

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, Board Member John Westervelt, Board Member Dr. Cephus Jackson, Board Member Robin Malone, Board Member Vivian Baldwin, General Manager Mike Thomas, Assistant General Manager Bernard Franks, Assistant General Manager Jim Poff, Assistant General Manager Teresa Worley, Legal Counsel Steve Fincher, Executive Coordinator Amanda La Pierre, other CCWA staff and visitors. Present via conference call was Board Secretary/Treasurer Rodney Givens.

Invocation

John Chafin introduced Meter Services Technician John Pair 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 Minutes of the Regular Board Meeting held on May 3, 2018.

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

RESOLVED to approve the Minutes of the May 3, 2018 Regular Board Meeting.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending April 30, 2018. Information only, no action taken.

Recognition

Proclamation Honoring General Manager Mike Thomas: Clayton County Board of Commissioners Chairman Jeffrey E. Turner recognized General Manager Mike Thomas with an official proclamation upon the occasion of his upcoming retirement along with Commissioner Gail Hambrick and Commissioner Sonna Singleton Gregory.

GAWP Spring Conference Awards: Public Information Officer Suzanne Brown recognized the below facilities/employees for awards received at the Georgia Association of Water Professionals (GAWP) Spring Conference:

1. The Northeast WRF- Wastewater Plant of the Year
2. The W.J. Hooper WPP– Certificate of Achievement for Water Plant Operation
3. Stormwater Maintenance Foreman Marcus McLester – Top Operator for Stormwater
4. Distribution & Conveyance Manager Jeff Jones – Inducted into the Golden Hydrant Society
5. The J.W. Smith WPP – Platinum Award
6. The Terry R. Hicks WPP – Platinum Award
7. The W.J. Hooper WPP – Platinum Award
8. The Northeast WRF – Platinum Award
9. The W.B. Casey WRRF – Platinum Award
10. The Shoal Creek WRF – Platinum Award

New Business

Annual Janitorial Services Bid Recommendation: General Services Manager Marshall Maddox presented a recommendation on the Annual Janitorial Services Bid.

The Clayton County Water Authority contracts with an experienced and qualified vendor to provide janitorial services for nine (9) facilities annually.

- HQ Administrative Building including Community Use Room (CUR)
- Building A (D&C and Garage)
- Building B (Warehouse and Meter Services)
- Building C (Wastewater Maintenance)
- Storm Water Buildings
- Forest Park Office
- Wetlands Center
- Shamrock CUB
- J.W. Smith CUB

2018 BID RESULTS

BIDDERS	HQ Bldg	Bldg A	Bldg B	Bldg C	SW Bldgs	Forest Park	Shamrock CUB	JW Smith CUB	Wetlands	TOTAL BID
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										AMOUNT
Dream Team Inc. Stockbridge, GA SLBE 10% Discount	25,059.60	5,229.84	3,388.56	2,399.04	5,284.80	1,205.64	6,952.00	1,476.00	3,553.96	54,549.44 49,094.50
Lurk Enterprise Solutions Douglasville, GA	21,842.40	6,240.00	5,760.00	4,800.00	6,000.00	2,280.80	6,796.80	1,344.00	4,026.40	59,090.40
Express Pressure Washing, LLC McDonough, GA SLBE 7.5% Discount	28,929.60	6,840.00	6,000.00	5,400.00	6,840.00	5,544.32	8,256.00	1,488.00	3,500.56	72,798.48 67,338.59
KSL Services, LLC Lawrenceville, GA	32,197.20	7,774.08	6,342.00	5,304.00	7,350.84	5,076.40	7,960.00	1,586.40	3,963.20	77,554.12
RL Commercial Systems Norcross, GA SLBE 7.5% Discount	41,577.48	7,249.44	7,045.80	4,988.16	7,343.64	2,664.96	3,843.36	886.80	2,943.01	78,542.65 72,651.95
Good Success Company, Inc. Atlanta, GA SLBE 7.5% Discount	28,021.50	9,000.00	6,000.00	6,000.00	7,200.00	6,153.34	9,880.00	3,048.00	4,201.92	79,504.76 73,541.90

