

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
2 West Bay Street
Savannah, Georgia 31404
April 1, 2015

Present at the meeting were: Chairman John Chafin, Vice Chairman Rodney Givens, Secretary/Treasurer John Westervelt, Board Member Marie Barber, Board Member Sophia Haynes, Board Member Elizabeth G. Armstrong, Board Member Dr. Cephus Jackson, General Manager Mike Thomas, Assistant General Manager Jim Poff, Assistant General Manager Bernard Franks, Legal Counsel Steve Fincher, Public Information Officer Suzanne Brown, other CCWA staff and visitors.

Chairman John Chafin called the meeting to order at 3:10 p.m. and called on Bernard Franks, Assistant General Manager – Operations, to give the invocation.

Adoption of Agenda:

UPON MOTION by Marie Barber and second by Elizabeth Armstrong, is was unanimously

RESOLVED to approve the April 1 - 3, 2015 agenda as presented.

Approval of Minutes:

Chairman John Chafin called for any omissions or additions to the minutes of the Regular Board Meeting of March 5, 2015.

UPON MOTION by Dr. Cephus Jackson and second by Elizabeth Armstrong, it was unanimously

RESOLVED to approve the Regular Board Meeting Minutes of March 5, 2015 as presented.

Financial and Statistical Reports:

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending February 28, 2015.

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

RESOLVED to accept the Financial Report as presented.

Ms. Armstrong noted that according to Roberts Rule of Order, the board does not need to vote on financial reports since these are for information only.

Overview of CCWA Operations

Mike Thomas, General Manager, provided a road map for the future showing board members where we are; where we are going and how we get there. The Authority strives to be a best in class utility by producing quality water and going beyond what is expected as far as service. CCWA's water and sewer rates are some of the lowest in the metro Atlanta area and the Authority is in sound fiscal shape. Staff continues to meet all permit requirements.

Levels of Service Status Report

Jim Poff, Assistant General Manager – Support Services, provided an update on the Authority's current Levels of Service (LOS), which were implemented in Fiscal Year Beginning 2011. These performance metrics drive the Authority's Work Priorities, budget requests and Strategic Master Plans. He discussed changes to a few specific metrics that will be effective on May 1, 2015. Going forward, LOS will include a greater use of secondary Key Performance Indicators (KPIs). A business intelligence tool will be implemented to replace the existing Sharepoint tool that was implemented in August 2012. Board members will start receiving a monthly LOS report in place of the monthly Managers Comments.

2014 Work Priorities

Bernard Franks, Assistant General Manager – Operations, provided an update on the Authority's 2014 Work Priorities. The Authority currently has 37 primary projects identified and rated. Thirteen projects have been completed; 17 are under construction or implemented and seven have been moved forward to the 2015 Work Priorities list.

Recess

Chairman Chafin recessed the meeting at 4:15 p.m. until Thursday morning at 8:30 a.m.

Session Two
Thursday, April 2, 2015

Chairman Chafin called the meeting to order at 8:30 a.m. and called on Ed Durham, Human Resources Director, to give the invocation.

New Business

Strategic Master Plan – 2015 Mid-Term Update. Kelly Taylor, Program Management and Engineering Manager, and Rick Brownlow, with CH2MHill, provided the mid-term update to the Authority's current Strategic Master Plan. In June 2014, the Board approved Task Order CH-RE-14-01 to have CH2M HILL assist the Clayton County Water Authority with completing the 5-year update to the 2010 Strategic Master Plan that will become the comprehensive guide in continuing to achieve CCWA's vision of Quality Water, Quality Service. This 2015 Strategic Master Plan Update builds on the 2010 Strategic Master Plan and 2012 IT Master Plan and includes the following:

- Identified future needs through a review of upcoming regulations and assessment of future growth
- Assessed existing systems, current needs and validation of 2010 SMP project lists, through Departmental Workshops with Water Production, Water Reclamation, Distribution and Conveyance, Management (Utility-wide), Stormwater, and General Services
- Refined 2012 IT Master Plan project list
- Reviewed and updated CCWA priorities, weighting, and performance measures to incorporate into the updated Project Prioritization Tool
- Finalized list and assigned benefit scores to all candidate projects in a project scoring workshop
- Developed planning level cost estimates and cash flow schedules for all candidate projects.

Members of the management team explained specific projects.

Long Term Financial Plan. Finance Director Allison Halron presented five possible funding options for the plan including continuing with the Authority's pay as you go plan, taking on new bond debt and/ or rate adjustments. Ms. Halron stated the decision on funding this plan update does not affect the Authority's FYB15 Budget. Board members were provided an updated project list with planning level cost estimates and the cash flow schedule below.

