

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
1600 Battle Creek Road
Morrow, Georgia 30260
February 4, 2016

Present at the meeting were: Chairman John Chafin, 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 Bernard Franks, Assistant General Manager Jim Poff, Legal Counsel Steve Fincher, Executive Coordinator Amanda LaPierre, other CCWA staff and visitors.

Chairman John Chafin called the meeting to order at 1:30 p.m.

Invocation

Sophia Haynes introduced Nikki Rhew to give the invocation.

Adoption of Agenda

UPON MOTION by Rodney Givens and second by Elizabeth G. Armstrong, 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 of January 7, 2016.

UPON MOTION by Marie Barber and second by Elizabeth G. Armstrong, it was unanimously

RESOLVED to approve the Regular Board Meeting Minutes of January 7, 2016.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending December 31, 2015.

Recognition

Board Member Service. Board Member Sophia Haynes was recognized for five years of service on the Clayton County Water Authority Board of Directors.

Election of Officers

Motion by Rodney Givens, second by Dr. Cephus Jackson to approve the nomination of John Chafin for Chairman of the Board. Vote unanimous.

Motion by Dr. Cephus Jackson, second by Elizabeth G. Armstrong to approve the nomination of Rodney Givens for Vice Chairman of the Board. Vote unanimous.

Motion by Elizabeth G. Armstrong, second by Dr. Cephus Jackson to approve the nomination of John Westervelt for Secretary/Treasurer. Vote unanimous.

New Business

Security Management System Phase 1 Implementation Recommendation: Karen Riser presented a recommendation on the Security Management System Phase 1 Implementation.

As a next step to the physical security assessment, CCWA formed a Security Management System (SMS) Steering Committee tasked with developing a plan for implementation of the security recommendations by Invictus Consulting, LLC.

Developing a plan moving forward, the steering committee elected to pilot implementation of the recommendations made to CCWA by Invictus Consulting. 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.

The projected costs are summarized as follows:

Genetec Software - \$47,000

Genetec Software Annual Maintenance –\$7,050

Hardware and installation, software installation and configuration – \$355,893

Project Contingency - \$63,085 (18% of the total projected costs for hardware installation costs for asphalt cutting, trenching, updates to original site designs accommodating for headquarters' parking lot upgrades not included in the original assessment).

Procurement of the software, hardware and associated implementation services would be from the State of Georgia contract which has three awarded vendors (Convergent Technologies, Norcross; GC&E Systems Group, Inc., Norcross; Johnson Controls, Roswell) that sell and implement the Genetec Software. Invictus Consulting, as part of

their proposed services, would work with CCWA staff to seek cost proposals from all three state awarded vendors based on our assessment needs along with scope, and seek the best overall solution.

Program Management/Services During Construction –\$38,004

Total projected costs for the proposed Phase 1 pilot - \$511,032

The CCWA SMS Steering Committee recommends and requests the following:

1. Proceed with implementing the security management system plan in a phased approach beginning with the pilot program of “Phase 1” facilities.
2. Utilizing the Genetec Security Center Unified Security Platform.
3. Funding for this phase of the project for an amount not to exceed \$511,032.00 of which \$133,381.00 is remaining in the security project RE222, leaving \$377,651.00 to be funded from the General Manager Contingency Account.
4. Utilizing the State of Georgia contract to purchase the Genetec software platform, annual maintenance, server hardware, hardware installation, software installation and configuration.
5. Utilizing Invictus Consulting, LLC, a newly certified CCWA SLBE vendor, for Project Management/Services during Construction.
6. Authorizing the General Manager to sign all the necessary contracts which is contingent on the vendor providing the proper insurance as well as executing a contract.

The timeline for completion of this phase will be up to nine (9) months.

Funding Source: RE222 and GM Operating Fund Contingency Account

CCWA Project Manager: Walter Barber

Invictus Project Manager: Chris Wise

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

RESOLVED to approve staff recommendation to implement Phase 1 of the Security Management System Plan. This will include utilizing the State of Georgia contract for the

purchase, installation and configuration of the Genetec Security Center Unified Security Platform, and all associated hardware including cameras, door security devices wiring and server hardware. This will also include utilizing Invictus Consulting, LLC. For project management/services during construction along with authorizing the General Manager to sign all necessary contracts which is contingent on the vendor providing the proper insurance as well as executing a contract.

Northeast WRF Aeration Diffuser Replacement Bid Recommendation: Water Reclamation Department Manager Chris Hamilton presented a recommendation on the Northeast WRF Aeration Diffuser Replacement Bid.

The Clayton County Water Authority received bids from qualified contractors to furnish all items including but not limited to labor, supervision, equipment, tools, products, materials, training, travel and related expenses to remove existing and install new fine bubble membrane air diffusers in two circular aeration basins located at CCWA's Northeast Water Reclamation Facility.

