

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
9:00 A.M. Wednesday, March 30, 2022 &
9:00 A.M. Thursday, March 31, 2022
2610 Shamrock Road
Jonesboro, GA 30236

Present at the meeting were: Chairman Robin Malone, Vice Chair Marie Barber, Secretary/Treasurer Rodney Givens, Board Member Mike Thomas, Board Member John Chafin, Board Member Dr. Cephus Jackson, Board Member Emma Godbee, General Manager H. Bernard Franks, Assistant General Manager Teresa Worley, Assistant General Manager Keisha Thorpe, Legal Counsel Winston Denmark, Executive Coordinator Rhonda Maxwell and other CCWA staff and visitors.

March 30, 2022

Call Meeting to Order

H. Bernard Franks called the meeting to order at 9:00A.M. Invocation was given by General Manager H. Bernard Franks.

New Business

General Manager H. Bernard Franks presented Opening Remarks and Year Review (Accomplishments). Information only, no action taken.

Human Resources Director Anquilla Henderson presented the Human Resources Department FY2021 Overview and FY2022 Initiatives. Compensation and Benefits Manager presented the FY2022 Benefits Overview; Safety and Emergency Preparedness Manager Walter Barber presented the Covid-19 Task Force Response Overview. Information only, no action taken.

I.T. Director Tommy Higginbotham presented an Information Technology Security Update. Information only, no action taken.

Engineering Director Kelly Taylor presented the 2020 Strategic Master Plan Progress Update. Information only, no action taken.

Assistant General Manager Teresa Worley and Sustainable Water Planning & Engineering presented the FY2022 Financials and Master Plan Update. Information only, no action taken.

Finance Director Allison Halron presented a Financial Strategy for FY2022 -FY2023. Information only, no action taken.

Finance Director Allison Halron presented the Proposed Budget Request for FY2022 – FY2023. Information only, no action taken.

FY2022 – FY2023 Capital Expenditures and Major Initiatives presented by CCWA Directors. Information only, no action taken.

Teresa Worley presented the proposed Management Capital Purchases and Major Initiatives. Information only, no action taken.

Karen Riser presented the Property and Casualty Insurance Program Renewal request. Information only, no action taken.

Suzanne Brown presented the proposed Communications Capital Purchases and Major Initiatives. Information only, no action taken.

Tommy Higginbotham presented the Information Technology Capital Purchases and Major Initiatives. Information only, no action taken.

Allison Halron presented the proposed Warehouse Capital Purchases and Major Initiatives. Information only, no action taken.

Rodney Perkins presented the proposed Customer Accounts Capital Purchases and Major Initiatives. Information only, no action taken.

Kevin Osbey presented the proposed Stormwater Capital Purchases and Major Initiatives. Information only, no action taken.

Coty McDaniel presented the proposed Water Production Capital Purchases and Major Initiatives. Information only, no action taken.

Kelly Taylor presented the proposed Engineering Capital Purchases and Major Initiatives. Information only, no action taken.

Lamar Hamlin presented the proposed Distribution and Conveyance Capital Purchases and Major Initiatives. Information only, no action taken.

Kendra Stanciel presented the proposed Water Reclamation Capital Purchases and Major Initiatives. Information only, no action taken.

Brent Taylor presented the proposed General Services Capital Purchases and Major Initiatives. Information only, no action taken.

Adjourn

At 4:50 P.M., General Manager H. Bernard Franks reconvened the meeting until 9:00 A.M. on Thursday, March 31, 2022.

March 31, 2022

Invocation

Chairman Robin Malone called the meeting to order at 9:06 A.M. Invocation was given by Senior Engineering Technician Michael Shinn.

Adoption of Agenda

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

RESOLVED to add Proposed Budget Recommendation as Item A under New Business. In favor: Robin Malone, Rodney Givens, Marie Barber, Dr. Cephus Jackson, John Chafin, Emma Godbee. Absent: Mike Thomas. Motion Passes.

Approval of Minutes

Chairman Robin Malone called for any omissions or additions to the Minutes of the Regular Board Meeting held on March 3, 2022.

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

RESOLVED to approve the Minutes of the Regular Board Meeting held on March 3, 2022. In favor: Robin Malone, Rodney Givens, Marie Barber, Dr. Cephus Jackson, John Chafin, Emma Godbee. Absent: Mike Thomas. Motion Passes.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending February 28, 2022. Information only, no action taken.