Project Categories	Sum of Estimated Planning Level Costs	Percentage
Asset Management	\$ 215,000,000	59%
Treatment Process Improvements (Studies/Implementation)	\$ 46,375,000	13%
Growth/Capacity Response	\$ 32,900,000	9%
Facility Operational/Equipment Improvements	\$ 29,550,000	8%
Optimization	\$ 26,515,000	7%
IT / Technology	\$ 15,500,000	4%
Safety/Security/Preparedness	\$ 800,000	0%
Community Engagement	\$ 450,000	0%
Grand Total	\$ 367,090,000	

Recess for Lunch

Chairman Chafin recessed the meeting at 12:00 p.m. for lunch.

Chairman Chafin called the meeting back to order at 1:30 p.m. Chairman Chafin revised the agenda by moving items C. Rebranding Update and H. Fiscal Year 2015 Budget Request to later in the meeting.

New Business (Continued)

General Services Maintenance Building Design. General Services Manager Marshall Maddox presented a recommendation to design a new General Services Maintenance Building. Mr. Maddox advised that the current General Service maintenance teams are located in three (3) separate facilities off Roberts Road. Each facility has significant issues related to: condition, functionality and/or environmental conditions.

The existing Facilities/Grounds Maintenance building was constructed in 1990. The existing Plant/Equipment Maintenance was constructed 1980. The existing Lift Station/Electrical Maintenance building was constructed in 1957 and added on in 1964, 1971 and 1977. All three buildings have inadequate work & storage space; need parts & flammable storage area; have no space for future growth and provide a sub-standard work environment. Mr. Maddox introduced Matt Tolcher, Project Manager with Jacobs Engineering, who advised that staff is recommending a new General Services Maintenance building be built at the Authority's old R.L Jackson Site. A new building designed and built for all three areas would provide the following benefits:

- Replace end-of-useful life facilities
- Co-locate and improve working conditions for 30 employees
- Improve operational efficiency, workflow and communication
- Energy-efficiency and security
- Break/meeting room and restrooms that accommodate staff
- Maintenance shops fit for purpose - welding, lifting and handling heavy equipment, hazardous goods storage

The proposed building design would be a total of 17,000 square feet with a workshop area for each section (~8,200 sq. ft. total), two (2) heavy duty lifting hoists and a shared administration area. The building would have a pre-engineered metal structure and roof, metal panel and brick exterior.

The R.L. Jackson site being recommended is six (6) acres, owned by the Authority, centrally located and secure. Site work will include adding utilities, stormwater infrastructure and exterior lighting; partial paving and concrete designed for commercial vehicles and removal of unsuitable soils.

This project will be done using Design-Bid-Build Project Delivery method with a maximum budget of \$4,700,000 to be funded from the Renewal and Extension Fund.

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

RESOLVED to approve staff's recommendation to design a new General Services Maintenance Building at the Authority's old R.L Jackson Site using Design-Bid-Build Project Delivery method with a maximum budget of \$4,700,000 to be funded from the Renewal and Extension Fund.

Morrow City Hall Stormwater Infiltration Project Design Task Order. Kevin Osbey, Stormwater Manager, presented Morrow City Hall Stormwater Infiltration Project Design & Bidding Services Task Order BC-SW-14-05.

Clayton County Water Authority (CCWA) completed a Stream Restoration Project on December 31, 2014 along a 2,050 linear foot segment of East Jesters Creek. CCWA also completed a Watershed Improvement Strategy (WIS) in April 2014 of the East Jester's Creek Watershed. The purpose of that strategy was to identify ways to reduce pollutants entering the creek from upland areas in the watershed.

One project identified in the WIS is located at the City of Morrow's City Hall. Several older businesses along Jonesboro Road have limited controls for stormwater runoff during rain event. This drainage is directed to a parking lot located at the Morrow City

Hall. This causes localized flooding in the parking lot as well as ongoing damages to amenities to the neighboring City Park. Drainage also carries possible pollutants through the park and directly to East Jesters Creek.

Stormwater infiltration practices are becoming more prevalent in the management of stormwater runoff. Georgia Environmental Protection Division is requiring Green Infrastructure projects be considered as part of local governments Municipal Separate Storm Sewer System (MS4) permit process. This project will qualify as a Green Infrastructure retrofit project due to the incorporation of infiltration practices by using of pervious pavers, rain gardens and bioswales.

The City of Morrow will provide a portion of the funding for this project through a Community Development Block Grant, the remainder of the funding will be from the Stormwater Utility Capital Projects budget.

The scope for this Task Order includes:

Task 1 – Project Management

Task 2 – Design Plans, Technical Specs, and Permitting

Task 3 – Bidding Services

Task Order Amount: \$74,418

Funding: 2014-15 Stormwater Revenues – Work Priority Project #2013-37

- Brown & Caldwell (Project Management & Biding Services) - \$45,550 (61.2%)
- Integrated Science & Engineering (Surveying) - \$4,000 (5.4%)
- Willmer Engineering (Geotechnical Services) WBE - \$5,328 (7.1%)
- Williams, Russell, and Johnson (Permitting, Hydrology, Erosion) MBE - \$19,540 (26.3%)

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

RESOLVED to approve staff's recommendation to award Task Order BC-SW-14-05 for the Morrow City Hall Stormwater Infiltration Project Design not to exceed \$74,418.

