

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting

Present at the meeting were: 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. Absent: Chairman Robin Malone.

Invocation

Vice Chair Marie Barber introduced Board Member Mike Thomas to perform the invocation.

Adoption of Agenda

UPON MOTION by Dr. Cephus Jackson and second by Mike Thomas it was unanimously RESOLVED to approve the agenda as presented.

Approval of Minutes

Vice Chair Marie Barber called for any omissions or additions to the Minutes of the Regular Board Meeting held on July 7, 2022.

UPON MOTION by Dr. Cephus Jackson and second by Emma Godbee, it was unanimously

RESOLVED to approve the Minutes of the Regular Board Meeting held on July 7, 2022.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending June 30, 2022. Information only, no action taken.

Recognition

Communications & Community Relations Manager Suzanne Brown recognized CCWA's BBQ Team for earning GAWP's BBQ Cook – off Championship and General Manager H. Bernard Franks for his service as GAWP President. Information only, no action taken.

New Business

Bill Print Services RFB Recommendation: Customer Accounts Director Rodney Perkins presented a recommendation for Bill Print Services.

CCWA bills approximately 87,000 water, sewer and stormwater customers account each month. We have 20 cycles with one cycle being billed daily. The customer uses the CCWA

customer self- service portal to access the pdfs of bills. The current software is Cayenta Customer Information System (CIS).

The objective of this Request for Bid (RFB) is to find an experienced, reliable proposer to provide the Clayton County Water Authority (CCWA) with bill print service and bulk mail discount for customer bills created by the Authority. CCWA is in the process of re-bidding bill print service due to 3-year terms agreement. The bill print services being procured in this bid would start on September 1, 2022.

A non-mandatory pre-bid meeting was held via Virtual Teams on Tuesday, June 28, 2022, and bids were opened via Virtual Teams meeting on Tuesday, July 12, 2022. Bids were evaluated using submitted unit price, based on projected quantity of services for a period of one year. A summary of the cost evaluation is shown on the Bill Print Bid Tabulation on page 2.

InfoSend Inc. was the lowest responsive, responsible bidder. Therefore, staff recommends awarding the Annual Contract for Bill Print Services to **InfoSend Inc.** at the unit prices listed below on the Bill Print Bid Tabulation.

This award is contingent upon the bidders meeting risk management requirement and executing the contract as well as the Board authorizing the General Managers to sign a one-year contract effective September 1, 2022. The award includes the option to extend up to four (4) twelve months renewal terms with agreed upon renewal adjustments as stated in the executed contract.

Bill Print Bid Tabulation

		InfoSend, Inc.		PCI Group, Inc.		BerkOne, Inc.	
Estimated quantity	Detail	Cost per page	Estimated quantity	Cost per page	Estimated quantity	Cost per page	Extended amount
1,000,000	Bill Printing	\$ 0.109	\$ 109,000.00	\$ 0.130	\$ 129,500.00	\$ 0.149	\$ 149,000.00
1,000,000	Return Envelope	\$ 0.019	\$ 19,000.00	\$ 0.015	\$ 15,000.00	\$ 0.043	\$ 43,000.00
1,000,000	Sorting / Stuffing	\$ -	\$ -		\$ -	\$ -	\$ -
1,000,000	Mailing (excluding postage)	\$ -	\$ -		\$ -	\$ -	\$ -
1,000,000	NCOA	\$ 0.00	\$ 3,000.00	\$ 0.01	\$ 5,000.00	\$ -	\$ -
Bill Setup			\$ -		\$ 3,000.00		
Project Management			\$ -		\$ -		
Hardware / Software			\$ -				
Bid Cost			\$ 131,000.00		\$ 152,500.00		\$ 192,000.00
		Northeast II, Inc. dba TC Delivers		DataProse, LLC			
Estimated quantity	Detail	Cost per page	Extended amount	Cost per page	Extended amount		
1,000,000	Bill Printing	\$ 0.07	\$ 70,000.00	\$ 0.058	\$ 58,000.00		
1,000,000	Return Envelope	\$ 0.02	\$ 20,000.00	\$ 0.017	\$ 17,000.00		
1,000,000	Sorting / Stuffing	\$ 0.03	\$ 30,000.00	\$ 0.011	\$ 11,000.00		
1,000,000	Mailing (excluding postage)	\$ 0.09	\$ 90,000.00	\$ 0.011	\$ 11,000.00		
1,000,000	NCOA	\$ 0.01	\$ 10,000.00	\$ 0.20	\$ 200,000.00		
Bill Setup							
Project Management							
Hardware / Software					\$ -		
Bid Cost			\$ 220,250.00		\$ 297,000.00		
Non - Responsive		BMS Direct, Inc		Dove Mailing, Inc.		Level One, LLC a Doxim Company	
		Printers Express LLC dba Minuteman Press of Forest Park		OSG			
Non - Responsible		Form Maker Software, Inc. dba KUBRA					

