount of liquid oxygen required over time. Recommend Porta-PAC as secondary measure.
Oxygenation - Blalock Reservoir	\$0.7	\$1.1	\$1.8	\$0.09		
Secondary Management Option						
Chlorohydrate or Ferric Sulfate Dosing - Casey WRF Effluent	\$0.11	\$1.1	\$1.2	\$0.06	Reduce phosphorus loading into Shamrock & Blalock Reservoirs. Not feasible as primary option as internal reservoir mass of phosphorus must be addressed.	Recommend field testing for most effective chemical (ferric sulfate and aluminum chlorohydrate), dose, and location. Operator attention and outfall sampling required to keep chemical dose below aluminum toxicity in source water.
Porta-PAC - Hicks Intake at Blalock Reservoir	\$0.37	\$1.6	\$2.0	\$0.09	Adsorbs T&O compounds. Not large enough to be primary treatment option.	Could complement reservoir oxygenation or destratification. Operators will be required to change super-sacks periodically based on chemical dose. Daily operator attention at a remote site.
GAC Filter Cap - Hicks WPP	\$0.08	\$1.4	\$1.5	\$0.07	Adsorb T&O compounds No anthracite removal required Not feasible as primary option.	Media to be manually replaced after each T&O event. GAC will adsorb other compounds besides T&O, carbon performance will have to be monitored.
Recommended Alternative Total	\$2.06	\$6.40	\$8.50	\$0.40		

CCWA Staff has negotiated a task order with CH2M for design and bid services to implement the option described above.

Recommendation:

Staff recommended to award Task Order CH-RE-16-07 to CH2M for a total amount of \$324,456.

UPON MOTION by Marie Barber and second by Robin Malone, it was unanimously

RESOLVED to approve staff recommendation to award Task Order CH-RE-16-07 to CH2M for the total amount of \$324,456.

Distribution System Modeling Task Order Recommendation: Program Management and Engineering Manager Kelly Taylor presented a recommendation on the Distribution System Modeling Task Order.

Beginning in 2000, CCWA authorized development of a calibrated Water Distribution Model to aid in understanding system deficiencies and the necessary capital improvements needed to address those deficiencies. Based upon EPA rulings targeting improved water quality, CCWA staff recognized the need to update the model in 2005 with full field calibration and develop an extended period simulation (EPS) model. Additional model updates were made in 2010 including an update to demand projections and near and long term improvements recommendations. Since then, several operational changes have been made to the distribution system including taking several elevated storage tanks out of service and making pumping improvements at the Morrow Repump Station. A full model calibration has not been performed since 2005, and the operational changes made in our system since that time warrants another model update.

The following scope of services will provide CCWA with a fully updated and calibrated model:

- Model Development – Pipes 2-inches and larger will be incorporated into the InfoWATER modeling software. This step requires a significant amount of operational and water demand data.
- Model Calibration – The model will be calibrated using field measurements from hydrant flow tests, pump flows and pressures, storage tank levels, static and residual pressures at hydrants, and other data available through our SCADA system.
- Water System Analysis – The analysis will identify areas of constant concern (chronically low pressure, high pressure, high velocity or flow reversals), pumping and transmission system capacity and capability to deliver peak flows, pump energy, fire flow, and water age analysis. Up to ten operational scenarios will be analyzed that will consider the following tasks:
 - Evaluate pumping directly from J.W. Smith WPP directly into the distribution system
 - Evaluate demolition of Forest Avenue Pump Station and determine if booster pumps are required
 - Determine if Cajun Queen station can be taken out of commission
 - Evaluate a path forward for removal of unused storage tanks
 - Unidirectional Flushing – Unidirectional flushing (UDF) uses water velocity to remove sediments, deposits, and biofilm from pipelines. UDF involves systematically operating valves to force water at high velocities through pipes to provide better scouring/cleaning. UDF differs from traditional flushing in that water is channeled into one pipe, controlling the direction of flow. The UDF plan will focus on pipes up to 12-inches in diameter, forty years old, and in areas with a history of discoloration

complaints. The model will be used to identify the pipe and sequence for performing UDF. The UDF plan for up to 10 zones will include flushing flow estimates, maps, sequence maps, valve operations, and flushing issues.

- Water System Recommendations and Cost Analysis – Capital improvement projects will be developed where the system's level of service is below standards and for upgrades needed to meet future water demands. Conceptual cost estimates will be developed.

Recommendation:

Staff recommended awarding Task Order No. JA-RE-16-08 to Jacobs Engineering for a total amount of \$406,991.

UPON MOTION by Robin Malone and second by Marie Barber, it was unanimously

RESOLVED to approve staff recommendation to award Task Order JA-RE-16-08 to Jacobs Engineering for the total amount of \$406,991.

SCADA Task Order #4 Recommendation: General Services Manager Marshall Maddox presented a recommendation on SCADA Task Order #4.

In September 2013, CCWA staff presented a SCADA System Improvement program to the Board of Directors which included a budget of \$2.9 million to be expended over a five year period for the first four phases of the project outlined below. SCADA stands for Supervisory Control and Data Acquisition and is the computerized system that allows for remote monitoring, operation and control of our water and wastewater plants and distribution and collection systems. These systems are used by operators to monitor conditions at our plants and in our distribution and collection system and to receive alerts if a system is not functioning properly.