HQ Parking Lot Expansion Proposal. Mr. Thomas presented a parking lot expansion proposal for the Authority's Headquarters Building. Staff is recommending a plan that increases parking capacity for employees and visitors; improves employee security and the Southlake Parkway maintenance entrance.

The expansion will insure adequate parking is available for employees and guests. On certain days when the Headquarters Community Use Room is being used for training, bid openings or other public events, all existing parking spaces are utilized. The project will

create secure parking for employees by providing a fenced area with security gate that will separate employees from customers and public parking.

We are also including improvements to our Southlake Parkway entrance. This driveway is very narrow and unsafe when large equipment is being hauled out the driveway at the same time a passenger vehicle or truck may be entering. We will also add additional paved area to the Warehouse area and improved stormwater management features.

Funding is available in the R&E fund under the Headquarters Expansion project. CCWA Staff recommends that this project be put out to bid and constructed as soon as possible.

Project Estimate: \$401,459

CCWA Project Manager: Keith Watkins, Program Management & Engineering

Funding: Renewal & Extension Fund - HQ Expansion Project.

MOTION BY Rodney Givens, second by Dr. Cephus Jackson is was unanimously

RESOLVED to approve staff's recommendation to put the HQ Parking Lot Expansion Proposal out to bid. Cost estimate for this project is \$401,459.00 and will be funded out of funds remaining in the HQ Building Modification Renewal and Expansion Budget.

Rebranding Update. Mike Thomas told the board that in honor of the Authority turning 60 years old this year, staff has engaged Oliver Imprints, Inc. to help with development of a brand story and design of a new logo. Staff is also working with the Clayton County Public School Systems Career Technical Agriculture Education (CTAE) Marketing and Design students on a new logo concept. A 60th Anniversary employee lunch will be held on May 6 and an Open House will be held for elected officials and community leaders on May 12. A new logo concept will be unveiled at the 60th Anniversary Open House. A full scale rebranding effort will follow later in 2015 through a series of public events and a company communication plan.

2015 Work Priorities. Jim Poff provided an overview of the 2015 Work Priorities. This prioritization insures that staff budgets for the priority projects and prevents over-committing staff and financial resources. There are 45 projects identified and budgeted, including a JD Edwards upgrade, security master plan, Meter Service routing and 2" galvanized water line replacement.

Recess

Chairman Chafin recessed at 3:00 p.m. for an offsite tour. Board members and staff traveled to City of Savannah's Emergency Operations Building housed at the Savannah Water Filtration Plant where Public Works & Water Resources Bureau Assistant Chief Heath Lloyd provided a tour of the facility.

**Session Three
Friday, April 3**

Chairman Chafin called the meeting to order at 8:30 a.m. and called on Mike Thomas to give the invocation.

New Business

Suzanne Brown, Public Information Officer, shared a presentation highlighting CCWA Ambassadors' outreach activities from December 2013 – February 2015. During this time period, 96 employees participated in 49 school or public outreach events reaching 7,971 members of our community.

Fiscal Year 2015 Budget Request. Ms. Halron presented an overview of the Authority's current financial situation. Mike Thomas then presented staff's budget requests for the FY 2015-2016 Budget. The proposed FY2015-2016 budget was previously distributed by e-mail to board members for their review.

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

RESOLVED to approve the Fiscal Year 2015- 2016 Budget for water, sewer and stormwater services for \$105,905,588, including the purchase of vehicles, equipment and computer equipment as listed below and the transfer \$14.3 million from the Revenue Fund to the Renewal & Extension Fund.

Proposed Vehicle and Equipment Purchases from State Contract:

Meter Services:

8 pickups @ \$22,731 each

Distribution & Conveyance:

2- HD pickup @ \$34,008 each

3- 4x4 pickup @ \$24,799 each

General Services:

2-HD pickup @ \$34,008 each

1-Van @ \$19,802

1-HD 4x4 pickup @34,544

Total request from State Contract = \$446,623

Proposed Computer Equipment Purchases from State Contract List

Item	Quantity	Unit Price	Total Cost
Laptops	5	\$2,050.00	\$10,250.00

Desktops	21	\$1,125.00	\$23,625.00
Workstations	2	\$4,500.00	\$ 9,000.00
Enhanced Laptops	4	\$2,450.00	\$ 9,800.00
Enhanced Desktops	5	\$1,500.00	\$ 7,500.00
Monitors	38	\$330.00	\$12,860.00
Ipads/Tablets	17	Varies	\$12,205.00
<u>Toughbook</u>	<u>1</u>	<u>\$1,800.00</u>	<u>\$ 1,800.00</u>
Total Budgeted Amount			\$87,040.00

UPON MOTION by Sophia Haynes, second by Dr. Cephus Jackson, it was unanimously RESOLVED to adjourn the regular session board meeting at 10:00 a.m.



 John Chafin, Chairman



 John Westervelt, Secretary/Treasurer

