

MINUTES OF BOARD MEETING: January 9, 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 Tuesday, January 9, 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 8:00 a.m. The following members were present: James C. Carter, Jr., Harold Jenkins, Carlotta Harrell, Roslyn Williams and Warren Holder.

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
Randy Crumbley, Manager of Engineering
Allan Branan, Inspections
Bill Banks, CIP Coordinator
A.J. Welch, Jr., Smith, Welch, Webb & White
Chris Wood, PhD, JWA

II. VISITORS None

III. ACCEPTANCE OF AGENDA

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

IV. ELECTION OF OFFICERS (2018)

Mr. Carter yielded the floor to Mr. Farmer who facilitated the nominations for the office of Chairman of the Authority's Board. Mrs. Harrell nominated Mr. Carter to continue to serve in that office, and the nomination was seconded by Mr. Jenkins. There were no further nominations, and the nominations were closed and the vote was called. Mr. Jenkins, Mrs. Harrell, Mr. Holder and Mrs. Williams voted in favor of the nomination. Mr. Carter abstained from the vote. The nomination carried with a vote of (4-0-1). Mr. Carter expressed appreciation for the nomination. He thanked the members of the Board for the opportunity to serve with them as well as the confidence they have shown in him by nominating him to continue as Chairman.

Mr. Farmer yielded the floor to Mr. Carter who facilitated nominations for the remaining officer positions. He opened the floor for nominations for the office of Vice Chairman. Mr. Holder nominated Mr. Jenkins to continue to serve as Vice Chairman. Mrs. Harrell seconded the nomination. Mr. Carter called for additional nominations. There were none and the nominations were closed on motion made by Mr. Holder and seconded by Mrs. Williams. The motion carried (4-0-1) with Mr. Jenkins abstaining. Mr. Carter called for a vote on the nomination of Mr. Jenkins as Vice Chairman. Mr. Holder, Mrs. Williams, Mr. Carter and Mrs. Harrell voted in favor. Mr. Jenkins abstained from the vote. The motion carried (4-0-1).

Mr. Carter opened the floor for nominations for the position of Secretary. Mr. Jenkins nominated Mrs. Harrell and Mr. Holder seconded the nomination. Mr. Carter called for any further nominations. There were none and a motion was made by Mr. Holder which was seconded by Mrs. Williams to close the nominations. The motion carried (4-0-1) with Mrs. Harrell abstaining. Mr. Carter called for a vote on the nomination of Mrs. Harrell as Secretary. Mr. Jenkins, Mr. Holder, Mr. Carter and Mrs. Williams voted in favor of the nomination. The motion carried (4-0-1) with Mrs. Harrell abstaining.

Mrs. Kim Osborne was nominated by Mr. Carter to continue to serve as the Authority's Clerk. There were no other nominations, and a motion was made by Mrs. Williams and seconded by Mr. Jenkins to confirm the nomination of Mrs. Osborne to continue to serve as the Authority's Clerk. The motion carried (5-0).

V. APPROVAL OF 2018 MEETING SCHEDULE

Mr. Carter opened the floor for discussion of the Board's meeting schedule for the coming year. It was agreed that the Board meet on the second Thursday of each month, with some exceptions (as noted). The Board will meet on the following dates:

February 8, March 8, April 12, May 8 (second Tuesday), June 14, July 12, August 9, September 13, October 11, November 8 and December 6 (first Thursday).

The meetings will be held at the Authority's Administrative Offices located at 1695 Highway 20 West, McDonough, Georgia, and will begin at 8:00 a.m.

A motion was made by Mrs. Harrell and seconded by Mrs. Williams to adopt Resolution No. 2018-01 which establishes the regular meeting dates of the Board as set forth above. The motion carried (5-0).

VI. REPORT OF ATTORNEY (A. J. Welch, Jr.)

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

VII. REPORT OF GENERAL MANAGER

Award of 2018 Annual Labor Contracts (Scott Sage/Allan Branan)

Mr. Allan Branan presented bids received for the Authority's 2018 annual labor contracts for water line/water meter installation and water service line replacement. He advised that in response to the Authority's advertisement for bids, the following bids were received:

2018 Annual Labor Contract for Water Line Installation

Callaway Grading	\$1,030,133.00
Universal Underground Utility Contractors	\$1,510,291.00

Mr. Branan advised that the contractors were required to provide unit pricing for each line item listed within the contract bid tabulation sheet, however, no quantities were provided prior to the bid opening. The bid prices were then inserted into the official Bid Selection Form which was used to determine the apparent low bidder. Mr. Branan advised that the Bid Selection Form included quantities from five upcoming Authority projects and was the basis for evaluating bids. The Authority's staff completed a thorough review of each bid package, and conducted both a financial review as well as customer reference checks. It was determined that the apparent low bidder was Callaway Grading, and it was the recommendation of the Authority's Engineering Staff to award the 2018 annual labor contract for water line installation to Callaway Grading.

