

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, December 6, 2007

Chairman, Pete McQueen, called the meeting to order at 1:30 p.m.

Present at the meeting were: Chairman, Pete McQueen, Vice Chairman, Lloyd Joiner, Secretary/Treasurer, Marie Barber, Board Members, John Westervelt, John Chafin and Doug Bonner. General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Department Managers, Guy Pihera, Herbert Etheridge, Teresa Adams, Jim Poff and Terry Moy, Project Engineer, Mike Buffington, Finance Director, Emory McHugh, MIS Director, Rodney Crowell, Stormwater Program Manager, Kevin Osbey, Risk Manager, Karen Riser, Customer Accounts Director, Brian Robinson, Human Resources Director, Ed Durham, Public Information Officer, Suzanne Brown, and Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher, Denmark & Williams, Jay Kirk from CH2M Hill, David Enniss of Clayton County Family Care, Jack Dozier, Executive Director of Georgia Association of Water Professionals (GAWP) and the following employees: L. M. Hale, Phillip Champaign, Danny Haynes, Larry Edge, Billy VonDenBosch, Erin Brooks, James Drake, Johnny Meek, Richard Randolph, Charles Ecton, Jeff Jones, Reginald Jester, Eric Osborne, Ed Johnson, Lesley Rathburn, Terry Hicks, and Melissa Hammond. Board member, Wes Greene, was not present.

Chairman McQueen called on Billy VonDenBosch to give the invocation.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, November 1, 2007. Hearing none, the minutes were approved as presented.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, to give our financial report. Mr. McHugh reviewed the financial information that was given to the Board for the six-month period ending October 31, 2007.

Employee Recognition: Chairman McQueen called on Mike Thomas who stated that the Authority has several significant recognitions to do today. Mr. Thomas asked Terry Moy, our new Engineering Department Manager, to come forward.

The Wastewater Collection System Committee of the Georgia Association of Water Professionals (GAWP) has developed a society known as the Golden Manhole Society. This society is a group of individuals that have made great contributions in the area of Wastewater Collections, Management, Engineering and Design of these programs. Mr. Moy earned a lot of this recognition before he came to the Authority, which is a good reason to have him on board with us. Mr. Moy does have a great career

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in the Wastewater Collection field and has even been published in national standard books and also works on national committees. Mr. Thomas presented Mr. Moy a certificate and his Golden Manhole pin. Terry will be the fourth (4<sup>th</sup>) member of the Clayton County Water Authority to be inducted into the Manhole Society. No other utility has that distinction.

Mr. Thomas next introduced Jack Dozier, Executive Director of the Georgia Association of Water Professionals, who has made tremendous contributions to our industry. Mr. Dozier is the one and only Executive Director of the Association, having held that position for seventeen (17) years. Mr. Thomas asked Mr. Dozier to come today to present this year's GAWP awards.

Mr. Dozier stated that he feels a personal connection with the Authority because when he started with EPD thirty-two (32) years ago, the first project he had was Clayton County Water Authority's planning efforts. Mr. Dozier has a letter in his files from Harold Reheis and Ed Huie stating that Jack Dozier was going to come to Clayton County Water and introduce them to a new technology called "land application". Mr. Dozier added that he is very proud of the history and the connection he has with the Authority.

Mr. Dozier presented the award for the Distribution System of the Year award in the category of over fifty thousand (50,000) customers. This is the third (3<sup>rd</sup>) time that the Authority has won this award in the last five (5) years. These awards come with a lot of effort. There are teams of inspectors that go around the state who inspect, go through records and through processes.

Mr. Dozier next presented the award for the Wastewater Collection System of the Year. The Authority has won this award twice in the last three (3) years. Protecting our water resources is so important to the public and the Authority is to be commended.

Mr. Dozier also presented the Laboratory Quality Assurance Award for our lab located at the Terry R. Hicks Water Production Plant.

Chairman McQueen thanked Mr. Dozier for being with us today to present these awards to our employees and thanked the employees for all their hard work.

Chairman McQueen called on Teresa Adams, Manager of General Services, who introduced L. M. Hale, who has thirty-six (36) years with the Authority and Phil Champaign, who has nine (9) years. Ms. Adams added that L. M. and Phil retired last month but we wanted to congratulate and recognize them for their years of service and wish them the best in their retirement.

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Employee Service Recognition: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance and Construction, who introduced Richard Randolph, Administrator/Special Projects Coordinator, who has twenty-five (25) years of service with the Authority. Mr. Etheridge gave some background information on Richard and thanked him for his service and his friendship.

