

**MINUTES OF BOARD MEETING: January 14, 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 Thursday, January 14, 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 8:06 a.m. The following members were present: James C. Carter, Jr., Harold Jenkins, Carlotta Harrell, Rick Jeffares 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
A.J. Welch, Jr., Smith, Welch, Webb & White
Pedro Rossello, PE, President, ESI Consultants
Scott Hennessey, PE, Vice President, ESI Consultants

II. VISITORS None

III. ACCEPTANCE OF AGENDA

Mr. Carter presented the Agenda and advised that an amendment would be necessary in order to include an item under the General Manager's Report for discussion of 2016 annual labor contracts. There were no other amendments. Motion was made by Mr. Jeffares and seconded by Mr. Barr to accept the Agenda as presented. The motion carried (5-0).

IV. ELECTION OF OFFICERS (2016)

Mr. Carter yielded the floor to Mr. Farmer to facilitate nominations for the Board's officer positions for 2016.

Mr. Farmer opened the floor for nominations for Chairman of the Authority's Board. Mr. Carter was nominated by Mrs. Harrell and the nomination was seconded by Mr. Barr. There were no other nominations and a motion was made by Mrs. Harrell and seconded by Mr. Jeffares to close the nominations. The motion carried 4-0. The vote was called and the nomination carried with Members Jeffares, Harrell, Jenkins and Barr all voting in favor. Mr. Carter abstained from voting.

The floor was then opened for nominations for Vice Chairman of the Authority's Board. Mr. Jenkins nominated Mr. Jeffares for the position and the nomination was seconded by Mr. Barr. There were no other nominations and a motion was made by Mr. Barr seconded by Mr. Jenkins to close the nominations. The motion carried 4-0. The vote was called and the nomination carried with Members Carter, Harrell, Barr and Jenkins voting in favor. Mr. Jeffares abstained from voting.

The floor was opened for nominations for Secretary of the Authority's Board. Mrs. Harrell was nominated by Mr. Jeffares and the nomination was seconded by Mr. Barr. There were no other nominations and a motion was made by Mr. Jeffares and seconded by Mr. Jenkins to close the nominations. The motion carried 4-0. The vote was called and the nomination carried with Members Carter, Jeffares, Jenkins and Barr voting in favor. Mrs. Harrell abstained from voting.

Mrs. Kim Osborne was nominated by Mrs. Harrell to continue to serve as the Authority's Clerk. The nomination was seconded by Mr. Jenkins. There were no other nominations and motion was made by Mrs. Harrell and seconded by Mr. Barr to close the nominations. The motion carried 5-0. The vote was called and the nomination carried with all members voting in favor.

Following the nomination of officers, Mr. Carter stated that he is honored to continue to serve as the Authority's Chairman and expressed his appreciation for the confidence the Board has placed in him to serve in this position.

V. APPROVAL OF 2016 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 meeting dates were announced as follows:

February 5 (Friday), March 8 (Tuesday), April 14, May 16 (Monday), June 9, July 14, August 11, September 8, October 13, November 10 and December 8.

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 Mr. Barr and seconded by Mr. Jenkins to adopt Resolution No. 2016-01 which establishes the regular meeting dates of the Board as set forth above. The motion carried unanimously.

VI. REPORT OF ATTORNEY

Mr. Welch reported to the Board concerning the Fairview Sewer Line extension project. He advised that Scott Sage has sent a notice to affected property owners concerning the project. Approximately 80% of those have given consent for Carter & Sloop to perform surveying activities on their property. Some property owners have not responded, therefore a second letter will be sent.

Mr. Welch advised that he and staff are working to prepare an agreement with Clayton County Water Authority to provide sewage treatment services.

V. REPORT OF GENERAL MANAGER

30 Year Master Plan Update – ESI Consultants (Pedro Rossello, PE/Scott Hennessey, PE)

Messrs. Rossello and Hennessey gave a power point presentation concerning the Authority’s 30 year (2015-2045) master plan for water and wastewater projects.

Big Cotton Indian Creek Force Main – Emergency Repairs

Mr. Sage reported concerning emergency repairs to the Big Cotton Indian Creek Force main due to the major flooding which hit our area during the Christmas holidays. He discussed the causes of the line failure and future CIP projects/options for redirecting the flow from Big Cotton in case of future flooding events. Mr. Carnell commended Authority staff as well as its annual labor contractor for working to get this issue resolved.

Recommendation of Award of 2016 Annual Labor Contracts

Mr. Sage discussed bids received for the Authority’s annual labor water line and water service line installation contracts. He advised that a bid notification was advertised and the Authority’s construction manager also contacted approximately 9 utility contractors to determine interest in bidding. Mr. Sage advised that the contractors who were contacted were those with whom the Authority had previous experience.