Recognition

General Manager H. Bernard Franks presented Risk Manager Karen Riser with a service recognition for 24 years of dedicated service to CCWA. Information only, no action taken.

New Business

Proposed Budget Recommendation: H. Bernard Franks presented a recommendation to adopt the Proposed Fiscal Year 2022- 2023 Budget.

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

RESOLVED to adopt the Proposed Budget FY 2022 – 2-23 as presented on Wednesday, March 30, 2022 to include the following: \$127,900,852, allocation of Revenue Fund Surplus of \$18,000,000 to specified projects, approval of Debt Service Reserve to fund the 2012 Series Sinking Fund final payment \$20,543,250, Renewal of Property and Casualty Insurance coverages for \$1,334,929 from broker’s recommended carriers, Technology Refresh of \$239,650 from State Contract, Vehicle Purchases of \$515,463 from State Contract. In favor: Robin Malone, Rodney Givens, Marie Barber, Dr. Cephus Jackson, John Chafin, Emma Godbee. Absent: Mike Thomas. Motion Passes.

Flint River Outfall Replacement Phase 4 RFB Recommendation: Engineering Director Kelly Taylor presented a recommendation for the pipeline replacement project.

Phase 4 of the Flint River Outfall Replacement will install 11,780 linear feet of new 30-inch and 24-inch gravity sanitary sewer which will replace an existing 27-inch, 21-inch and 18-inch gravity sewer. The project requires flow bypass and includes several work items, including four staging areas, one cased crossing, two large tie-ins, and multiple reconnections of smaller existing sewers. The replacement project extends from just north of the Southern Regional Medical Center to Georgia Highway 85. Most of the work will be completed in the same location and alignment as the existing sanitary sewer. Construction Services staff in the Engineering department will provide inspection and construction management services.

The total estimated project costs for Phase 4 of the Flint River Outfall Phase 4 Replacement (11,780 feet), including the construction contract, CCWA purchased pipe, CCWA provided services during construction, supplementary services during design and construction, and easement acquisition services is estimated to be \$9,259,382.60. A breakdown of all the various project components, through planning, design, and construction is provided below.

Project Component	Budget Estimate
Board of Directors Request:	
Construction Contract by RFB	\$7,487,790.60
FRPM Pipe by RFQ (Approved at November 2021 BOD Meeting)	\$1,021,760.00
Other Project Components (by multiple and various procurement methods):	
CCWA Labor and Equipment	\$456,082.00
Easements (15)	\$20,825.00
Outside Services (Engineering Phase)	\$112,773.00

Outside Services (Construction Phase)	\$13,800.00
Other Pipe and Materials	\$146,352.00
Subtotal	\$749,832.00
Total Budget Estimate	\$9,259,382.60

This recommendation is to move forward with the pipeline replacement project, which requires approval of the construction contract. Other project components, summarized above for multiple goods and/or services, will be procured and paid for in alignment with CCWA procurement policy which will include a variety of procurement methods including warehouse inventory issues, quotes, existing annual contracts and in some cases, like the easement acquisitions, by negotiation. It is not anticipated that any of the other project components will require board approval per our CCWA procurement policy. This project will be funded from the Georgia Environmental Finance Authority (GEFA) that was executed in June 2020.

On February 15, 2022, CCWA opened bids for the Flint River Outfall Phase 4. The request for bids was advertised for four weeks and one hundred and three contractors were notified, twenty-five of which were classified as one or many of the following categories: WBE, DBE, or SLBE. Nine contractors, sub-contractors and suppliers attended a non-mandatory pre-bid conference on January 12th where our staff explained the RFB requirements including the GEFA loan requirements as well as work and methods involved in this work. To comply with GEFA requirements, this RFB included a 4% WBE and 4% MBE contract goal and due to this, no SLBE requirements were placed on this bid.

Bids received are summarized below:

Bids Received	Total Bid Amount	WBE/MBE Utilization
JDS, Inc.	\$7,487,790.60	8.3%
Ruby Collins, Inc.	\$8,645,308.00	11.87%
Don Moorehead Construction, Inc.	\$10,877,392.30	0%
BRTU Construction, Inc.	Non-responsible	

Recommendation:

CCWA staff recommends award to JDS, Inc. for \$7,487,790.60 contingent upon meeting bonds, GEFA requirements, and authorizing the General Manager to execute the agreement.