Chairman McQueen called on Brian Robinson, Customer Accounts Director, who introduced Ed Johnson, Meter Reading Supervisor, who has fifteen (15) years with the Authority. Ed started in the Meter Reading department and has worked his way up to his current position of Supervisor. Mr. Robinson congratulated Ed and presented him his fifteen (15) year pin.

Hardship Assistance Program Update: Chairman McQueen called on Ms. Barber who stated that she and Board member, John Chafin, both serve on the Clayton County Family Care Board of Directors. They would like to personally thank the Water Authority Board of Directors for approving assistance with the Hardship Program. Ms. Barber introduced David Ennis, Executive Director of Clayton County Family Care, who updated the Board on this assistance program.

Mr. Ennis thanked the Board for the need that the Authority has been able to meet in this past year. Clayton County Family Care is a non-profit organization located in Forest Park that has been in business since 1952 providing emergency assistance, homeless prevention services, housing, utilities, food and medicine. Clayton County Family Care became part of the United Way in the early 60's and has continued that relationship ever since. The agency serves about three thousand (3,000) people a year.

This year under our agreement with Clayton County Family Care we have done two hundred eleven (211) transactions. The line of credit from Clayton County Water Authority is twenty-one thousand dollars (\$21,000) and that amount lasted exactly eleven (11) months. The maximum allowance was set at one hundred fifty dollars (\$150) per household, per twelve (12) month period. Mr. Ennis thanked the Board and the Authority for our creativity and foresight in establishing this assistance program which has made a tremendous difference here in Clayton County.

Chairman McQueen thanked Mr. Ennis for being here today and for the relationship with Clayton Family Care and the Authority.

Chairman McQueen asked Guy Pihera, Manager of Water Production, to give the Board a water report.

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Mr. Pihera stated that the Authority is at seventy-eight percent (78%) of our reserves. Customers have reduced their demand by the “no-outdoor-watering” restrictions that are in place. The Authority is in good shape in the midst of the drought that is occurring.

Mr. Pihera added that the Authority has one production well that is fully operational and we have another well that is close to being serviceable and should be up and running in a couple of months.

Mr. Thomas stated that the Authority has one (1) more well that pumps directly into the Blalock reservoir, not into our distribution system. That well is operated almost full time at about one hundred thousand gallons (100,000) per day.

Water Meter Installation Proposals: Chairman McQueen called on Mr. Etheridge who presented the Annual Water Meter Installation, Water Service Line Renewal, Water Appurtenances Relocations, and Backflow Retrofit Contract.

| Vendor  | Score | Proposal                   |
|---|-------|----------------------------|
| The Dickerson Group<br>Lawrenceville, GA          | 90.0  | \$1,313,650.00             |
| Mack Jones Enterprises<br>Flowery Branch, GA      | 90.0  | \$1,690,715.00             |
| Brent Scarbrough Company, Inc<br>Fayetteville, GA | 78.8  | \$1,502,627.50             |
| Metals & Merchants Engineers, LLC<br>Suwanee, GA  |       | Proposal Withdrawn         |
| Scott & Sons Builders<br>Atlanta, GA              |       | No Bid Bond as<br>required |
| Tom Davidson & Sons<br>Sunnyside, GA              |       | No Proposal                |
| Boling Grading Company<br>Williamson, GA          |       | No Proposal                |
| Ronny D Jones Enterprises<br>Newnan, GA           |       | No Proposal                |
| Hall Construction<br>Hampton, GA                  |       | No Proposal                |
| Huff Grading & Pipeline<br>Dallas, GA             |       | No Proposal                |

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|   |  |             |
|---|--|-------------|
| Benton – Georgia<br>Douglasville, GS            |  | No Proposal |
| J Fletcher Creamer & Sons<br>Stone Mountain, GA |  | No Proposal |

Due to our need to provide a prompt and professional contractor to perform this work we issued a Request for Proposals (RFP) for our Annual Contract for this work. The responders to this RFP were evaluated based on responsiveness, experience, price and references and given a score (of 100 possible points):

An evaluation team consisting of Mike Bennett, Herbert Etheridge, and Karen Riser was appointed by Mr. Thomas to evaluate the Proposals and make a recommendation of award. After evaluating all the proposals the Evaluation Team recommends awarding this annual contract to The Dickerson Group for the contract period of January 1, 2008 – December 31, 2008 and that this contract be extendable for a second and third year at no changes in terms or conditions. Staff would also recommend that Mack Jones Enterprises be approved as the backup vendor in the event that The Dickerson Group cannot meet our Bonding/Risk Management Requirements, or perform to our expectations per the contract. Staff would also recommend that Metals & Merchants Engineers, LLC be permitted to withdraw their proposal and have their bid bond released. After meeting with this contractor it became apparent to both parties that they did not understand the scope of the contract.

