

**MINUTES OF BOARD MEETING: February 5, 2016 – 8:00 a.m.
HENRY COUNTY WATER AUTHORITY**

I. CALL TO ORDER/ATTENDANCE

A regular meeting of the Henry County Water Authority Board, duly advertised, was held on Friday, February 5, 2016, 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 8:00 a.m. The following members were present: James C. Carter, Jr., Rick Jeffares, Harold Jenkins, Carlotta Harrell and Mike Barr.

The following Authority staff and consultants were present:

Lindy D. Farmer, Jr., General Manager
Tony Carnell, Deputy Manager
Kim Osborne, Clerk
Roderick Burch, CFO, Division Manager
Scott Sage, Division Manager, Engineering
Pat Hembree, Division Manager, Water & Wastewater
Scott Harrison, Division Manager, Operations
Bill Banks, CIP Coordinator
Andy Welch, Smith, Welch, Webb & White

II. ACCEPTANCE OF AGENDA

Mr. Carter presented the Agenda for approval by the Board. There were no amendments. Motion was made by Mr. Jeffares and seconded by Mr. Barr to accept the Agenda as presented. The motion carried (5-0).

III. VISITORS None

IV. REPORT OF ATTORNEY

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

V. REPORT OF GENERAL MANAGER

- Quarterly Financial Update

Mr. Roderick Burch, CFO, gave a presentation concerning the Authority's quarterly financial position. He advised that water and sewer sales are where we projected they would be for the first six months. Connection fees are also where projected and meter sales are about 100 per month. Revenue from the two mil tax is increasing and collections of property tax by Tax Commissioner Curry continues to be good. However, the Authority is losing revenue from the collection of ad valorem taxes on motor vehicles due to the TAVT

tax which was approved a few years ago. Mr. Burch reviewed budget to actual expenditures and noted that we are below 50% at 6 months. Mr. Burch discussed cash and investments as well as debt service. The Authority currently has total debt of \$230 million funded by revenue bonds and GEFA loans. Mr. Burch also discussed methods for funding future projects outlined in the Authority's capital improvement plan which covers a span of 45 years.

- Contract/Bid Recommendation – Administration Building Renovations

Messrs. Scott Sage, P.E. and Patrick Kelley, P.E. addressed the Board concerning bids received for the renovations to the customer service area of the Authority's Administration Building. Mr. Kelley advised that five qualified contractors submitted bids for the project as follows:

KR-Witwer	\$ 935,412.00
CWI Constriction	\$ 990,630.00
Sunbelt Builders	\$1,027,000.00
Artlantic, Inc.	\$1,106,400.00
Compucraft	\$1,239,000.00

Mr. Kelley noted that the bids received also included an additive alternate bid for HVAC equipment which the Authority may choose to include with the project. He advised that staff completed a detailed evaluation of the five bids received, with assistance from Wakefield Beasley & Associates, and it was recommended that KR-Witwer be selected as the General Contractor for this project. It was noted that the bid submitted by KR-Witwer in the amount of \$935,412.00 does not include the air scrubber alternative which would be an additional cost of \$4,500.00. Motion was made by Mr. Jenkins and seconded by Mr. Barr to award the contract to KR-Witwer as recommended by staff. Mr. Carter called the vote and the motion carried unanimously (5-0).

- Contract/Bid Recommendation – East Henry Storage Tank

Mr. Sage presented bids received for the construction of the East Henry Storage Tank from the following contractors:

Landmark Structures	\$3,751,000
CB&I	\$3,311,000
Caldwell Tanks, Inc.	\$3,530,000

The Engineering Department reviewed CB&I's bid submittal package to ensure that all information required had been properly completed and submitted. It was noted that the Authority's consultant had conducted a prequalification process prior to letting the bid. It was the recommendation of engineering staff that contract be awarded to CB&I. The contract has been submitted to Mr. Welch's office for his review. Mr. Sage requested

the Board take action to approve the project and award of the contract to CB&I subject to Mr. Welch's review of the contract.

Motion was made by Mr. Jeffares and seconded by Mr. Barr to accept the apparent low bid of CB&I in the amount of \$3,751,000 for the construction of the East Henry Storage Tank subject to Mr. Welch's review and approval of the contract with CB&I. Mr. Carter open the floor for further discussion. He noted that the project may come in under budget. There being no further discussion, the motion carried unanimously (5-0).

VI. PROJECTS AND ADJUSTMENTS

The following projects were presented for approval by the Board:

EXT3237B	Towaliga WTP Windows & Doors
WATDIST3129A1	East Henry Storage Tank Construction
EXT3527	BCIC Force Main Flow Transfer Design

Mr. Farmer advised that the projects are in compliance with Authority policy. Mr. Carter opened the floor for further discussion. A motion was then made by Mr. Jeffares and seconded by Mr. Barr to approve the projects as presented. The motion carried unanimously (5-0).

Budget Adjustments

HCDOT3505 Peeksville Road Bridge Fencing

Mr. Scott Harrison addressed the Board concerning the requested budget adjustment. He advised that the original fencing contractor was unable to complete the project in accordance with the Authority's specifications. Therefore, a second contractor was retained to complete the project. Mr. Carter opened the floor for further discussion, after which Mr. Barr made a motion to approve budget adjustment as presented. Mr. Jeffares seconded the motion and it carried unanimously (5-0).

VII. APPROVAL OF MINUTES – January 14, 2016 Regular Board Meeting

Mr. Carter opened the floor for discussion and approval of the minutes of the Authority's regular meeting conducted on January 14, 2016. There were no revisions and a Motion was made by Mr. Barr and seconded by Mr. Jenkins to approve the minutes as submitted. The motion carried unanimously (5-0).

VIII. OTHER BUSINESS

Mr. Carter noted that the Board will hold its annual work session meeting in May. He requested members give thought to possible topics for discussion. It was decided that the meeting would be held at the Authority's Walnut Creek wastewater treatment facility.

IX. EXECUTIVE SESSION NONE

X. ADJOURNMENT

Motion was made by Mr. Jeffares and seconded by Mr. Barr to adjourn the meeting at 9:15 a.m. The motion carried unanimously (5-0) and the meeting was adjourned.

James C. Carter, Jr., Chairman

Kimberly Turner Osborne, Clerk