Intercontinental Commercial Services, Inc. Suwanee, GA	34,458.00	6,600.00	6,000.00	5,400.00	6,600.00	5,616.48	9,862.40	1,771.20	3,538.00	79,846.08
Imagann Cleaning Service, Inc. Lithonia, GA	41,637.60	11,301.12	8,136.00	7,200.00	9,696.60	5,163.12	12,192.00	7,387.20	12,658.56	115,372.20
Tribond, LLC Mableton, GA	75,441.60	7,534.08	4,881.60	3,456.00	7,757.28	1,983.60	24,076.80	5,318.40	4,726.40	135,175.76
Building Maintenance Services, Inc. Kennesaw, GA	36,246.00	6,720.00	6,423.00	6,420.00	13,050.00	10,290.20	5,262.40	43,372.80	8,305.84	136,090.24
T Lorraine / Greenleaf LLC Jonesboro, GA SLBE 10% Discount	204,514.80	38,400.00	33,600.00	19,200.00	52,800.00	19,723.16	188,600.00	9,900.00	43,373.28	610,111.24 549,100.12

Recommendation:

CCWA staff recommended awarding the Annual Janitorial Services contract to Dream Team Inc. (a CCWA certified SLBE) for the amount of \$54,549.44 at a one-year term based on the 2018 bid unit prices listed and with no change in terms. Services will be contracted for the period of August 1, 2018 through July 31, 2019. The contract is contingent on insurance requirements being met and authorizing the General Manager to sign the contract.

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

RESOLVED to award the bid to Dream Team Inc. based on their unit prices 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.

Uniform Sole Source Purchase Recommendation: General Services Manager Marshall Maddox presented a recommendation on the Uniform Sole Source Purchase.

We believe the challenges CCWA is experiencing could be alleviated by revamping our uniform process. Due to sheer volume, the orders take months to process because the uniform company has to order the items, the items have to then be sent to an embroidery shop or screen printing shop, the uniforms are returned to the uniform company then sorted. This process for the approximately 270 employees creates multiple issues including duplicate orders, misplaced/lost items, incorrect orders and extreme delays causing much unnecessary frustration for the employee and uniform company.

We are proposing to team up with a local vendor in Clayton County, T&T Uniforms, to place future orders. In doing so, we could send employees to T&T for a fitting based on certain criteria (hire date). The employee can place their order directly with T&T, then the uniform can be picked up from there.

In order to promote more online orders CCWA will pay any shipping cost from the General Services operational budget to have orders sent to the employee's home or facility address.

It will also replace the "Annual Uniform Order Day" where employees spend hours in line waiting for a fitting. This process will also reduce the bulk invoices sent over to Accounts Payable as well as the employee deductions for Human Resources and the time the Warehouse spends verifying the orders. In addition, it will spread the uniform orders more evenly so the uniform company isn't bombarded with a large bulk order at once.

Recommendation:

CCWA staff recommended allowing T&T Uniforms to be listed as a preferred provider vendor for uniform and tee shirt orders. Approval and allow the General Manager to approve the annual uniform allotment increase from \$215.00 to \$250.00, new hires to \$308.00. Approval for a budget revision of \$2,700.00 from contingency funds to operational funding to cover estimated shipping cost for online orders to General Services.

PILGRAM MAT 2017	T&T UNIFORMS 2018
\$61,282.49	\$73,600.00
NET INCREASE POTENTIAL	\$12,317.51

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

RESOLVED to award the bid to T&T Uniforms based on their bid price provided 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.

Gradall Purchase Recommendation: Stormwater Program Director Kevin Osbey presented a recommendation on the purchase of a Gradall.

The Clayton County Water Authority Stormwater Utility's maintenance department operates with four crews. One crew concentrates on maintaining roadside drainage ditches, replacing driveway pipes, and clearing outfall ditches. Currently, that crew has a Gradall Hydraulic Excavator that was purchased in July of 2007.

After nearly 11 years of service, this Gradall XL3100 needs to be replaced. The unit has reached a point of not being a reliable "frontline" unit. The years of daily use has resulted in both increased maintenance costs and lost productivity.

Gradall is a unique piece of equipment. There's only one manufacturer of this type of equipment and only one representative that provides sales and service to the unit here in Georgia.

The sole vendor participates in a government purchasing cooperative known as the National Joint Power Alliance (NJPA) which provides a contract discount.

Vendor	Model	List Price	Contract Discount	Delivery Fee	Total Price
Tractor & Equipment Forest Park, GA	Gradall XL3100	\$376,560	(\$15,062.40)	\$4,500	\$365,997.60

Recommendation:

CCWA staff recommended the purchase of one (1) Gradall XL3100 Hydraulic Excavator in the amount of \$365,997.60 from Tractor & Equipment. NJPA Contract #031014-GRD will be used for this purchase.