During the past 12 months we have expended approximately \$450,000.00 under our existing contract. Due to economic conditions, sales of meters are down approximately 42% over the same period last year. We expect to expend approximately \$300,000.00 - \$350,000.00 under this contract over the 12 month period.

UPON Motion by Marie Barber and seconded by Lloyd Joiner it was unanimously

**RESOLVED:** to award the Annual Water Meter Installation, Water Service Line Renewal, Water Appurtenances Relocations, and Backflow Retrofit Contract to The Dickerson Group in the amount of one million three hundred thirteen thousand six hundred fifty dollars (\$1, 313,650.00) contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Mr. Etheridge continued with the Meter Installation Fee Adjustment proposal.

The CCWA has historically attempted to set Meter Installation Fees so that we recover our actual costs for these installations. Due to recent increases in costs of materials

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(copper, brass, etc), we are recommending that Meter Installation Fees be adjusted per the attached schedule effective March 1, 2008. This will permit builders to complete homes/developments that are currently under contract and give them time to adjust pricing on new homes/developments as needed. We will notify builders of this adjustment by mail. The last time that these fees were adjusted was in January 2007.

|                                  | <b>CCWA Current</b> | <b>Proposed 3/1/08</b> | <b>Increase</b> |
|----------------------------------|---------------------|------------------------|-----------------|
| Residential (no fire protection) |                     |                        |                 |
| Normal 5/8"                      | \$870.00            | \$870.00               | \$0.00          |
| Residential (no fire protection) |                     |                        |                 |
| Prestubbed 5/8"                  | \$320.00            | \$320.00               | \$0.00          |
| Non- Residential/Irrigation      |                     |                        |                 |
| Normal 5/8"                      | \$940.00            | \$940.00               | \$0.00          |
| Non- Residential/Irrigation      |                     |                        |                 |
| Prestubbed 5/8"                  | \$370.00            | \$370.00               | \$0.00          |
| Fire Connection- High Use        |                     |                        |                 |
| Normal 5/8"                      | \$940.00            | \$940.00               | \$0.00          |
| Fire Connection- High Use        |                     |                        |                 |
| Prestubbed 5/8"                  | \$370.00            | \$370.00               | \$0.00          |
| Residential (no fire protection) |                     |                        |                 |
| Normal 3/4"                      | \$900.00            | \$900.00               | \$0.00          |
| Residential (no fire protection) |                     |                        |                 |
| Prestubbed 3/4"                  | \$350.00            | \$350.00               | \$0.00          |
| Non- Residential/Irrigation      |                     |                        |                 |
| Normal 3/4"                      | \$970.00            | \$970.00               | \$0.00          |
| Non- Residential/Irrigation      |                     |                        |                 |
| Prestubbed 3/4"                  | \$400.00            | \$400.00               | \$0.00          |
| Fire Connection- High Use        |                     |                        |                 |
| Normal 3/4"                      | \$970.00            | \$970.00               | \$0.00          |
| Fire Connection- High Use        |                     |                        |                 |
| Prestubbed 3/4"                  | \$400.00            | \$400.00               | \$0.00          |

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|                                  | <b>CCWA Current</b> | <b>Proposed 3/1/08</b> | <b>Increase</b> |
|----------------------------------|---------------------|------------------------|-----------------|
| Residential (no fire protection) |                     |                        |                 |
| Normal 1"                        | \$970.00            | \$970.00               | \$0.00          |
| Residential (no fire protection) |                     |                        |                 |
| Prestubbed 1"                    | \$400.00            | \$400.00               | \$0.00          |
| Non- Residential/Irrigation      |                     |                        |                 |
| Normal 1"                        | \$1,040.00          | \$1,055.00             | \$15.00         |
| Non- Residential/Irrigation      |                     |                        |                 |
| Prestubbed 1"                    | \$470.00            | \$500.00               | \$30.00         |
| Fire Connection- High Use        |                     |                        |                 |
| Normal 1"                        | \$1,040.00          | \$1,055.00             | \$15.00         |
| Fire Connection- High Use        |                     |                        |                 |
| Prestubbed 1"                    | \$470.00            | \$500.00               | \$30.00         |
| Residential (no fire protection) |                     |                        |                 |
| Normal 1 1/2"                    | \$3,920.00          | \$3,970.00             | \$50.00         |
| Non- Residential/Irrigation      |                     |                        |                 |
| Normal 1 1/2"                    | \$3,920.00          | \$3,970.00             | \$50.00         |
| Fire Connection- High Use        |                     |                        |                 |
| Normal 1 1/2"                    | \$4,110.00          | \$4,290.00             | \$180.00        |
| Residential (no fire protection) |                     |                        |                 |
| Normal 2"                        | \$4,210.00          | \$4,215.00             | \$5.00          |
| Non- Residential/Irrigation      |                     |                        |                 |
| Normal 2"                        | \$4,210.00          | \$4,215.00             | \$5.00          |
| Fire Connection- High Use        |                     |                        |                 |
| Normal 2"                        | \$4,510.00          | \$4,590.00             | \$80.00         |