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

RESOLVED to award construction contract to JDS, Inc. to complete pipeline replacement project based on the Total Bid Amount of \$7,487,790.60. In favor: Robin Malone, Rodney Givens, Marie Barber, Dr. Cephus Jackson, John Chafin, Emma Godbee. Absent: Mike Thomas. Motion Passes.

Water / Wastewater Chemicals Bid Recommendation: Water Production Manager Coty McDaniel presented a recommendation for annual Water and Wastewater Treatment Chemicals for Water Production and Water Reclamation Facilities.

On March 4, 2022, Clayton County Water Authority received bids for its annual Water and Wastewater Treatment Chemicals for Water Production and Water Reclamation Facilities. Clayton County Water Authority received bid packages from 28 vendors with 27 different vendors submitting bids for the 25 chemicals advertised. Bids from the RFB have been reviewed and staff recommends awarding bids for the individual chemical to the company that have submitted the lowest responsive responsible bid for each chemical for the period of May 1, 2022 to April 30, 2023. Funding is included in the 2022-2023 Water Production and Water Reclamation Operational Budgets. Low bid company and their corresponding unit price bids are listed on the attached spreadsheet.

WATER AND WASTEWATER TREATMENT CHEMICALS
 Bid Opening: Tuesday, March 4, 2022
 Final Bid Results

COMPANY NAME OF BIDDER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	100% Sulfur Dioxide	
Albilly Chemical, LLC	\$435.00																									
Adco Universal Corporation	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00
Azure Water Services, LLC																										
Beverly Hills South			\$ 0.254	\$ 0.475	\$ 0.475	\$ 1.385	\$ 2.405		\$ 0.2178	\$ 0.285	\$ 0.00	\$ 1.85	\$ 0.1751								\$ 1.735	\$ 0.105		\$ 0.79	\$ 1.21	
C&D Chemicals	\$485.00																									
CarbPure Technologies					\$ 1.25																					
CGM, LLC									\$ 0.951																	
Chemtron, LLC																\$ 1.81	\$ 1.81									
ChemPro, Inc.							\$ 1.75	\$ 2.48	\$ 0.80																	
ChemPro Chemicals US, LLC	\$340.00																				\$ 2.042				\$ 0.3385	
ChemPro Lime & Cement Co., Inc.					\$ 1.6836																					
ChemPro Chemical Solutions, Inc.			\$ 0.31						\$ 0.20	\$ 0.28	\$ 1.45		\$ 0.16													
CPC Enterprises, L.P.												\$ 1.125														
CGO Technologies, LLC	\$939.91																								\$ 0.485	
Continental Waste Inc.																										
Florida Water Solutions, Inc.																					\$ 1.814					
Liquid North America				\$ 0.1491																						
Mississippi Lime Co.			\$ 0.1385																							
Parco																										
PolyDyne, Inc.														\$ 1.85	\$ 1.45					\$ 1.85						
Shannon Chemical Corporation									\$ 1.274																	
Solans LLC														\$ 1.85		\$ 1.70	\$ 1.70									
Southern Glass Chemical																					\$ 0.242					
Specialty Chemical Co. LLC	\$ 0.3279	\$ 0.262								\$ 0.8145	\$ 0.3889	\$ 3.84	Non-Pass													
Stirling Water Technologies, LLC									\$ 4.8510					\$ 2.8363						\$ 1.2291						
Thatcher Chemical of Florida, Inc.																									\$ 1.36	
Univar Solutions	\$ 0.3811		\$ 1.1812	\$ 1.2705	\$ 0.9653	\$ 2.9697		\$ 0.2560	\$ 0.3633	\$ 2.6700			\$ 0.1678													
Univar Chemicals								\$ 2.96																		
Lowest Bid Amounts:	\$ 194.00	\$ 0.0279	\$ 0.262	\$ 0.1385	\$ 0.475	\$ 0.815	\$ 0.3441	\$ 2.429	\$ 4.8510	\$ 0.2178	\$ 0.28	\$ 0.28	\$ 1.74	\$ 0.16	\$ 1.85	\$ 1.45	\$ 1.81	\$ 1.81	\$ 1.70	\$ 1.2291	\$ 2.10	\$ 0.105	\$ 0.79	\$ 0.75	\$ 1.21	\$ 0.3385
Lowest Bidders:	ChemPro Chemicals US, LLC	Southern Glass Chemical	Specialty Chemical Co. LLC	Mississippi Lime Co.	Beverly Hills South	Beverly Hills South	Univar Solutions	Beverly Hills South	CGO Technologies, LLC	Beverly Hills South	CGO Technologies, LLC	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	CGO Technologies, L.P.	