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

RESOLVED to award the bid for the purchase of one (1) Gradall XL3100 Hydraulic Excavator to Tractor & Equipment for the low responsive responsible bid amount of \$365,997.60.

High Density Polyethylene Pipe Bid Recommendation: Stormwater Program Director Kevin Osbey presented a recommendation on the High-Density Polyethylene Pipe Bid.

High Density Polyethylene Pipe & Fittings
Bid Opening: Tuesday, May 8, 2018
Bid Tabulation

PRIMARY ITEMS				Ferguson Waterworks		Fortiline Waterworks		Southeast Culvert	
No.	Work Item	Estimated Quantity	Unit of Measure	Unit Price	Extended Amount	Unit Price	Extended Amount	Unit Price	Extended Amount
1	4" HDPE Pipe	40	LF	\$ 1.11	\$ 44.40	\$ 1.20	\$ 48.00	\$ 1.70	\$ 68.00
2	6" HDPE Pipe	80	LF	\$ 2.26	\$ 135.60	\$ 2.35	\$ 141.00	\$ 3.17	\$ 190.20
3	8" HDPE Pipe	40	LF	\$ 4.08	\$ 163.20	\$ 4.15	\$ 166.00	\$ 3.87	\$ 154.80
4	12" HDPE Pipe	800	LF	\$ 5.75	\$ 4,600.00	\$ 5.85	\$ 4,680.00	\$ 4.75	\$ 3,800.00
5	15" HDPE Pipe	2500	LF	\$ 7.29	\$ 18,225.00	\$ 7.40	\$ 18,500.00	\$ 6.00	\$ 15,000.00
6	18" HDPE Pipe	5000	LF	\$ 9.22	\$ 46,100.00	\$ 9.36	\$ 46,800.00	\$ 7.50	\$ 37,500.00
7	24" HDPE Pipe	3000	LF	\$ 16.05	\$ 48,150.00	\$ 16.30	\$ 48,900.00	\$ 13.25	\$ 39,750.00
8	30" HDPE Pipe	2500	LF	\$ 22.85	\$ 57,150.00	\$ 23.23	\$ 58,075.00	\$ 18.75	\$ 46,875.00
9	36" HDPE Pipe	1500	LF	\$ 30.80	\$ 46,200.00	\$ 31.31	\$ 46,965.00	\$ 25.25	\$ 37,875.00
10	42" HDPE Pipe	500	LF	\$ 40.04	\$ 20,020.00	\$ 40.70	\$ 20,350.00	\$ 32.75	\$ 16,375.00
11	48" HDPE Pipe	500	LF	\$ 50.87	\$ 25,435.00	\$ 51.70	\$ 25,850.00	\$ 41.50	\$ 20,750.00
12	60" HDPE Pipe	300	LF	\$ 87.55	\$ 26,268.00	\$ 89.00	\$ 26,700.00	\$ 71.50	\$ 21,450.00
TOTAL BID AMOUNT (REQUIRED)					\$ 292,499.20		\$ 297,175.00		\$ 239,788.00

RESOLVED to award the bid for High Density Polyethylene Pipe to Southeast Culvert, Inc. as the primary supplier and to Ferguson Waterworks as the back-up supplier based on their unit prices with an option to renew for a second and third year with the same terms and conditions, contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Shamrock and Blalock Reservoir Oxygenation Improvements Lease Recommendation: Program Management and Engineering Manager Kelly Taylor presented a recommendation on the Shamrock and Blalock Reservoir Oxygenation Improvements.

The Shamrock and Blalock Reservoir Water Quality Improvements project, approved by the CCWA Board of Directors in April 2017, will result in three separate procurements:

- **Construction contract** - Infrastructure required for the hypolimnetic oxygenation system in the Shamrock and Blalock Reservoirs and the Porta PAC system will be built by a contractor selected through a Request for Proposals (RFP) process. This project is currently out for bid and is scheduled to be brought before the Board at the August 2018 Board Meeting.
- **Oxygenation Request for Bid** - The oxygenation tank and delivery system were put out for bid, and the selected bidder will install and lease the tank to CCWA per specifications and establish a rate for liquid oxygen delivery as needed for a five-year period. This is the agenda item being recommended at the June 2018 Board Meeting.
- **Blalock Monitoring Equipment Purchase** – A vertical profiler will be purchased, with Board of Directors approval that will enable CCWA to collect and analyze continuous monitoring data in Blalock Reservoir at varying depths. This purchase was approved by the Board of Directors at the March 2018 Board Meeting and procurement is underway.