UPON Motion by Lloyd Joiner and seconded by Marie Barber it was unanimously

**RESOLVED:** to approve the recommended adjustment to the Meter Installation Fees per the above schedule effective March 1, 2008.

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Concrete Structure Proposals: Mr. Etheridge continued with the Concrete Structure Proposals and staff's recommendation to award this contract to DAF Concrete, Incorporated in the amount of twenty-nine thousand one hundred fifty dollars (\$29,150.00).

Clayton County Water Authority  
Annual Contract for Concrete Flatwork and Curb/Gutter RFP  
Proposal Tab Sheet  
December 2007

| Vendor                                    | Score | Proposal    |
|---|-------|-------------|
| DAF Concrete, Inc<br>Marietta, GA         | 92    | \$29,150.00 |
| The Dickerson Group<br>Lawrenceville, GA  | 91.5  | \$45,000.00 |
| Benton – Georgia<br>Douglasville, GA      | 82    | 65,362.50   |
| Teresi Works, Inc<br>Austell, GA          | 76.5  | \$62,625.00 |
| Larry Ford Construction<br>Ellenwood, GA  | 73    | \$70,832.50 |
| Ossat Concrete, Inc<br>College Park, GA   | 70    | \$58,037.50 |
| Ace Construction, Inc<br>Taylorsville, GA | 70    | \$58,300.00 |
| MB Enterprises<br>Atlanta, GA             | 69.3  | \$47,975.00 |
| Rhino Concrete<br>Jonesboro, GA           | 43.5  | \$21,000.00 |

Due to our need to provide a prompt and professional contractor to perform this work we issued a Request for Proposals (RFP) for our Annual Contract for Asphalt Patching. Our customers, as well as the Georgia DOT, City Managers and Clayton County Government Officials expect us to respond promptly to the restoration work of driveways, sidewalks, and curbing once maintenance activities have been completed. Proposals packages were sent to twenty (20) vendors, and nine (9) proposals were received. The responders to this RFP were evaluated based on responsiveness, general experience, price and references.

After evaluating all the proposals the staff recommends awarding this annual contract to DAF Concrete, Inc for the period of January 1, 2008 – December 31, 2008. We would

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also recommend that this contract be extendable for a second and third year at no changes in terms or conditions. Staff would also recommend that The Dickerson Group be approved as the backup vendor on an as needed basis in the event that DAF Concrete cannot respond to our needs or as volume of work may exceed their capacity, or if DAF Concrete cannot meet our Risk Management requirements.

Both of these vendors received very good recommendations from references provided.

The two recommended proposal prices are slightly lower than our current bid prices from three years ago.

UPON Motion by John Chafin and seconded by John Westervelt it was unanimously

RESOLVED: to approve staff recommendation to award this annual contract to DAF Concrete Incorporated for the period of January 1, 2008 – December 31, 2008, in the amount of twenty-nine thousand one hundred fifty dollars (\$29,150.00), contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Huie Wetlands Phase 4 Part 1 Summary: Chairman McQueen called on Mike Buffington, Program Management Engineer, who stated that this is an informational update on our Huie Wetlands Program along with a final summary of Phase 4, Part 1.

Treated effluent is pumped from the Casey WRF to the Huie site for further treatment on land application (LAS) and constructed treatment wetlands (CTW). To expand and upgrade treatment at the Huie site, the LAS will be converted to constructed wetlands in several phases. Phase 1 with a treatment capacity of 3.60 MGD was placed in service September 2005; Phase 2 with a capacity of 2.65 MGD was placed in service July 2006; and Phase 3 with a capacity of 3.12 MGD was placed in service July 2007.