The aeration system is a vital part of the treatment process to maintain compliance with the EPD operating permit. The existing membrane diffusers have been in service since the last plant upgrade in 2008. These diffusers are reaching their useful life and need to be replaced.

Each of the two aeration basins contains 2,352 fine bubble air diffusers for a total of 4,704 diffusers. Two bidding options were provided to the bidder.

- Option No. 1 – Replacement of 4,704 fine bubble membrane air diffusers and associated products including but not limited to stainless steel membrane clamps, seals, and all other items required for a complete installation.
- Option No. 2 – Replacement of 4,704 fine bubble membrane air diffusers provided in complete duplex assemblies and including but not limited to membrane support tubes, stainless steel membrane clamps, pipe clamps and seals, and all other items required for a complete installation.

The goal of Option No. 2 is to allow for the potential of labor cost savings if the contractor elects to replace entire diffuser assemblies rather than individual diffusers.

Vendor	Option #1 Bid Amount	Option #2 Bid Amount
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Environmental Dynamics International, Inc.	\$157,900	\$211,955
Sol Construction, LLC	\$197,000	\$270,000

- Bid package was sent to 19 vendors of which 11 are WBE/DBE/SLBE.

CCWA Staff recommended awarding the contract to Environmental Dynamics for Option #1 in the amount of \$157,900.00. A total amount of \$259,900.00 was budgeted for this project in the 2015 fiscal year operating budget.

UPON MOTION by Marie Barber and second by Dr. Cephus Jackson, it was unanimously RESOLVED to approve award of the contract for the Northeast WRF Aeration Diffuser Replacement project to Environmental Dynamics for Option #1 in the amount of \$157,900.00 contingent on meeting risk management and bond requirements and authorizing the General Manager to sign the contract.

Source Water Quality Assessment Task Order Recommendation: Program Management and Engineering Department Manager Kelly Taylor presented a recommendation on the Source Water Quality Assessment Task Order.

The Terry R. Hicks Water Production Plant (WPP) is fed by Blalock Reservoir and the J.W. Smith Reservoir. CCWA has had periodic issues with taste and odor events based on the water quality in the Blalock Reservoir. When these issues occur, only the J.W. Smith Reservoir is used as the source water for the Hicks WPP. Understanding the potential sources of taste and odor compounds is important and will allow CCWA to refine/develop reservoir management operations for future events. While the source water quality of the Blalock Reservoir (including the Shamrock Reservoir) is of primary concern, this analysis will be conducted in the Hooper Reservoir (source water for Hooper WPP) and J.W. Smith Reservoir (raw water source for J.W. Smith WPP and Hicks WPP) to assess potential for taste and odor issues in those reservoirs as well.

The goals of the following scope of work are:

- To identify the source of the periodic taste and odor problems in the Blalock Reservoir
- To identify the potential for taste and odor issues in the other three source water reservoirs (Hooper Reservoir, Blalock and Shamrock Reservoir, and J.W. Smith Reservoir)
- To recommend reservoir management strategies and/or water production plant technologies to address taste and odor issues

CCWA Project Manager – Kelly Taylor CH2M Project Manager – Lauren Chamblin CH2M Task Order Value - \$280,959 (CH2M - \$132,827; Benchmark (Small Firm) - \$44,892; Lab Services - \$103,240

UPON MOTION by Dr. Cephus Jackson and second by Marie Barber, it was unanimously RESOLVED to approve staff recommendation to award Task Order CH-RE-15-09 for the Source Water Quality Assessment to CH2M in the amount of \$280,959.00 and authorize the General Manager to sign the contract.

Customer Deposit Refund Recommendation: Customer Accounts Director Teresa Worley presented a recommendation on the Customer Deposit Refund procedure.

Customer deposits are collected from new customers and retained for two years. If after two years the customer has a good payment history, the deposit is returned to the customer by applying it to their account. A good payment history is defined as 8 or less late fees, no disconnects, no NSF's and no liens during the prior 24-month period. If a customer doesn't qualify for a refund after two years, the account will be reviewed every six months (April and October) using the same criteria.

As of January 2016, there are 34,187 deposits on-hand totaling \$7,104,281. These deposits were collected between 1967 and 2015. Out of these deposits, 9,270 totaling \$1,038,556 have been retained for more than 7 years.

Our record retention schedule states that customer information will be retained for 7 years once the account is closed. Staff is recommending to change the CCWA Law and Policy Manual to refund customer deposits (except for mutli-family) that are more than 7 years old if during the past 24-months the customer has not been disconnected, not submitted an NSF check, CCWA has not put a lien on the property or written off charges to bad debt. Late fees will not be considered in determining if the customer is qualified for a deposit refund after 7 years. Accounts over 7-years old will be reviewed annually.