The construction contract referenced above will result in infrastructure that can:

- Deliver Powder Activated Carbon (PAC) into the raw water line going to the Terry R. Hicks WPP
- Deliver ferric sulfate into the bottom of the Shamrock, Blalock, and Hooper Reservoirs that will help to bind up phosphorus and prevent it from contributing to the algae driven water quality issues in the reservoirs
- Deliver pure gaseous oxygen into the bottom of the Shamrock and Blalock Reservoirs to suppress sulfide reduction and keep nutrients and metals bound up in the sediment

- Provide an aeration system to the Hooper Reservoir that will minimize reservoir conditions that favor growth of algae and cyanobacteria

Delivery of the oxygen into the Shamrock and Blalock Reservoirs require several pieces of equipment including: one 9000-gallon liquid oxygen storage tank, two vaporizers, flow switch, regulator, piping, and tank level sensor and telemetry. CCWA put a bid out for installation of this equipment, rental of the equipment, and delivery of liquid oxygen as needed. The total bid amount is based on three-line items in the bid form which include tank installation, tank rental, and liquid oxygen. The bid form included estimated quantities based on the tank rental and projected usage of liquid oxygen over a three-year period.

Description	Quantity and Unit of Measure	Air Products and Chemicals, Inc.		Praxair, Inc.		AirGas, USA, LLC	
		Unit Price	Extended Amount	Unit Price	Extended Amount	Unit Price	Extended Amount
Tank and vaporizer installation	1 each	\$16,500.00	\$16,500.00	\$25,000.00	\$25,000.00	\$0	\$0
Monthly rental fee for holding tank	36 each	\$850.00	\$30,600.00	\$1,000.00	\$36,000.00	\$2,500.00	\$90,000
Liquid Oxygen	279,510 CCF	\$0.31	\$86,648.10	\$0.49	\$136,959.90	\$0.54	\$150,935.40
TOTAL BID AMOUNT			\$133,748.10		\$197,959.90		\$240,935.40

Recommendation:

CCWA staff recommended awarding the bid to Air Products and Chemicals, Inc. at the unit bid prices provided for a term of three years; which may be renewed for up to two additional 12-month terms with mutual consent. During the fourth and fifth years the vendor may propose a price increase not to exceed three percent for the rental and oxygen. The award is contingent on meeting risk management requirements, executing the agreement and the Board authorizing the General Manager to sign the agreement.

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

RESOLVED to award the bid for the Shamrock and Blalock Reservoir Oxygenation Improvements Lease to Air Products and Chemicals, Inc. at the unit bid pricing provided for a term of three years 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 authorizing the General Manager to sign the contract.

Southern Road Sewer Improvements Bid Recommendation: Program Management and Engineering Manager Kelly Taylor presented a recommendation on the Southern Road Sewer Improvements Bid.

The Clayton County Water Authority (CCWA) needs to upsize approximately 1,340 linear feet of existing 10-inch vitrified clay sanitary sewer pipe with 12-inch high density polyethylene pipe. This majority of this work will be completed utilizing pipe bursting techniques. This completes the upsizing project of this line (Phase 1) from 2014, that utilized pipe bursting techniques to increase pipe size from 8 to 12-inches. This sewer line expansion is needed because two of our largest customers, Fresh Express and Toto are upstream and both continue to expand their operation and sewer discharges.

Bids Received	Total Bid Amount	SLBE Bid Discount	SLBE Adjusted Bid Amount
Underground Pipeline Rehabilitation, Inc.	\$307,786.00	--	\$307,786.00
RDJE Inc.	\$340,800.00	--	\$340,800.00
Crawford Grading and Pipeline Inc.	\$384,587.29	--	\$384,587.29
Site Engineering, Inc.	\$463,940.00	7.5%	\$429,144.50
McLeroy, Inc.	\$451,780.00	--	\$451,780.00
C & S Construction and Consulting, Inc.	Non-responsive		

Recommendation:

CCWA staff recommended awarding the bid to Underground Pipeline Rehabilitation, Inc. based on the total amount of \$307,786.