The Huie CTW, Phase 4 project with a treatment capacity of 8.16 MGD will be constructed as two separate parts. This Part 1 project includes stabilization of Site A after timbering; construction of a new splitter box; distribution piping to the splitter box; piping modifications at the original splitter box; and 48-inch treated effluent line from the splitter box to the north loop line. All construction work on the Part 1 project is complete.

The Phase 4, Part 2 project including Site A constructed wetlands is currently under construction. Phases 1, 2, 3, and 4 will provide a combined treatment capacity of 17.53 MGD.

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Project Managers:

CH2M Hill, Engineers – Wayne Murphy (Design)  
CH2M Hill, Engineers – Dave Goddeyne (Construction Manager)  
Clayton County Water Authority – Mike Buffington

Phase 4, Part 1 Construction Contract Summary:

General Contractor – Gary’s Grading & Pipeline Co., Inc., Monroe, Georgia  
Bid Amount – \$1,432,280.20  
Final Change Order – Deduct (\$126,515.47)  
Final Contract Amount – \$1,305,764.73

Funding:

Phase 4, Part 1 construction funded by R&E Funds.

Policy Manual Chapters 3 & 10: Chairman McQueen called on Terry Hicks who explained the process that staff is using to develop this policy manual document. Mr. Hicks stated that included in this month’s proposal are Chapters 3 & 10. The Board will find two versions of each Chapter. The first will be the draft chapter for Board review, including all items under this subject that were identified in previous minutes with our reasons for deletion or modification. The second document is the proposed final chapter incorporating these changes for Board approval. After all the chapters have been presented to the Board for review and approval, we will then adopt the full manual. This Policy Manual will then supersede all other Board actions.

CH2M Hill Task Order-College Park Sewer Feasibility Study: Chairman McQueen called on Mike Thomas, General Manager, who stated that the Authority has been in discussion with College Park in regard to sewer services. CH2M Hill has determined the task order budget at fifty thousand dollars (\$50,000) to evaluate the sewer system flows and come up with construction cost estimates. The City of College Park has agreed to fund this feasibility study. With the Board’s approval, the Authority would manage the task order work.

TASK ORDER OP-07-07  
Sanitary Sewer Connection Assessment  
Between College Park and CCWA

The City of College Park has expressed an interest in diverting wastewater flows from one of its connections/pipelines to the City of Atlanta and connecting to the CCWA system. College Park has an existing connection to the CCWA sewer system but we are unsure if the sewer line in this location has adequate capacity.

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The purpose of this study is to investigate the possibility of connecting to the CCWA's sanitary system in two other locations. The work will also estimate the amount of flow to be delivered and provide a rough construction cost estimate. The results of this study will help College Park determine the feasibility of proceeding with additional detailed engineering activities.

CCWA will invoice College Park for the full task order amount before any work begins and will refund any unused funding.

Project Managers:

CH2M Hill, Engineers – Scott Cummings  
 Clayton County Water Authority – Terry Moy

Task Order Cost – \$50,000

Funding:

Reimbursement by College Park

Project Schedule:

|                            |       |      |
|----------------------------|-------|------|
| Notice To Proceed          | Jan   | 2008 |
| Data Collection            | Feb   | 2008 |
| Field Investigations       | Mar   | 2008 |
| Modeling/Capacity Analysis | April | 2008 |
| Technical Memorandum       | May   | 2008 |

**TASK ORDER OP-07-07**

Sanitary Sewer Connection Assessment between the City of  
 College Park and the Clayton County Water Authority Sanitary  
 Sewer Systems

This Task Order is an attachment to the Master Services Agreement (“AGREEMENT”) between CH2M HILL, INC., (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”) for a PROJECT generally described College Park Sanitary Sewer Connection Assessment.

**Background**

The purpose of this Task Order is to provide professional engineering services to perform a feasibility analysis to evaluate the potential of a sanitary sewer interconnection from the City of College Park to the OWNER's wastewater conveyance system for treatment and disposal of a portion of wastewater collected in College Park's system. The ENGINEER will evaluate two (2) potential points of connection and assess potential capacity impacts of each on the OWNER's wastewater conveyance system. Specific items included in the scope of services are presented in Article 1.