Staff recommends the following changes to the CCWA Law and Policy Manual..

**STATE OF GEORGIA
COUNTY OF CLAYTON**

RESOLUTION NO. 2016-01

WHEREAS, Georgia Laws 1955, page 3334, created the Board of the Clayton County Water Authority;

WHEREAS, the Clayton County Water Authority Board of Directors ("Board") has adopted a Clayton County Water Authority Law and Policy Manual; and

WHEREAS, the Board wishes to update the Clayton County Water Authority Law and Policy Manual.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED THAT:

Section 32. Customer Deposits. That Chapter 8 is hereby amended of the Clayton County Water Authority Law and Policy Manual to read as follows:

The Authority may require a refundable deposit up to an estimated two months water and/or sewer bill from any customer making application for service or a set amount based on meter size, depending on the type of account. Provided a satisfactory payment history has been established or upon proper notice and payment of the final bill when service has been discontinued refund of this deposit shall be made after the two (2) years from the date of the deposit. *If a refundable deposit is on file on an account for more than 7 years, the deposit will be refunded if the customer has a satisfactory payment history excluding late fees.* The Authority reserves the right to hold deposits on active multi-family accounts. Interest will not be paid on returns of deposit.

(Reference minutes of February 3, 1966 Page 100, November 21, 1972 Page 268, December 13, 1972 Page 272, June 4, 2009 Page 4178, September 3, 2009 Page 4204, June 4, 2015 Pages 5070-5074)

Section 2. General Authority. From and after the adoption of this Resolution, the Board and the proper members, agents and employees of the Board are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the intent of this Resolution.

Section 3. Actions Ratified, Approved, and Confirmed. All acts and doings of the members of the Board which are in conformity with the purposes and intents of this

Resolution shall be, and the same hereby are, in all respects ratified, approved, and confirmed.

Section 4. Recordation. This Resolution shall be recorded in the minutes of the Board.

Section 5. Severability of Invalid Provisions. The sections, paragraphs, sentences, clauses, and phrases of this Resolution are severable, and if any phrase, sentence, paragraph, or section of this Resolution shall be declared illegal by the valid judgment or decree of any court of competent jurisdiction, such an illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Resolution.

Section 6. Repealing Clause. All resolutions or parts thereof of the Board in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section 7. Effective Date. This Resolution shall become effective upon its adoption.

SO RESOLVED this 4th day of February 2016.

Clayton County Water Authority:

John Chafin, Chairperson

Attest:

John Westervelt, Secretary/Treasurer

APPROVED AS TO FORM:

Steven M. Fincher, Attorney for
Clayton County Water Authority

UPON MOTION by John Westervelt and second by Dr. Cephus Jackson, it was
RESOLVED to approve staff recommendation to approve Resolution No. 2016-01.

Executive Session

UPON MOTION by Rodney Givens, second by Marie Barber it was unanimously
RESOLVED to enter Executive Session to discuss legal and personnel matters.

Approval of Executive Session Minutes

UPON MOTION by Dr. Cephus Jackson, second by Rodney Givens it was unanimously
RESOLVED to approve the Executive Session minutes of February 4, 2016.

UPON MOTION by Marie Barber, second by Sophia Haynes it was unanimously
RESOLVED to reconvene Open Session.

Updates from the Board Members and General Manager

General Manager, Mike Thomas, provided the Board an overview of the Huie Site Recreation Concept Plans as developed by our consultant, Lose and Associates. Based on input from the Board and CCWA staff, the concepts plans will be modified to produce a proposed final Master Plan.

Chairman Chafin appointed a committee of Board Members and CCWA staff to research and propose options for the potential implementation of special rates for economically

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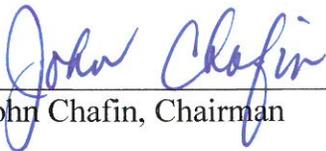
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disadvantaged senior citizens. Chairman Chafin appointed Ms. Marie Barber to chair the Committee and added new Board Member, Mr. Robin Malone and CCWA staff Teresa Worley, Karen Riser, and Allison Halron.

Adjourn

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

RESOLVED to adjourn the Board Meeting at 4:07 p.m., there being no further business to come before the Board of Directors.



John Chafin, Chairman



John Westervelt, Secretary/Treasurer

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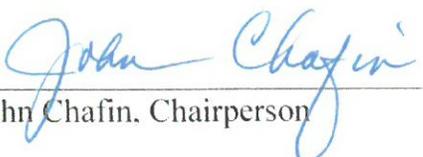
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Clayton County Water Authority:



John Chafin, Chairperson

Attest:



John Westervelt, Secretary/Treasurer

APPROVED AS TO FORM:



Steven M. Fincher, Attorney for
Clayton County Water Authority