This award is contingent upon the successful bidder meeting bonds requirements, 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 and second by Vivian Baldwin, it was unanimously

RESOLVED to award the bid for the Southern Road Sewer Improvement to Underground Pipeline Rehabilitation, Inc. based on their unit bid prices with the same terms and conditions, contingent upon approval of bonds and insurance as required and authorizing the General Manager to sign the contract.

Security Management System Change Order Recommendation – Convergent: Risk Manager Karen Riser presented a recommendation on the Security Management System Change Order.

Phase 2 of the Security Management System (SMS) implementation is drawing to completion on or before August 30, 2018. This phase involves hardware and software installation and integration of security features to the physical structures at 18 locations listed below which includes 59 structures.

The recommendations will improve organizational security by integrating access control and video (CCTV) management on one unified security platform. Implementation will require hardware and software installation, formalizing security processes and procedures with regard to access control, security feature operation, and equipment maintenance. Implementation will include recommendations that are best business practices along with meeting the needs of the organization while continually maintaining our fundamental values and culture.

Recommendation:

CCWA staff recommended approval of the Convergent Phase 2 Change Order at a cost of \$76,144.74.

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

RESOLVED to approve the Convergent Phase 2 Change Order at a cost of \$76,144.74 and to authorize the General Manager to sign the contract.

Customer Service Information System Implementation Consulting Recommendation: Assistant General Manager Teresa Worley presented a recommendation on Customer Service Information System Implementation Consulting.

In January 2017, the Board approved for CCWA to purchase and implement Cayenta Utilities Solution (a new Customer Information System, Mobile Workforce Management, and Customer Self Service software). CCWA has a core team of staff members working on this project with plans to go live in June 2019. Currently the Project Manager on the project is Teresa Worley. Recently, Teresa has been promoted to Assistant General Manager of Support Services. As Teresa moves into her new role, she will not be able to dedicate the amount of time to the CIS Project Management role as required.

Over the past two years, a consulting firm called Whitlock and Associates has worked with Macon Water Authority and Department of Public Utilities in Orangeburg South Carolina to implement the Cayenta Utilities Solution. Whitlock and Associates provided project management services and more on both implementations.

Recommendation:

CCWA staff recommended that we contract with Whitlock and Associates for project management services to lead the CCWA Core Team to successful completion of this project. The monthly rate for Rob Whitlock is \$10,750 (80 hours at approximately

\$135/hr.). Staff is asking for approval to enter into an agreement with Whitlock and Associates for up to 18 months of service plus travel expenses.

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, it was unanimously RESOLVED to enter into an agreement with Whitlock and Associates for up to eighteen months based on their hourly rates provided and contingent upon approval of bonds and insurance as required and to authorize the General Manager to sign the contract.

Engineering Staffing Recommendation: General Manager Mike Thomas presented a recommendation on Engineering Staffing.

In order to keep our capital project implementation and Master Plan projects on schedule we need additional engineering resources. Our Program Management and Engineering Department currently has one Program Management Engineer and a vacant Project Manager position. We would like to add an entry level Engineer and utilize consulting services to augment our staff until we can find a more experienced engineer or project manager.

With unemployment at historic lows and the economy in high gear, experienced engineering personnel are difficult to find especially in our price range. We are working with Jacobs to help us find an engineer and to utilize their resources to supplement our staff.

Recommendation:

CCWA staff recommended the addition of a permanent entry level Engineer position along with approval of a task order with Jacobs Engineering to provide an experienced engineer to assist CCWA staff with project management at a cost not to exceed \$210,000.00 for a 12-month term.

UPON MOTION by John Chafin and second by Dr. Cephus Jackson, it was unanimously RESOLVED to approve staff's recommendation to hire a permanent entry level engineer and to execute a task order with Jacobs providing an experience engineer to assist CCWA staff with project management for a twelve-month term at a not to exceed cost of \$210,00.00.

Executive Session

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

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

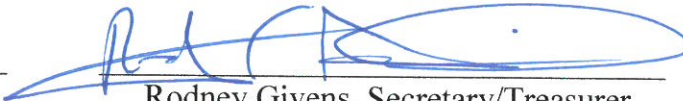
Bernard Franks provided an update on the upcoming American Water Works Association (AWWA) Conference.

Mike Thomas provided an update on the Huie Nature Preserve Foundation.

Adjourn

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber it was unanimously RESOLVED to adjourn the Board Meeting at 3:28 p.m., there being no further business to come before the Board of Directors.

John Chafin, Chairman



Rodney Givens, Secretary/Treasurer