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## ARTICLE 1- SCOPE OF SERVICES

The scope of services includes:

### Task 1 – Project Kickoff & Data Collection

The first task involves a Project Kickoff Meeting in which the scope of work and the goals and objectives of the project will be finalized and endorsed by the City of College Park, OWNER and the ENGINEER. Key team representatives from the City of College Park, OWNER and the ENGINEER will participate in the Project Kickoff Meeting. In addition, a request for certain records will be made by the ENGINEER that will include but not be limited to the following items:

- a. Record drawings of the wastewater conveyance system for both OWNER and City of College Park for the portions of the wastewater conveyance system to be considered during this analysis (a map of the coverage area will be provided by ENGINEER)
- b. GIS Information from OWNER and City of College Park that includes available information concerning utilities, topography, aerial photography, all natural features of the area to be included in the analysis area (a map of the coverage area will be provided by ENGINEER)
- c. Any OWNER and City of College Park modeling information for the wastewater conveyance system will be provided to the ENGINEER by each utility
- d. Flow monitoring data to be provided by the City of College Park as a record of flows currently transferred to other utilities from the portion of conveyance system being evaluated
- e. Existing and Future Land Use Plans and zoning regulations for the study area from the appropriate authority governing these items

### Task 2 –Capacity Analysis

In order to evaluate potential points of connection, the Engineer will use OWNER's and the City of College Park's available wastewater conveyance as-built and design information from Task 1 to evaluate up to two (2) potential routes and points of connection. In the absence of actual flow measurements, the ENGINEER will make theoretical predictions based on conventional practices using land use plans and zoning regulations to estimate wastewater flow rates that the conveyance system would be anticipated to handle during normal and peak demand periods. This capacity analysis along with the Field Investigation outlined in Task 3 will allow the ENGINEER to assess the feasibility of each proposed interconnection.

### Task 3 – Field Investigation

Upon collection and review of the data, the ENGINEER will perform a field reconnaissance to verify certain elements of the conveyance system in the field and confirm pipe sizes for the wastewater conveyance system at the locations being evaluated, confirm the depths and dimensions of existing wastewater system structures, and evaluate potential areas that may be disturbed by a future wastewater conveyance connection, and assess potential obstacles

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in the vicinity of the proposed connection. The level of effort for the Field Investigation is one 8-hour day, including travel time, by two of ENGINEER'S staff members.

#### Task 4 – Cost Analysis

The work performed in the previous tasks will result in a schematic plan for each of the 2 proposed connections to OWNER's existing system so that an estimate of the design and construction cost can be prepared. The design and construction cost estimate will be a Class 5 Estimate in accordance with the standards of the American Association of the Advancement of Cost Engineering International (AACEI).

#### Task 5 – Technical Memorandum

Upon completion of Tasks 1 – 4, a technical memorandum will be prepared that will summarize the work performed by the ENGINEER associated with this project and present the findings of the analysis performed. The technical memorandum will provide an assessment of each option considered and described herein.

A draft technical memorandum will be prepared and submitted to the OWNER for review and comment. When comments have been prepared, a workshop will be conducted with the City of College Park, OWNER and ENGINEER to discuss the analysis, technical memorandum, and path forward. A final technical memorandum that addresses any comments presented at the workshop will then be prepared by the ENGINEER and submitted to the OWNER.

### ARTICLE 2- COMPENSATION

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified under the Master Services Agreement. Compensation shall be on a time and expense basis (per diem) with a not-to-exceed amount of \$50,000.

### ARTICLE 3- SCHEDULE

This Task Order is based upon the PROJECT schedule as shown in Table 1.

TABLE 1  
Project schedule  
Task Order OP-07-07

| Task  | Start Date   | Duration |
|---|--|----------|
| Task 1- Project Kickoff & Data Collection                           | Within 14 days of the notice to proceed (NTP)                        | 20 days  |
| Task 2 - Capacity Analysis  | Within 14 days of the completion of Task 2 (assumes no field issues) | 30 days  |
| Task 3- Field Investigation   | Within 14 days of the completion of Task 1                           | 20 days  |
| Task 4 - Cost Analysis  | Within 7 days of completing Task 3                                   | 20 days  |
| Task 5 - Technical Memorandum                                       | Upon completion of Task 4  | 10 days  |
| Total Estimated Project Duration: 4 months                          |  |          |
| Days in the schedule are business days and do not include weekends. |  |          |

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ARTICLE 4- INSURANCE

The insurance coverage required for this Task Order is shown in Exhibit A, "Insurance Requirements", which is attached hereto and made part of this Agreement.

This Task Order will become part of the referenced AGREEMENT on the effective date, which is the latest date when this Task Order has been signed, as shown below.