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Recommendation:

CCWA staff recommends awarding the Annual Contract for Bill Print Services to **InfoSend Inc.** at the unit prices listed on the Bill Print Bid Tabulation.

This award is contingent upon the bidders meeting risk management requirement and executing the contract as well as the Board authorizing the General Managers to sign a one-year contract effective September 1, 2022. The award includes the option to extend up to four (4) twelve months renewal terms with agreed upon renewal adjustments as stated in the executed contract.

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

RESOLVED to award the Annual Contract for Bill Print Services to **InfoSend Inc.** contingent upon the bidders meeting risk management requirement and executing the contract. CCWA Board authorizes the General Managers to sign a one-year contract effective September 1, 2022, with the option to extend up to four (4) twelve months renewal terms with agreed upon renewal adjustments as stated in the executed contract.

Industrial Customers Surcharge Rate Adjustment Recommendation: Water Reclamation Director Kendra Staniel presented an Industrial Customers Surcharge Rate Adjustment recommendation.

Industrial surcharges for industrial wastewater customers are fees that industrial customers pay for pollutant concentrations that are stronger than residential sewer discharges. This charge is necessary to offset the operational and maintenance costs to treat this wastewater at CCWA Water Reclamation Facilities. The wastewater discharge from these industries is sampled and tested on a quarterly basis by CCWA Environmental Compliance Staff to ensure the industries comply with their industrial permit as well as pay for exceedances in parameters that are above typical domestic sewer limits. Rates are calculated based on direct, indirect, administrative cost, depreciation, and debt services each fiscal year.

Industrial surcharge rates are reviewed annually by CCWA to correctly represent current treatment costs and may be modified once during the 5-year industrial user permit cycle. The last adjustment was made in 2016. Based on FYE 21 costs (direct, indirect, administrative, depreciation and debt services) the new surcharge rates are listed below:

FYE	BOD	TSS	Nitrate	Phosphorus
2016	\$0.87	\$0.67	\$1.36	\$2.10
2021	\$0.96	\$0.97	\$2.00	\$2.18

CCWA recommends adjusting the Industrial Surcharge Rates for 2022 to ensure industries accurately pay for the treatment of high strength wastewater.

Recommendation:

CCWA staff recommends adjusting the Industrial Surcharge Rates for 2022 to ensure industries accurately pay for the treatment of high strength wastewater.

UPON MOTION by John Chafin, second by Dr. Cephus Jackson, it was unanimously RESOLVED to approve adjustment of the Industrial Surcharge Rates for 2022.

Hydraulic Rubber Cat 306 Purchase Recommendation: Distribution & Conveyance Director Lamar Hamlin presented a purchase recommendation for a Hydraulic Rubber Cat 306.

VENDOR	SOURCE	COST
Yancey Bros. Co.	SOURCEWELL ID- 032119-CAT	\$ 93,369.00

The Clayton County Water Authority Conveyance Maintenance unit currently has a 2016 PC45 Kamatsu-2000HR Hydraulic Rubber Track Excavator. This equipment has reached its useful life and is currently offline due to a blown motor and other mechanical issues.