Bids for the annual labor water line installation contract were received from the following contractors:

| | |
|---|----------------|
| Universal Underground Utility Contractors | \$1,113,531.00 |
| Layne Heavy Civil | \$1,650,206.95 |
| Rockdale Pipeline, Inc. | \$9,766,473.40 |

The apparent low bid was determined by utilizing unit pricing provided for each line item listed within the contract bid tabulation, however, no quantities were provided prior to bid opening. At the bid opening, each bidder was issued a copy of the official bid selection form which included quantities from five upcoming HCWA projects which were the basis for evaluating the bids. The apparent low bidder was then determined to be Universal Underground Utility Contractors. It was the recommendation of staff that Universal be awarded the 2016 annual labor water line installation contract. Due to the pricing differential, it was recommended that no secondary contractor be selected.

Mr. Farmer advised that he was in agreement with staff recommendation. Therefore, a motion was made by Mr. Jeffares and seconded by Mr. Barr to award said contract to Universal in accordance with staff recommendation. The motion carried unanimously (5/0).

Bids for the annual water service line installation contract were received from the following contractors:

| | |
|---------------------------------------|----------------|
| McDonough Construction Services, Inc. | \$ 244,450.00 |
| Layne Heavy Civil | \$ 492,041.20 |
| Metals & Materials Engineers | \$2,950,867.50 |

Mr. Sage advised that contractors bidding on this contract were requested to provide unit pricing based on provided estimated quantities. The apparent low bid was submitted by McDonough Construction Services, Inc. It was staff's recommendation that the annual labor contract be awarded to McDonough Construction.

Mr. Farmer was in agreement with staff recommendation, and a motion was made by Mrs. Harrell and seconded by Mr. Barr to award said contract to McDonough Construction Services as stated. Motion carried unanimously (5/0).

Staff further recommended that due to the lack of ongoing sewer line projects, no action be taken at this time on the annual labor sewer line installation contract.

Media Relations Report (Chris Wood, PhD)

Dr. Wood reported concerning recent media coverage. A written report was also provided.

Announcements:

Mr. Farmer announced that the Henry County Chamber of Commerce's Annual Banquet is scheduled for February 6, 2016.

VI. PROJECTS

The following projects were presented for approval by the Board:

| | |
|----------|--|
| EXT2687A | Big Cotton Indian Creek Force Main Repair & Replacement |
| EXT3475 | Pinehurst Water Line Replacement |
| EXT3519 | Panola Lombard Service & Iperl Meter Replacement |
| EXT3521 | Scarborough, Church, Whirlaway Service & Iperl Replacement |
| EXT3522 | Sorrow Road Water Line Extension |

Mr. Farmer advised that the projects are in compliance with Authority policy. Mr. Carter opened the floor for further discussion. A question was presented concerning the cost of the Big Cotton Indian Creek Force Main repairs. Mr. Carnell estimated the cost to be around \$180,000, but cautioned this is only an estimate.

The following budget adjustments were presented and discussed:

EXT1405 McCullough Rd PVC Abandonment
ADMIN3447 Building Remodel Customer Service
ADMIN3448 Administration Building HVAC

Mr. Barr made a motion to approve projects and adjustments as presented. Mrs. Harrell seconded the motion and it carried unanimously. (5-0).

Mr. Carter inquired about the status of the East Lake Round About. Mr. Sage advised that the bore is complete and the tie-in should be complete around the first of March. This will be complete before the intersection work commences. The Authority was able to assist by providing some dirt for the project which alleviated the need to remove dirt around the Authority's transmission line.

VII. APPROVAL OF MINUTES – December 8, 2015 Regular Board Meeting

Mr. Carter opened the floor for discussion and approval of the minutes of the Authority's regular meeting conducted on December 8, 2015. There were no revisions and a Motion was made by Mr. Jeffares and seconded by Mr. Barr to approve the minutes as submitted. The motion carried unanimously (5-0).

VIII. OTHER BUSINESS NONE

IX. EXECUTIVE SESSION NONE

X. ADJOURNMENT

Prior to adjournment, Mr. Barr commended the Authority's staff for their efforts to make repairs to the Big Cotton Indian Force Main on Christmas Day.

Motion was then made by Mr. Barr and seconded by Mr. Jenkins to adjourn the meeting at 9:43 a.m. The motion carried unanimously (5-0) and the meeting was adjourned.

James C. Carter, Jr., Chairman

Kimberly Turner Osborne, Clerk