CCWA currently has a variety of communication mediums and protocols that are utilized at all of its facilities. The major ones being Data Highway 485 (DH485), Data Highway Plus (DH+), ControlNet, and Ethernet. The main objective of this Task Order will be to standardize all of the facilities to the Ethernet protocol which is widely accepted, capable of higher speeds, and easier to maintain. Standardizing on the Ethernet protocol will also require CCWA to upgrade a majority of the PLC hardware that is currently obsolete to allow for Ethernet connectivity.

We also have many ControlLogix processors at our facilities but some of these are not Ethernet ready since they only communicate via DH+ or ControlNet to the HMI and other devices. A ControlLogix Ethernet card shall be added to the existing chassis or in place of the ControlNet card to allow for Ethernet connectivity.

Recommendation:

Staff recommended awarding Task Order #4 to MR Systems under our Master Service Agreement for the total amount of \$805,968.

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

RESOLVED to approve staff recommendation to award Task Order #4 to MR Systems for the total amount of \$805,968.

Uniform Quote Renewal Recommendation: General Services Manager Marshall Maddox presented a recommendation on the Uniform Quote Renewal.

Clayton County Water Authority places one annual uniform and tee-shirt order for the company. Each year we have a uniform order day when the vendor brings samples of the tee-shirts and uniforms so employees can be fitted. There are also orders placed throughout the year for new hires and replacements. The price quoted for each item will be valid for the entire year with no changes in cost. There are approximately 270 uniformed employees that CCWA gives an allotment to purchase uniforms in the amount of \$215.00 each per year, totaling an annual cost of \$58,050.00.

In the past, no other single vendor has supplied both the uniform and tee-shirt orders as one quote, G&K is currently working on providing an E-Store so employees can place their own orders online. Last year at the July 2016 Board meeting G&K Services was awarded the quote for uniform services. G&K Services has agreed to honor the same prices for another year.

Recommendation:

CCWA staff recommended extending the award of the uniform order to G&K Services for a second year with the option to renew third year at the same unit prices as contained in their original quote.

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

RESOLVED to approve staff recommendation to extend the contract with G&K Services for a second year with the option to renew for a third year at the same unit prices contained in the original quote.

Security Management System Phase II Recommendation: Risk Manager Karen Riser presented a recommendation on Phase II of the Security Management System.

The pilot phase of the Security Management System (SMS) implementation is drawing to completion on or before April 30, 2017. The pilot involved hardware and software installation and integration of security features to the physical structures along with a new visitor management system. The pilot included the buildings at the HQ complex along with Stormwater and the Forest Park office. As a next step to the physical security assessment,

CCWA staff would like to move forward with the remaining 19 locations which includes 60 structures.

Recommendation:

The CCWA staff recommends and requests the following:

1. Proceed with implementing the security management system plan "Phase 2" as defined above.
2. Funding for this phase of the project for an amount not to exceed \$1,937,260 of which \$1,237,260 is remaining in the security project RE222, leaving \$700,000 to be funded from the 2017-18 Fiscal Year Budget.
3. Utilizing the State of Georgia contract with Convergent for the additional Genetec software licensing, annual maintenance, hardware, hardware and software installation and configuration for an amount not to exceed \$1,586,312.
4. Utilizing Invictus Consulting, CCWA SLBE vendor, for Project Management/Services during Construction for an amount not to exceed \$172,746.
5. The remaining \$178,202 will be set aside as contingency fund for the project.
6. Authorizing the General Manager to sign all the necessary contracts which is contingent on the vendors providing the proper insurance as well as executing a contract.

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

RESOLVED to approve staff recommendation to proceed with implementing "Phase 2" of the Security Management System Plan with the State Contract vendor for an amount not to exceed \$1,937,260. This approval is contingent upon the vendors meeting all requirements and authorizes the General Manager to sign and execute the contracts.

Executive Session

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

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

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

RESOLVED to leave the Executive Session and return to open session along with approving the minutes of the Executive Session as presented.

Updates from the Board Members and General Manager

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

RESOLVED to accept the Hearing Officer's decision in the case of an employee recently terminated. Vote unanimous (Absent: Elizabeth G. Armstrong and Dr. Cephus Jackson).

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

RESOLVED to authorize the General Manager to settle the EEOC case with a former temporary employee. Vote unanimous (Absent: Elizabeth G. Armstrong and Dr. Cephus Jackson).

UPON MOTION by John Westervelt and second by Robin Malone it was unanimously

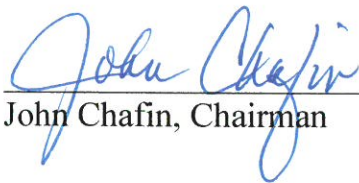
RESOLVED to terminate the Pipeline Warranty Program contract and end CCWA's relationship with HomeServe. Vote unanimous (Absent: Elizabeth G. Armstrong and Dr. Cephus Jackson).

The Board met with members of the Macon Water Authority Board and staff to discuss our stormwater utility experience.

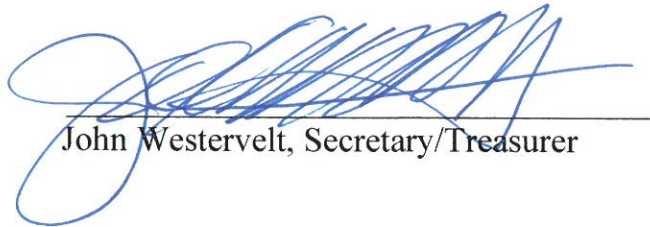
Adjourn

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

RESOLVED to adjourn the Board Meeting at 5:15 p.m., there being no further business to come before the Board of Directors (Absent: Elizabeth G. Armstrong and Dr. Cephus Jackson).



John Chafin, Chairman



John Westervelt, Secretary/Treasurer

