

**MINUTES OF BOARD MEETING: December 6, 2018**  
**HENRY COUNTY WATER AUTHORITY**

**I. CALL TO ORDER/ATTENDANCE**

A regular meeting of the Henry County Water Authority Board, duly advertised, was held on Thursday, December 6, 2018, at the Authority's Administrative offices located at 1695 Highway 20 West, McDonough, GA. Mr. James C. Carter, Jr., Chairman, called the meeting to order at 8:05 a.m. The following members were present: James C. Carter, Jr., Carlotta Harrell (via teleconference), Harold, Jenkins, Roslyn Williams and Warren Holder. The following Authority staff was present: Lindy D. Farmer, Jr., General Manager; Kim Osborne, Clerk; Tony Carnell, Deputy Manager; Roderick Burch, Scott Harrison, Scott Sage, PE – Division Managers; Claudia Cooper, Human Resources; Allan Branan, Inspections Manager; Bill Banks, CIP Coordinator; Consultants: Andy Welch, Smith, Welch, Webb & White

**II. VISITORS None**

**III. ACCEPTANCE OF AGENDA**

Mr. Carter presented the Agenda which was approved by the Board on a Motion made by Mr. Jenkins and seconded by Mrs. Williams. The motion carried unanimously (5-0).

**IV. REPORT OF ATTORNEY**

Mr. Welch advised he had no matters on which to report.

**V. REPORT OF GENERAL MANAGER**

2019 Annual Labor Contracts

Mr. Alan Branan discussed bids for the 2019 Annual Labor Contracts for meter change-out and for waterline replacement, relocation and repair. He advised that M & E Construction was awarded the contract in 2018 for meter change out and service line replacement services, and that the contract provides for a second year option to extend the contract at the same pricing. It was the recommendation of staff that the Board approve the second year option under the 2018 contract with M & E Construction for these services utilizing the 2018 contract pricing (\$531,477.50). Mr. Carter opened the floor for additional questions/discussion. There being none, a motion was made by Mr. Holder and seconded by Mr. Jenkins to exercise the second year option under the 2018 contract with M & E Construction as recommended by staff. The motion carried unanimously (5-0).

Mr. Branan also discussed the bid process for the 2019 water line replacement, relocation and repair projects. He advised that Callaway Grading currently holds the 2018 contract, however, has notified the Authority that it has elected not to extend the contract for a second year. Therefore, the Authority's staff issued an advertisement for bids for the 2019 contract. Mr. Branan advised that only one bid was received which was submitted by Universal Underground Utility Contractors,

Inc. (“UUUC”) in the amount of \$566,036.00. He advised that the Authority has utilized the services of UUUC in the past (2016). He explained that the bid process was based on unit pricing for five Authority projects planned for 2019. Staff has reviewed the bid submitted by UUUC and is satisfied with the numbers submitted. Mr. Farmer advised that due to the upturn in the economy it has been difficult to attract bidders for the Authority’s projects. He advised against rebidding for this contract and indicated he is satisfied with the numbers submitted by UUUC. Following discussion, motion was made by Mrs. Harrell and seconded by Mrs. Williams to accept the bid submitted by UUUC in the amount of \$566,036.00 for the 2019 annual labor contract for waterline replacement, relocation and repair. The motion carried unanimously (5-0).

#### Rex Road Lift Station and Force Main

Mr. Sage addressed the Board concerning the Rex Road Lift Station/Force Main project. Utilizing a power point presentation, he explained the scope of the project which will serve Fairview Elementary School Campus. He noted that the Authority has entered into an intergovernmental agreement with the Board of Education under which the Authority will provide design and construction services for this project which has a scheduled completion date of July, 2019. Mr. Sage advised that the project provides for the installation of 9400’ of force main as well as the construction of a lift station and that the project was bid with two different construction divisions. He reported that MidSouth Builders submitted the low bid for both divisions: \$697,978 for the force main project and \$306,715 for the lift station project. However, he noted that with the total of the two division construction bids, the estimated overall project cost of \$900,000 as set forth in the intergovernmental agreement with the BOE, would be exceeded. Mr. Sage also noted that in addition to the construction costs, there are other fees associated with the project such as design, capacity, O & M and legal fees. He advised that the total project cost including construction and other fees is \$1,303,400. The BOE has been notified of the overage. Mr. Welch advised that the Authority’s Board should approve the contracts with MidSouth Builders subject to BOE funding and concurrence with the cost overage for the project. Mr. Farmer advised that staff has reviewed all options in an effort to contain costs for the BOE, and noted that the current market is driving these costs. Mr. Carter summarized that the Authority’s Board is voting to accept the apparent low bid submitted by MidSouth Builders for each division of the Rex Road Lift Station and Force Main project in the total amount of \$1,004,693; subject to BOE funding for the project; and subject to approval by the BOE that it will pay the overage on the project of approximately \$400,000. Motion was made by Mr. Holder and seconded by Mr. Jenkins to award the Rex Road Lift Station and Force Main Project to MidSouth Builders in the amount of \$1,004,693 subject to funding by the BOE; and subject to the BOE’s approval of the overage in the approximate amount of \$400,000. Motion carried unanimously (5-0).

## **VI. PROJECTS AND ADJUSTMENTS**

The following projects were reported to be within Authority policy by Mr. Farmer, and recommended for Board approval.

New Projects: None

Developer Projects: DEV1004 Park Place at Avalon Phase 2

Budget Adjustments: None

There being no questions, Motion was made by Mrs. Williams and seconded by Mr. Jenkins to approve the projects as presented. The motion carried unanimously (5-0).

**VII. APPROVAL OF MINUTES** – November 8, 2018 Regular Board Meeting

The Minutes of the Board's regular meeting held on November 8, 2018 were approved on motion made by Mrs. Harrell and seconded by Mr. Jenkins. The motion carried unanimously (5-0).

**VIII. NEW BUSINESS**

A discussion was held concerning the scheduling of the Board's January, 2019 meeting. Motion was made by Mr. Holder and seconded by Mrs. Harrell to hold the meeting on Thursday, January 10, 2019 at a.m. The motion carried (3-0). Mrs. Williams and Mr. Jenkins abstained.

**IX. EXECUTIVE SESSION**

The Board took a brief recess at 8:37 a.m. Motion was made by Mrs. Williams and seconded by Mr. Jenkins to enter into an Executive Session at 8:40 a.m. in order to discuss personnel matters. The motion carried unanimously (5-0).

Motion was made by Mrs. Williams and seconded by Mrs. Harrell to return to open session at 9:22 a.m. The motion carried unanimously (5-0).

**X. ADJOURNMENT**

Motion was made by Mrs. Harrell and seconded by Mrs. Williams to authorize the Chairman to execute the affidavit concerning Executive Session matters; and to adjourn the meeting at 9:22 a.m. The motion carried unanimously (5-0) and the meeting was adjourned.

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James C. Carter, Jr., Chairman

Kimberly Turner Osborne, Clerk