CCWA did not include Bulk Liquid Lime in this year's request for bids. All three WTP's have Burnett Lime Systems. Burnett offers a preventative maintenance program and guarantees no clogs within their system if their lime is purchased. CCWA recommends entering into a sole source agreement with Burnett Lime Company, because this is the only company that offers this preventative maintenance and guarantee. Burnett Lime Company was the only bidder last year for this chemical at a rate of \$0.060/LB. The Sole Source agreement will be a minimum 2-year agreement at a rate of \$0.066/LB.

Recommendation:

CCWA staff recommends awarding bids for individual chemicals to companies that have submitted the lowest responsive responsible bid for each listed chemical. Any awarded vendor that cannot deliver the chemical agreed upon, CCWA has the authority to move to the next lowest responsive responsible bidder.

Staff also recommends entering into a sole source agreement with Burnett Lime Company for Bulk Liquid Lime.

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

RESOLVED to award Jackson to award 2-year minimum sole source agreement for liquid lime at a rate of \$0.066/LB. to Burnett Lime Company.

Northeast Diffuser Replacement RFB Recommendation: Water Reclamation Director Kendra Staniel presented a recommendation for the Northeast Aeration Diffuser Replacement Project.

The Northeast Water Reclamation Facility is our second largest wastewater facility with a permitted capacity of 10 Million Gallons per Day (MGD). The aeration system is a vital part of the treatment process. It provides needed oxygen to microorganisms that are responsible for reducing the organics that are in the wastewater, which helps to maintain compliance with our operating permit issued by the Georgia Environmental Protection Division (GA EPD). The existing diffusers have been in service since 2015 and have reached their useful life and need replacing. Each basin (2) contains 2, 352 fine bubble air diffusers for a total of 4,704 diffusers. The Request for Bid (RFB) was advertised for 4 weeks starting January 26, 2022 through February 16, 2022. A non- mandatory site visit was held on February 10, 2022 and bids were open via Teams meeting on March 1, 2022. The following bids were received:

VENDOR	BID
IHC Construction Companies	\$886,000.00
The Water Authority, LLC (TWA)	\$895,000.00

Recommendation:

CCWA staff recommends rejecting the bids for the Northeast Water Reclamation Facility Aeration Diffuser Replacement Project and proceed with the option to purchase parts and have installed by Parkson (Sole Source Vendor) in the amount of \$355,260.00.

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

RESOLVED to reject the bids for the Northeast Water Reclamation Facility Aeration Diffuser Replacement Project and proceed with the option to purchase parts and have installed by Parkson (Sole Source Vendor) in the amount of \$355,260.00.

W.B. Casey Influent Pump Station Improvements RFB & Service During Construction (SDC) Task Order Recommendation: Water Reclamation Director Kendra Staniel presented a task order recommendation for the W.B Casey Influent Pump Station Improvements.

The W.B. Casey Water Resource and Recovery Facility (WRRF) owns and operates two influent pump stations including the R.L. Jackson Influent Pump Station located on Thomas Road and the W.B. Casey Influent Pump Station located on-site. Both influent pump stations pump their flow to the WB. Casey WRRF. Evaluations were performed at Casey pertaining to capacity analysis and plant expansion and evaluations performed at R.L. Jackson pertained to capacity upgrades. Through these evaluations, it was determined that each pump station needed improvements to maintain redundancy and reliability. Improvements include the addition of a pump at each pump station as well as electrical and instrumentation and control work. The addition of these new pumps to each Influent Pump Station will minimize the risk of an overflow or the backing up of sewage in the homes of customers. These pumps will also provide the pumping capacity that is needed during high flow situations. The Request for Bids was advertised for four weeks, starting January 26, 2022, mandatory site visits were offered on February 17th and 18th, 2022 to allow the bidders to conduct a thorough visual examination of the sites and adjacent areas involved in the project. Bids were opened on March 8, 2022. Two bids were received. The bid request included a lump sum price plus it included unit pricing for structural repairs needed based on visual inspection of the septage tank and wet well. The bidders and the amounts of the bids are shown below:

Vendors	Lump Sum Bid Price	Unit Price Work Bid Price	Total Bid Price
IHC Construction Companies, LLC	\$10,015,000.00	\$66,200.00	\$11,176,200.00
Lakeshore Engineering	\$6,970,000.00	\$66,200.00	\$8,131,200.00

Task Order HS-RE-21-16 is also being recommended. The purpose of this Task Order is to support CCWA through the construction phase by providing administrative services, inspections, and testing for the W.B. Casey Influent Pump Station Improvements. The scope of services being authorized under this task order are shown below:

- Task 1- Construction Administration
- Task 2- Construction Inspection
- Task 3- Construction Testing

Task 1 consists of scheduling, coordinating, and administering a pre-construction meeting, developing project work plans, review contractor's construction progress as well as monitor contractor's compliance with procedural requirements including obtaining permits, submittals, and project schedules.

Task 2 consists of on-site observation of work-in-progress, preparing daily reports pertaining to contractor's work hours on site, work change directives, verify testing and start up as well as ensuring operating and maintenance training is provided.

Task 3- consists of coordinating with all parties to perform construction testing, scheduling of material testing and special testing as defined by the International Building Code.

TASK	DURATION (MONTHS)	COST
#1 Construction Administration	18	\$519,131.00
#2 Construction Inspection	14	\$325,373.00
#3 Construction Testing	3	\$54,374.00
Total		\$898,877.00

Recommendation:

CCWA staff recommends awarding Lakeshore Engineering in the amount of \$8,131,200.00 for the W.B. Casey Influent Pump Stations Improvement project as well as awarding the Task Order to Hazen and Sawyer in the amount of \$898,877.00 for Services During Construction.

Award is contingent upon the Bidder meeting risk management requirements and executing the contract, as well as the Board authorizing the General Manager to execute the contract and task order.

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

RESOLVED to award Lakeshore Engineering in the amount of \$8,131,200.00 for pump station improvements, and Task Order HS-RE-21-16 to Hazen and Sawyer in the amount of \$898,877.00 for services during construction for the W.B. Casey Wastewater Resource and Recovery Facility Influent Pump Stations Improvements.

Fiber Upgrade – Casey / Pelletizing: I.T Director Tommy Higginbotham presented a fiber replacement recommendation for the Casey / Pelletizing Facility.

CCWA has been experiencing network instability and interruptions at the Pelletizing facility that is limiting employees while using computer equipment necessary to do their job. The current fiber was installed over 20 years ago, has limited speed, and its performance is impacted by the distance between the two buildings. We have added additional cameras, computers, phones, and servers at the pelletizing facility and the new technology has maxed out the fiber.

Recommendation:

CCWA staff recommends approval of the fiber replacement with Performance Communication, Inc. our Sole Source Fiber Vendor. Total project cost estimated at \$75,707.92 to include labor and materials.

