

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
July 6, 2023

MINUTES

Present at the meeting were: Board Chairman Dr. Cephus Jackson, Board Vice Chair Marie Barber, Board Secretary/Treasurer P. Michael Thomas, Board Member John Chafin, Board Member Rodney Givens, Board Member Emma Godbee, Chief Executive Officer H. Bernard Franks, Chief Administrative Officer Teresa Worley, Chief Operating Officer Keisha Thorpe, Legal Counsel Winston Denmark, Executive Coordinator Rhonda Maxwell, and other Clayton County Water Authority ("CCWA") staff and visitors. Absent: Board Member Robin Malone.

Invocation

Chairman Dr. Cephus Jackson introduced Distribution & Conveyance Director Lamar Hamlin to perform the invocation.

Adoption of Agenda

UPON MOTION by Vice Chair Marie Barber, and second by Board Member Emma Godbee, it was unanimously

RESOLVED to approve the Agenda as presented.

Approval of Minutes

Board Chairman Dr. Cephus Jackson called for the approval of, or any proposed revisions to, the Minutes of the Regular Board Meeting held on June 1, 2023.

UPON MOTION by Board Member Rodney Givens, and second by Board Secretary/Treasurer P. Michael Thomas, it was unanimously

RESOLVED to approve the Minutes from the Regular Board Meeting held on June 1, 2023, as presented.

Financial and Statistical Reports

Chief Financial Officer Allison Halron reviewed the financial information distributed to the Board for the period ending May 31, 2023. Information only, no action taken.

New Business

GEFA Loan Modification Request CW2021021

Stormwater Director Kevin Osbey presented the Request for GEFA Loan Modification Request CW2021021.

The Clayton County Water Authority's (CCWA) Stormwater Utility applied for a Clean Water State Revolving Funds (CWSRF) loan through the Georgia Environmental Financing Authority (GEFA), in the amount of **\$10 million**. This loan was to fund several larger scaled stormwater culvert repair and replacement jobs around various locations in Clayton County. The CCWA Board of Directors approved this loan request at the July 2021 Board meeting.

The terms of this loan included a 20-year repayment with an interest rate of 0.13%. This includes a 1% discount because Clayton County has been designated as a WaterFirst Community by the Georgia Department of Community Affairs.

The Loan was executed between GEFA and CCWA in August 2021. The original project schedule shown in the loan document reflected a start date of March 2021 and a construction completion date of January 2023. This loan was obtained to perform at least three separate construction projects that would have different start and completion dates. The GEFA Project Manager contacted CCWA regarding the proposed completion date of CCWA work activities. During that discussion, it was determined that a new completion date would be needed to continue with the execution of Loan CW2012021. This modification includes the following:

- Modifying the Promissory Note and Loan Agreement, including
 - a. Exhibit A – Description of Project (Scope of Work, Budget, and Schedule)
 - b. Exhibit E – Opinion of Borrower's Counsel
 - c. Exhibit F – Resolution of Governing Body

CCWA still plans to perform the projects discussed in the original loan request, therefore the Scope of Work and overall budget amount will not change. CCWA will change the completion date from January 2023 to January 2025.

Recommendation:

CCWA staff requests: (1) Approving the modification of the Promissory Note and Loan Agreement described above and (2) Authorization for the Board Chair to execute the Resolution of the Governing Body for Loan CW2021021.

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

RESOLVED to: (1) Approve the modification of the Promissory Note and Loan Agreement and (2) Authorize the Board Chair to execute the resolution of the Governing Body for GEFA Loan CW2021021.

J.W. Smith WPP High Service Pump Station SDC Task Order Amendment and Construction Change Order Recommendation

Water Production Director Coty McDaniel presented the High Service Pump Station Services During Construction (SDC) Task Order Amendment and Construction Change Order Recommendation for the J. W. Smith Water Production Plant.

The J.W. Smith Water Production Plant (WPP) high service pump station (HSPS) includes four vertical turbine high service pumps (HSPs) that transfer finished water from the WPP to two ground storage tanks, and then into the distribution system. The HSPS also includes two vertical turbine wash water pumps that are used to clean the WPP filters. CCWA has experienced difficulties in starting and operating the existing HSPs and is unable to meet the WPP's permitted capacity of 12.0 million gallons per day (mgd) with all duty pumps running. In addition, the electrical gear has reached the end of its useful life, and it is difficult to source replacement parts. In October 2019, the Board of Directors approved Task Order HS-RE-19-07 to Hazen and Sawyer to develop bidding documents to replace the four HSPs and the HSPS electrical system.