Staff recommends the purchase of one (1) Hydraulic Rubber Track Excavator from Yancey Brothers Company in the amount of \$93,369.00 using the Sourcewell Contract ID – 032119-CAT.

Recommendation:

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

RESOLVED to approve the purchase of one (1) Hydraulic Rubber Track Excavator from Yancey Brothers Company in the amount of \$93,369.00 using the Sourcewell Contract ID – 032119-CAT.

Workhorse Easement Cleaning Machine Purchase Recommendation: Distribution & Conveyance Director Lamar Hamlin presented a purchase recommendation for a Workhorse Easement Cleaning Machine.

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The new unit has walk-behind controls allowing the operator to safely walk behind the unit rather than riding during operation. The JAJ-600WH Work Horse Easement Machine can fit through standard 36" gates while offering superior lateral stability off-road with tracks that hydraulically extend from 34" to 46" in seconds.

Staff recommends the purchase of one (1) JAJ-600WH Work Horse Easement Machine from Jet-Vac Equipment Company, LLC in the amount of \$79,455.57 using the GEORGIA STATE CONTRACT # 9999-001-SPD0000177-0002 to replace the current easement machine which has reached its useful life.

Jet-Vac Company, LLC	Equipment	GEORGIA STATE CONTRACT # 9999-001-SPD0000177-0002	\$ 79,455.57
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Recommendation:

CCWA staff recommends the purchase of one (1) JAJ-600WH Work Horse Easement Machine from Jet-Vac Equipment Company, LLC in the amount of \$79,455.57 using the GEORGIA STATE CONTRACT # 9999-001-SPD0000177-0002 to replace the current easement machine which has reached its useful life.

UPON MOTION by Dr. Cephus Jackson, second by Emma Godbee, it was unanimously

RESOLVED to approve the purchase of one (1) JAJ-600WH Work Horse Easement Machine from Jet-Vac Equipment Company, LLC in the amount of \$79,455.57 using the GEORGIA STATE CONTRACT # 9999-001-SPD0000177-0002.

Executive Session

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

RESOLVED to enter an Executive Session to discuss Land, Legal, and Personnel.

UPON MOTION by Dr. Cephus Jackson and second by Emma Godbee, it was unanimously

RESOLVED to exit Executive Session and return to open session.

Approval of Executive Session Minutes, and Vote In Open Session Regarding Real Estate (Land) Matters Discussed In Executive Session

UPON MOTION by Dr. Cephus Jackson, second by Rodney Givens, it was unanimously RESOLVED to approve the minutes of the Executive Session.

UPON Motion by Dr. Cephus Jackson, second by Rodney Givens, it was unanimously RESOLVED to approve the execution of the GDOT right of way deed.

UPON Motion by Dr. Cephus Jackson, second by Rodney Givens, it was unanimously RESOLVED to approve the Ga Power Tree Trim Easement.

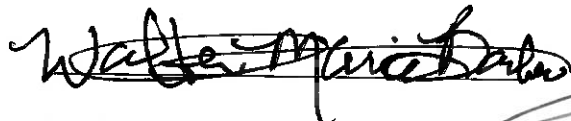
Updates from the Board Members and General Manager

Water Production Director Coty McDaniel provided an update on the W.J. Hooper Water Production Plant Standby Power Generator. Information only, no action taken.

General Manager H. Bernard Franks provided an update on upcoming WEF Conference held October 10, 2022 – October 12, 2022. Information only, no action taken.

Adjourn

UPON MOTION by Dr. Cephus Jackson, second by Rodney Givens it was unanimously RESOLVED to adjourn the Board Meeting at 2:42 p.m., there being no further business to come before the Board of Directors.



Marie Barber, Vice Chair



Rodney Givens, Secretary/Treasurer