UPON MOTION by John Chafin, second by Rodney Givens it was unanimously

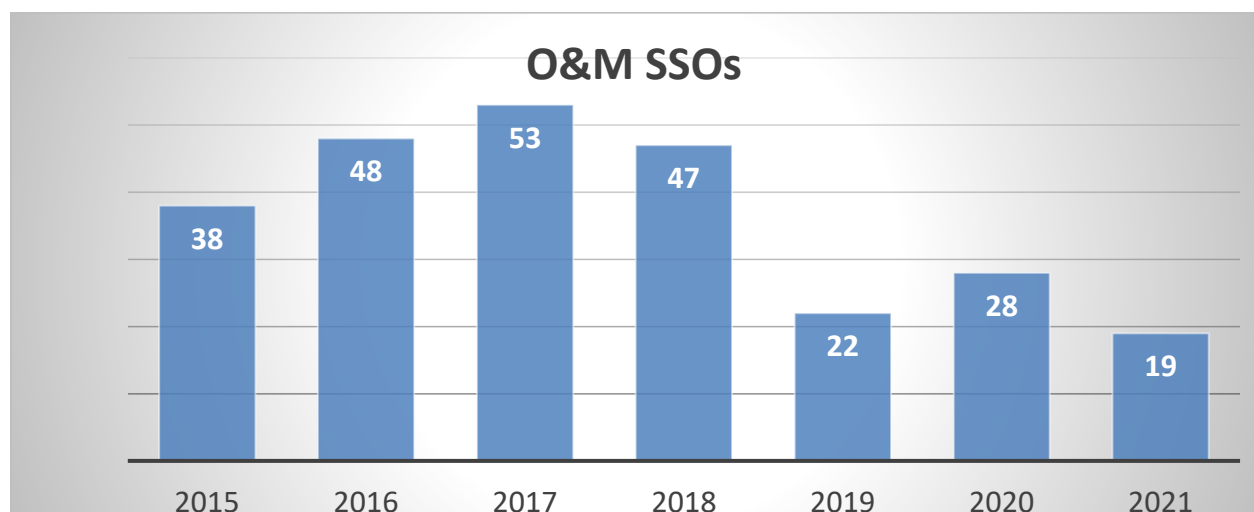
RESOLVED to award fiber replacement and installation to Performance Communication, Inc in the estimated amount of \$75,707.92 to include all labor and materials.

Conveyance Maintenance/Inspection Process Improvements and Planner/Scheduler Expansion Task Order Recommendation: Assistant General Manager Keisha Thorpe presented an Inspection Process Improvements and Planner / Scheduler Expansion Task Order Recommendation.

In 2016, CCWA asked Blue Cypress Consulting (BCC) to complete an initial assessment of our wastewater collection system operations. This assessment identified opportunities to prevent regulatory non-compliance activities, enhance the level of services provided to customers, increase productivity and quality of operations, and to lower operating costs. Since then, CCWA has been working with Blue Cypress to implement several of the recommendations that have contributed to a significant decrease in O&M related sewer overflows. This includes several items that were focused on refining and optimizing Conveyance business processes:

- Modifying the sewer cleaning program into a Structured Cleaning Program (SCP), which included utilizing a planner/scheduler to manage the program, that focuses on roughly 20% of the system with known O&M risk. The purpose of the SCP is to reduce O&M caused SSOs and this started in 2019.
- Implementing SSO Review Meetings in 2020 where multiple departments meet to discuss the cause, response procedures, reporting procedures, and lessons learned from each SSO and back-up event that has occurred. The purpose of this initiative is to ensure staff is identifying the correct follow-up actions, reducing repeat SSOs, and ensuring continuous improvement in this area.
- Implementing an approach in 2021 using SL-Rat (acoustic inspections) to inspect the remaining 80% of the system, to determine those pipes requiring cleaning.

The ultimate purpose and outcome of these activities is to reduce sanitary sewer overflows (SSOs) to the maximum extent possible, and CCWA has seen tremendous success because of the implementation of the above activities. The graphic below, from CCWA’s Monthly SSO Review Meeting, shows the O&M SSO reduction that has been achieved since the SCP was implemented in 2019.



SCOPE OF SERVICES

CCWA would like to continue working with BCC, a CCWA SLBE On-Demand Engineer, to implement improvements, focusing next on other maintenance and inspection tasks within the Conveyance Group. This includes improving on the workflow business processes for multiple types of maintenance and inspections and expanding the role of the planner/scheduler to facilitate, assign, and schedule that work. The following tasks were designed to achieve those goals.

Task 1 – Develop As-Is and To-Be Workflows

BCC will perform a review and analysis of existing business processes for conveyance activities and document as-is and to-be workflows. The primary purpose of the business process review is to help understand how current conveyance activities are being planned and scheduled, support decision making around which job duties will transition to the Planner/Scheduler position, and how other positions' roles may be modified. Business Process diagrams (current and future) will be documented and updated to include the following inspection activities:

- CCTV Inspections
- Manhole Inspections
- Critical Crossing Inspections
- Easement Clearing Activities
- ARV Inspections
- Force Main Visual Inspections (i.e. walking the lines)
- QA/QC for Root Control Activities
- Reactive Sewer Cleaning Activities
- Generic process diagram for other as needed/unscheduled activities

Task 2 – Create Transition Plan for To-Be Workflows

BCC will create a transition plan template which will be populated for each activity to be transitioned. The template may include such items as: description of the function to transition, identification of the roles or individuals impacted by the transition, the planning/scheduling activities that will transition, updated roles and responsibilities, an estimated level of effort to implement the transition, an estimated level of on-going effort that the planning/scheduling of the activity will take, and the sequence of actions necessary to transfer planning and scheduling duties.