The J.W. Smith WPP HSPS Improvements Project was issued for bid in November 2020, and a contract with Lakeshore Engineering was executed in March 2021. The work to be performed under the contract includes:

- Demolition and disposal of materials and equipment
- Replacement of all four (4) HSPs
- Installation of variable frequency drives (VFDs) on two (2) of HSPs
- Electrical panel upgrades
- Installation of air conditioning unit

The HSPS Improvements Project Contract required achieving Final Completion by July 3, 2022 (within 460 days). Through multiple Work Change Directives, the Final Completion of the project has been extended to September 15, 2023, which is an extension of 432 days. The extension is attributable to the following factors:

- Delays associated with equipment delivery
- High water demand during summer 2022,
- Additional scope of work related to recently installed HSPs (described below), and
- Additional scope of work to related to the wash water pumps (described below)

Additional Work Related to HSPs

Measured flow from the two (2) pumps that have been recently installed as part of this project is less than the flow required by the contract specifications and is less than the measured flow from the factory performance test. After initial trouble shooting did not uncover a cause, CCWA decided to investigate whether an obstruction at the pump inlet could be the cause of the reduction in flow. To accomplish this, Hazen and Sawyer will provide an underwater inspection to verify whether there is any obstruction at the pump inlet.

Additional Work Related to Wash Water Pumps

The bidding documents issued in 2020 did not include replacement of the wash water pumps, as staff had no prior issues with these existing pumps. However, during construction of the HSPS improvements, failed concrete anchors were observed on the existing wash water pumps. Therefore, a scope of work to replace the concrete anchors and equipment pads underneath both existing pumps was developed by Hazen for Lakeshore Engineering. When the first wash water pump was removed to complete this work, severe corrosion was observed underneath the baseplate,



requiring Hazen to develop another scope of work to replace the existing wash water pump. This scope of work included developing detailed design and technical specifications for a new wash water pump. If the Contact Change Order for wash water pump replacement is approved, it is anticipated that the contractor will complete this work in March 2024.

Construction Contract Change Order Budget

Lakeshore Engineering has submitted a proposal for Change Order No. 1, to provide and install one wash water pump and check valve, and to complete the instrumentation and controls for the wash water pump. A summary of the Change Order cost is provided below.

Construction Budget

- Original **\$2,685,374**
- Change Order No. 1 **\$ 314,411**
- Total **\$ 2,999,785**

Task Order Amendment Budget

In January 2021, the Board approved Task Order HS-RE-20-08, for Hazen to provide construction services as part of this project. A Task Order Amendment will be required to address the items summarized above. The scope of services in Amendment No. 1 is provided below.

Task 1 – Construction Administration

Task 1 includes development of design and technical specifications for a wash water pump, construction administration for a portion of the project delay and construction administration during the wash water pump replacement in March 2024.

Task 2 – Construction Inspection

Task 2 includes additional time for a construction inspector on a part time basis during the 432-day project extension (approximately 550 additional hours) and during the replacement of the washwater pump (approximately 176 hours).

Task 3 – Construction Testing

Task 3 includes underwater inspection of the HSPs and wash water pumps.

Task	Details	Amendment No.1 Budget
Task 1: Construction Administration	Washwater pump design and technical specs Wash water pump submittal review Construction administration for existing contract (June – October 2023)	\$78,032
	Construction administration for Change Order 1 (November 2023 – March 2024)	\$28,639

Task	Details	Amendment No.1 Budget
Task 2: Construction Inspection	Construction inspection for existing contract (June – September 2023)	\$59,500
	Construction inspection for Change Order 1 (March 2024)	\$19,040
Task 3: Construction Testing	Underwater inspection of HSP and WWP	\$10,028
Amendment No. 1 Total Cost		\$195,239

Project Financial Summary

The change to the Project cost is \$509, 650, as shown below.

Budget	Task Order HS-RE-20-08	Construction Contract	Total
Original	\$371,177	\$2,685,374	\$3,056,551
Amendment No.1 / Change Order No. 1	\$195,239	\$314,411	\$509,650
Total	\$566,416	\$2,999,785	\$3,566,201

Recommendation:

CCWA staff requests approval for the Chief Executive Officer to execute Change Order #1 to Lakeshore Engineering for an amount not to exceed \$314,411.00, and Amendment #1 to Task Order HS-RE-20-08 to Hazen and Sawyer for an amount not to exceed \$195,239.00.

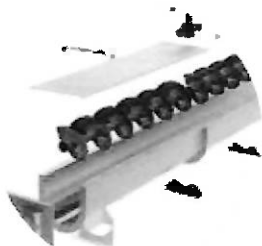
UPON MOTION by John Chafin, second by Board Vice Chair Marie Barber, it was unanimously

RESOLVED to approve the Chief Executive Officer to execute Change Order #1 to Lakeshore Engineering for an amount not to exceed \$314,411.00, and Amendment #1 to Task Order HS-RE-20-08 to Hazen and Sawyer for an amount not to exceed \$195,239.00.

Shoal Creek WRF Improvements - Detailed Design and Bid Services Task Order Recommendation

Water Reclamation Director Kendra Staniel presented the Detailed Design and Bid Services Task Order Recommendation for the Shoal Creek Water Reclamation Facility Improvements.

The Shoal Creek Water Reclamation Facility (WRF) has not had a major upgrade since 2002, and aging infrastructure has led to some performance issues that CCWA would like to address. Improvements needed to address these issues include: adding variable frequency drives (VFD's) to the existing waste activated sludge (WAS) pumps, adding VFD's to the existing return activated sludge (RAS) pumps, adding a new rotary drum thickener for WAS thickening, adding a cross-over conveyor in the dewatering building truck bay, and adding a new conveyor to the headworks to transport headworks screenings. The proposed Task Order will include detailed design of the five improvements, which will all be combined into one bid package for construction. The Task Order will also include the development of technical specifications and front-end bid documents, support for obtaining a land development permit, facilitation of the bid phase of the project, and recommendation of award to a contractor. The tasks are detailed below.