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2007

By: \_\_\_\_\_

Name

Title

For ENGINEER, CH2M HILL, INC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2007

By: \_\_\_\_\_

Name

Title

EXHIBIT A  
INSURANCE REQUIREMENTS  
TASK ORDER OP-07-07

College Park Sanitary Sewer Connection Assessment

ENGINEER's Insurance

The Engineer will maintain throughout the completion of the above and any subsequent task orders in connection with this project and after completion as required in this Exhibit A.

(a) Workers' compensation as required by the State (Statutory) where the work is performed and Employers Liability in the amount of one million (\$1,000,000) Each Per Accident, Per Disease Each Employee and Per Disease Policy Limit. ENGINEER shall also indemnify and hold OWNER harmless for any such liability that may attach to OWNER as a "statutory employer" of any of ENGINEER'S employees, agents or subcontractors. "An Alternate Employer Endorsement" naming the Owner as a protected Alternate Employer will be added to the Workers' Compensation policy.

(b) Automobile Liability insurance covering claims for injuries to persons and/or property arising from the use of motor vehicles, including onsite and offsite operations, owned, non-owned or hired vehicles, with \$1,000,000 Combined Single Limit.

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(c) Commercial General Liability, Occurrence Form, including Contractual Liability, per Project General Aggregate Limit of Liability, losses caused by explosion, collapse and underground (X,C,U perils). The Owner is added as an Additional Insured using ISO Form CG 20-10 extended to include Products/Completed Operations, or an equivalent Additional Insured endorsement, either form must be acceptable to the Owner. The coverage is primary as to the work of the ENGINEER for the Owner and includes separation of insureds (cross liability). Additional Insured status will be certified to the Owner for a period of five (5) years following completion of the project. The General Liability shall cover claims for injuries to persons or damage to property arising out of any covered negligent act or omission of ENGINEER or of any of its employees, agents, or subcontractors.

The limits of coverage shall be:

|              |  |
|--------------|--|
| \$ 1,000,000 | Per Occurrence   |
| \$ 1,000,000 | Personal or Advertising Injury                         |
| \$ 1,000,000 | Fire Damage  |
| \$ 5,000     | Medical Payments                                       |
| \$ 1,000,000 | General Aggregate                                      |
| \$ 1,000,000 | Products/Completed Operations Occurrence and Aggregate |

In the alternative, the ENGINEER may substitute a claims made policy in the same amounts and for the same coverages, provided that it has full prior acts coverage and a five (5) year Extended Reporting Period included in the current policy.

(d) Professional liability insurance to include coverage for the Owner and all Subs, Engineers and Design Consultants, with a minimum limit of \$10,000,000 per claim and in the aggregate. The OWNER may increase the limit requirements where in the opinion of the OWNER such increase is desired. The policy shall contain an eight (8) year Extended Reporting Period or the Engineer will furnish the Owner evidence of continuing coverage for that same period of time after completion. The Retro-active date under the policy will predate any work for the Owner. Sixty (60) days prior written notice of cancellation or non-renewal shall be given to the OWNER in the event of termination or non-renewal.

The Owner may elect to obtain a PROJECT policy on a primary or excess basis. The Engineer will amend their PRACTICE policy to provide primary or excess coverage to increase the combined limits of coverage. Deductibles included in the policies will be the responsibility of the Engineer.

(e) An Umbrella policy, including Excess following form, will be provided with a minimum limit of \$10,000,000 Per Occurrence and Aggregate (Per Project) and will apply over underlying policies for Automobile Liability, Commercial General Liability and Employers Liability. The Umbrella policy limits may be combined with the underlying limits to obtain the total limits required.

(f) The ENGINEER will furnish a Certificate of Insurance to the Owner for coverages (a) Workers' Compensation/Employers Liability; (b) Automobile Liability; (c) Commercial General liability; (d) Professional Liability; and (e) Umbrella Liability. The certificates will include a copy of the endorsement on each policy, which requires written notice to the Owner in, the event, of termination or non-renewal, of at least sixty (60) days.

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The certificates for the Commercial General Liability will also include a copy of the endorsement naming the Owner as an Additional Insured, providing primary coverage for Products/Completed Operations. Occurrence and Aggregate.

Waiver of Subrogation – ENGINEER waives subrogation against Owner as to Workers' Compensation including Employment Practices Liability, Automobile and Commercial General Liability Policies.

(g) Each and every policy required by this contract shall be with a company that is rated by Best as A- or better. Further, the OWNER shall not be responsible for any deductibles established by such policies.