2018 Annual Labor Contract for Water Meter and Service Line Replacement

M&E Construction	\$531,572.50
McDonough Construction Services, Inc.	\$618,400.00

Mr. Branan advised that the contractors submitting bids for the 2018 Annual Labor Contract for Water Meter and Service Line Replacement were requested to provide unit pricing based on provided estimated quantities. The Engineering Staff completed a review of each bid package and conducted a financial review of each contractor as well as customer reference checks. Based upon that review, it was the recommendation of Engineering Staff that M&E Construction be awarded the contract for 2018.

Mr. Carter opened the floor for further discussion. Mrs. Harrell inquired whether the Authority has utilized the services of either of these contractors in the past. Mr. Branan advised that the Authority has worked with Callaway Grading in the past, but this will be the first time that the Authority has utilized the services of M&E Construction. Mrs. Harrell questioned whether M&E will be able to stay within the Authority's budget. Mr. Branan advised that M&E has been in business for 30 years and will be able to work within the Authority's budget. He advised that it is the Authority's goal to replace about 500 meters per month this year. Mr. Sage pointed out that this contract will primarily be for meter replacement this year versus water line replacements. Mr. Farmer concurred with the recommendation of the Authority's staff. There being no further discussion, Motion was made by Mr. Holder and seconded by Mrs. Williams to award the 2018

annual labor contracts to Callaway Grading and M&E Construction Services, Inc. in accordance with the recommendation of Authority staff. The motion carried (5-0).

Presentation – Project Approval Process (Tony Carnell/Randy Crumbley)

Mr. Crumbley gave a presentation concerning the Authority’s project review process under Article II of the Authority’s Water Use Ordinance. He explained the different types of projects (Authority, Developer, SPLOST) and the Engineering Department’s process for reviewing these projects. Mr. Carnell reviewed the Authority’s Residential Line Extension Policy and the requirements which must be met in order to extend service to a resident under this policy. He also discussed the process utilized by the Authority to determine sizing for water and sewer lines. He advised that the Authority’s staff will utilize the results of a water model to determine the line size for a water line which will be based on the use of the property in the project area. Mr. Carnell noted that the county has several sewerage basins and he discussed the process for sizing new sewer lines based on the needs identified in that particular basin. Mr. Farmer noted that the Authority relies heavily on the County’s Comprehensive Land Use Plan to determine line sizing for water and sewer lines. He stated that the Authority’s Engineering Staff closely monitors rezonings in the county because those can affect line sizes and developer requirements for line extensions. Mr. Farmer advised that no water or sewer lines are constructed without Board approval.

Media Relations Report (Chris Wood, PhD, JWA PR)

Dr. Wood reported concerning recent media relations activities. A written report and clip file was also provided.

VIII. PROJECTS

The following projects were presented for approval by the Board:

New Projects: WATDIST3129G	East Lake Booster Pump Modifications
WATDIST3129H	Tussahaw WTP Pump Modifications

Mr. Farmer advised that the projects are in compliance with Authority policy. He advised that there are no budget adjustments. Mrs. Williams made a motion to approve projects as presented. Mr. Jenkins seconded the motion and it carried unanimously (5-0).

IX. APPROVAL OF MINUTES – December 7, 2017 Regular Board Meeting

Mr. Carter opened the floor for discussion and approval of the minutes from the Authority’s regular meeting conducted on December 7, 2017. There were no revisions and a Motion was made by Mrs. Harrell and seconded by Mrs. Williams to approve the minutes as submitted. The motion carried unanimously (5-0).

X. OLD BUSINESS

Mr. Carter inquired concerning the status of the Airport Sewer project. Mr. Sage advised that Notice to Proceed will be issued on January 22nd for Phase II of the project, which is expected to be a three-month build. He reported that he has received the final invoice to wrap up Phase I. He has not yet determined the status of the funding shortfall for the project.

XI. EXECUTIVE SESSION NONE

XII. ADJOURNMENT

Motion was made by Mrs. Harrell and seconded by Mrs. Williams to adjourn the meeting at 8:58 a.m. The motion carried unanimously (5-0) and the meeting was adjourned.

James C. Carter, Jr., Chairman

Kimberly Turner Osborne, Clerk