Task 1 – Survey

The engineer will conduct a field survey of specific areas that will be required to complete the design project. Specific areas that will be surveyed include: existing WAS and RAS pump stations, existing digesters, solids dewatering truck bay, and influent pump station.

Task 2 – Design and Permitting:

The engineer will prepare the detailed plans and specifications for bidding and construction of the Shoal Creek WRF Improvements project. Design will include civil design services, process mechanical design services, structural design services, electrical design services, and instrumentation design services. There will be 30%, 60%, 90%, and 100% design milestones, and an opinion of probable cost will be provided at each milestone. The engineer will also assist with acquiring a land disturbance permit from Clayton County for this project.

Task 3 – Bid Services:

The engineer will develop the bidding and contract requirements and compile the request for bid (RFB) package for advertisement. During the bid period, the engineer will maintain a plan holders list, facilitate a pre-bid meeting, respond to bidder questions, and prepare addenda, review, and tabulate bids, and make a recommendation for award for the qualified low bidder. After approval, the engineer will develop conformed documents and assist with contract execution.

Recommendation:

CCWA staff recommends awarding Engineering Strategies, Inc. for the Shoal Creek WRF Improvements – Detailed Design and Bid Services Task Order, in the amount of \$176,380.00, authorizing the Chief Executive Officer to execute the Task Order.

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

RESOLVED to award the Shoal Creek Water Reclamation Facility Improvements – Detailed Design and Bid Services Task Order, in the amount of \$176,380.00 to Engineering Strategies, Inc., authorizing the Chief Executive Officer to execute the Task Order.

Executive Session

UPON MOTION by Board Vice Chair Marie Barber and second by Board Secretary/Treasurer P. Michael Thomas, it was unanimously

RESOLVED to enter an Executive Session to discuss matters of potential litigation.

UPON MOTION by Board Member Rodney Givens and second by Board Secretary/Treasurer P. Michael Thomas, it was unanimously

RESOLVED to exit Executive Session and return to open session.

Approval of Executive Session Minutes and Action Upon Executive Session Matters

UPON MOTION by Board Vice Chair Marie Barber, and second by Board Secretary/Treasurer P. Michael Thomas, it was unanimously

RESOLVED to approve the minutes of the Executive Session.

UPON MOTION by Board Member Rodney Givens, and second by Vice Chair Marie Barber, it was unanimously

RESOLVED to authorize the Chief Executive Officer to engage an attorney group led by Kyle G.A. Wallace of Shiver Hamilton Campbell.

Updates from the Board Members and Chief Executive Officer

Board Member Emma Godbee shared details about the Procurement Policy meeting held on June 8, 2023.

Board Member Emma Godbee reported the Procurement Policy Committee's recommendation for the CCWA Board of Directors to approve the Procurement Policy and Procedures Manual, as presented to the Board at the meeting.

Motion by Emma Godbee to approve and adopt Resolution 2023-03 Procurement Policy and Procedures Manual. Vote unanimous in favor of motion. Motion passes.

Board Member P. Michael Thomas provided an Ethics Committee update.

Board Member P. Michael Thomas presented a recommendation for the Board of Directors to review the Ethics Policy and thereafter approve and adopt the same by resolution at the August Board Meeting. Information only. No action taken.

Chairman Dr. Cephus Jackson presented an update and packet on the scheduled one-day Board member training hosted by the University of Georgia's Carl Vinson Institute for the CCWA Board on July 25, 2023, to consist of the following: Roles and Responsibilities, Ethics, Diversity, Sensitivity, and Communication. Information only. No action taken.

Chief Executive Officer H. Bernard Franks provided an update on a Boil Water Advisory that was issued. The localized Boil Water Advisory was issued June 27, 2023, as a precaution for a portion of businesses in Riverdale along State Hwy. 85 between Roberts Drive and Springdale Drive. The Boil Water Advisory was lifted on June 28, 2023, after all test samples came back negative of any harmful bacteria and the water was safe to consume. Information only. No action taken.

Chief Executive Officer H. Bernard Franks advised the CCWA Board of Directors of the upcoming On-Demand Engineering Services - RFP that will be advertised on July 19, 2023, and will close on August 22, 2023. The award will be announced at the November 2, 2023, Board Meeting. Information only. No action taken.

Adjourn

UPON MOTION by Board Vice Chair Marie Barber, and second by Board Member Rodney Givens, it was unanimously

RESOLVED to adjourn the Board Meeting at 4:04 p.m., there being no further business to come before the Board of Directors.

A handwritten signature in black ink, consisting of a stylized 'C' followed by a large, sweeping flourish that extends to the right.

Dr. Cephus Jackson, Chairman

A handwritten signature in blue ink, appearing to read 'P. Michael Thomas' in a cursive style.

P. Michael Thomas, Secretary/Treasurer