UPON Motion by John Westervelt and seconded by Doug Bonner it was unanimously

RESOLVED: to approve Task Order OP-07-07 in the amount of fifty thousand dollars (\$50,000) for a Sanitary Sewer Connection Assessment between College Park and the Clayton County Water Authority with reimbursement by College Park.

UPON Motion by John Chafin and seconded by Marie Barber it was unanimously

RESOLVED: that the Board adjourn into executive session for land, legal, and personnel issues. The Board reserves the right to return to open session.

The Board returned to open session.

After discussion in Executive Session, Chairman McQueen called for a Motion on the salary adjustment for Mike Thomas, General Manager.

Upon Motion by Lloyd Joiner and seconded by Marie Barber it was unanimously

RESOLVED: to approve the salary adjustment for the General Manager by two percent (2%).

Mr. Thomas stated that the state had issued a requirement that all water utilities reduce usage by ten percent (10%) compared to last winter's use. This is essentially a permit requirement, effective November 1, 2007. Each Monday, throughout the month of November, we are required to send our weekly usage for the past week into the state. We have been comparing it to last winter's average. We are about two point four percent (2.4%) below last winter's average. Mr. Thomas explained that the state just wants to know what the Authority produced last year during a four-month period and what we are producing now. Mr. Thomas stated that he realizes that our results might be more of an issue with the press, than the state. Mr. Thomas added that our water usage peaked in

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1999 and has been going down since then. A lot of this can be explained by demographics.

The Board requested that Mr. Thomas and staff prepare data showing our reduction in usage since 1999 and factors such as our wetlands, leak detection program and awards the Authority has received that have impacted our overall performance, which combined, actually results in greater efficiency and a greater reduction than the two point four percent (2.4%). The Authority has been pro-active in many areas.

Mr. Thomas stated that the Authority participated in the Surplus Sale at the County and netted six hundred forty-five dollars (\$645).

Mr. Thomas reminded the Board that he had talked to them several times in regard to Jesters Creek Stream Mitigation Project. We were attempting to put credits in a mitigation bank to sell the credits. Hartsfield-Jackson Atlanta International Airport needed some mitigation credits and CH2M Hill had been working with the airport, the Authority and the Corp of Engineers, trying to get the Corp to accept this as mitigation credit for the airport. Mr. Thomas met with the Corp and a gentleman from the airport yesterday to talk about this project. The Corp feels like they can resolve this issue and make it work. One thing that the Corp has asked for is more of a buffer. On one side is Reynolds Nature Center property and on the other side is the Clayton County Development Authority property (Gateway site). The Authority has received twenty-five feet on each side of the stream from each of the property holders. This property is now in a restrictive covenant. The Corp of Engineers would like to see more of a buffer on the Development Authority's side up to one hundred (100) feet. Mr. Thomas is not sure that he can get approval for this, but he would like to start discussion with the Development Authority. If Mr. Thomas can sell these credits it is right at one million dollars (\$1,000,000). Mr. Thomas is asking the Board for guidance.

Chairman McQueen and the Board gave their approval for Mr. Thomas to proceed with discussion with the Development Authority.

Mr. Thomas stated that the January 2008 Board meeting is scheduled for Thursday, January 3<sup>rd</sup> and asked the Board to consider moving the meeting to Thursday, January 10<sup>th</sup> due to the New Year holiday. The Board agreed.

Board member, Marie Barber, inquired about the Toilet Rebate program that had been discussed at the last meeting.

Mr. Thomas stated that when the Authority first started working on this program with Atlanta Regional Commission (ARC), it was going to be a voucher program with a

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third party company. ARC would issue a voucher to the customer and the Authority would eventually pay the third party toward the voucher. With more negotiations with the third party company, the plans have not progressed. The third party company wanted a minimum guarantee and the price of administering the program fluctuated. Thankfully, ARC has been committed to the development of the program and is going to do this in-house. Now, the plans are to do this as a rebate program. ARC would do the administration, the customer would apply to ARC, they would determine the customer's eligibility, and they would let the Authority know that the customer was entitled to a rebate. The plan is to have this program in place by mid January or at the end of January. Mr. Thomas will keep the Board informed as to this program's development.

Upon Motion by Marie Barber and seconded by Lloyd Joiner it was unanimously

RESOLVED: to adjourn the regular session board meeting.

There being no further business to come before the open meeting, the meeting was adjourned.

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Pete McQueen, Chairman

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Walter Marie Barber, Secretary/Treasurer