Task 3 – Provide Transition Support

The purpose of this task is to allow for a variety of potential support items that tend to be related to operational changes like these. This could include assisting in updating CCWA's existing SOPs, Cityworks forms and inboxes, developing new metrics, building new reports and dashboards, training, and/or other as-needed support. BCC can also provide training for the effected personnel, provide support to implement changes, and make updates to job roles and responsibilities documentation, as needed. This task may also be used to create additional activity specific transition plans.

Recommendation:

CCWA staff recommends awarding Task Order Number BL-OP-21-06 to Blue Cypress Consulting (SLBE On-Demand Engineer) in the amount not to exceed \$183,472, authorizing the General Manager to execute the Task Order.

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

RESOLVED to award Task Order BL-OP-21-06 to Blue Cypress Consulting in the amount not to exceed \$183,472 to implement improvements on the workflow business processes.

Flow Monitoring RFB: Assistant General Manager Keisha Thorpe presented a request for an Annual Contract for Flow Monitoring Services.

Clayton County Water Authority issued a Request for Bid (RFB) for an Annual Contract for Flow Monitoring Services. This contract will provide services for the installation, repair, and maintenance of monitoring equipment including calibration, monthly processing of data which includes tables, hydrographs, velocity, and flow data, and quality assurance and quality control checks on equipment for the period July 1, 2022 – June 30, 2023.

The Distribution and Conveyance Department will manage this contract as these services support the Authority’s eight interjurisdictional billing sites for wastewater flow into Clayton County from Dekalb County and College Park and wastewater flow from Clayton County into Dekalb County. In addition, if any new sites need to be added during the contract period the vendor will be responsible for installing the new flow monitor(s).

The bid opening was held on March 8, 2022, in which one bid was received from ADS Environmental Services in the amount of \$66,640.00. A SLBE discount was offered for this contract. However, ADS Environmental Services did not qualify for the SLBE discount. The Bid

Tabulation is shown below:

BID TABULATION			ADS Environmental Services			
#	Work Item	# of Units	Unit Cost	Extended Cost	# of Months	Extended Annual Amount
1	Monthly Comprehensive Service for Flow Monitors	8	\$ 388.00	\$ 3,104.00	12	\$ 37,248.00
2	Data Processing and Analysis	8	\$ 113.75	\$ 910.00	12	\$ 10,920.00
3	Monthly Report	8	\$ 63.25	\$ 506.00	12	\$ 6,072.00

4	One-time setup fee	8	\$ 1,550.00	\$ 12,400.00	1	\$ 12,400.00
TOTAL			\$ 66,640.00			
SLBE DISCOUNT			N/A			
TOTAL BID AMOUNT			\$ 66,640.00			

Recommendation:

CCWA staff recommends ADS Environmental Services as the Flow Monitoring Services Vendor. This annual contract is for the period July 1, 2022 – June 30, 2023 and may be renewed by mutual consent of all parties for a second and third year with no changes in terms and conditions.

This award is contingent upon the Bidder meeting risk management requirements and executing the contract, as well as the Board authorizing the General Manager to sign the contract.

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

RESOLVED to award annual contract for Flow Monitoring Services to ADS Environmental for the period July 1, 2022 – June 30, 2023 and may be renewed by mutual consent of all parties for a second and third year with no changes in terms and conditions.

Executive Session

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

RESOLVED to enter an Executive Session to discuss legal matters.

UPON MOTION by Rodney Givens and second by Emma Godbee, it was unanimously

RESOLVED to exit Executive Session and return to open session.

Updates from the Board Members and General Manager

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

RESOLVED to approve the minutes of the Executive Session.

Adjourn

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

RESOLVED to adjourn the Board Meeting at 11:03 a.m., there being no further business to come before the Board of Directors.

Robin Malone, Chairman

Rodney Givens, Secretary/Treasurer