

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, February 1, 2007

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

Present at the meeting were: Chairman, Pete McQueen, Secretary/Treasurer, Marie Barber, Board Members, Wes Greene, John Westervelt, John Chafin, and Doug Bonner. General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Department Managers, Guy Pihera, Herbert Etheridge, Jim Poff, Teresa Adams and Bruce Taylor, Project Engineer, Mike Buffington, Finance Director, Emory McHugh, Customer Accounts Director, Labeebah Thompson, Contract & Procurement Administrator, Karen Riser, MIS Director, Rodney Crowell, Human Resources Director, Ed Durham, Stormwater Program Manager, Kevin Osbey, Public Information Officer, Suzanne Brown, and Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher, Denmark & Williams, Steve Lavinder from CH2M Hill, and Sam Teasley with Southern Procurement. CCWA employees present were: Terry Hicks, Chris Sims, Michelle Mirzaiee, Tony Head, Gary Curtis, Amanda LaPierre, Jay Maxwell, Marshall Maddox, Ron Haney, Brian Kelly, Alaine Mort, Angie Nalley, Morris Kelly, Steve Dooley, Ed Johnson, Tess Abello, Debbie Byrd, and Jenny Morris. Vice Chairman, Lloyd Joiner, was not present.

Chairman McQueen called on Michelle Mirzaiee 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, January 4, 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 eight-month period ending December 31, 2006.

Employee Service Recognition: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who explained that the Department Managers will now present the Employee Service Recognition introductions that Mr. Hicks previously did at the Board meetings.

Mr. Poff stated that it is his pleasure to introduce Tony Head who has been with the Water Authority for twenty (20) years. Tony started in January 1987 as an operator and from there moved into the special building projects section under Tony Ferrari for about two and a half (2 ½) years. Then Tony came back to Water Reclamation at the Jackson facility until that was closed down in November, 2006. Tony is now back at Shoal Creek, where he started, as a first shift operator. Tony

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stated that one of his most memorable moments here at the Authority was when he received the "Employee of the Month" two months in a row. Mr. Poff congratulated Tony and thanked him for twenty (20) years of excellent service.

Chairman McQueen, on behalf of the Board, thanked Tony for his dedication to the Authority.

Employee Recognition: Mr. Poff next introduced Gary Curtis who was recently recognized for thirty (30) years of service and will be retiring in the near future. Today, we want to recognize Gary for one of the things he has done over the past twenty-one (21) years. Mr. Poff explained that the State law has changed and operators need to get re-certification points. Gary started the "mini conference" at the Huie conference room with about twenty (20) people attending. This "mini conference" provides great training opportunities for all of our employees. The conference has grown to almost a hundred (100) attending and is now held at the Shamrock community use building. This conference is well known around the metro Atlanta area. Each year Gary applies to the Secretary of State and gets credit for six (6) re-certification points. Mr. Poff stated that over twenty-one (21) years, Gary has trained several hundred people. Mr. Poff presented Gary with a Gung Ho certificate and a plaque to commemorate the many years of the "mini conferences".

Chairman McQueen called on Teresa Adams, Manager of General Services, who wanted to recognize Ron Haney, our Lead Maintenance Mechanic, and Brian Kelly, our Chief Maintenance Mechanic, for passing their Wastewater Collection System Operator exam. Ms. Adams stated that they both scored very high on the exam and thanked them for putting in the extra hours and their hard work.

Chairman McQueen called on Ed Durham, Director of Human Resources, who stated that many years ago Clayton County Water Authority joined efforts with the American Cancer Society in their fight against cancer. This was first headed up by Tony Ferrari, who has since retired. Tony passed the torch to Michelle Mirzaiee, who has been spearheading our efforts for the last three years. We do a lot of things to raise funds, but also to educate our employees and the community about the dangers of cancer and things that can be done to prevent it. Michelle has headed up a team of employees that have done quite a few things, such as cookouts and golf tournaments. This year's golf tournament will be on a Saturday in April.

Once again this year, the Clayton County Team of the American Cancer Society has recognized Clayton County Water Authority with a Platinum Award, which is their highest level of fundraiser. The Clayton County Water Authority was also recognized as the top fundraiser in Clayton County for 2006. Mr. Durham presented the plaque to Michelle and thanked her for all her efforts benefiting the American Cancer Society.

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Michelle stated that she has an awesome group of people helping her and wanted it to be known that she is looking for a Manager to “go to jail” this year to raise money for the American Cancer Society. If anyone wants to step up for that, it would be appreciated.

Mike Thomas stated that even though he is in a consultant status now, today is Terry Hicks thirty-sixth (36th) anniversary with the Water Authority. All those in attendance gave Mr. Hicks a round of applause.

Mr. Thomas added that today he would like to recognize our Customer Information System Implementation Team. As the Board knows, the Authority has been working on installing a new Customer Information software system and it has been a really big job. Right now, we are in the midst of paralleling, where we are running our old system and our new system at the same time. We are still officially operating the old system, but all of the information going into the old system has to be entered into the new system as well. This takes a lot of work to get this done. Mr. Thomas asked the CIS team to stand. Along with the CIS team, all those employees downstairs have to spend some time at the end of their day entering data in the software. Mr. Thomas wanted to recognize these folks for all the hard work that they are doing. The Board gave the CIS team a round of applause.

On behalf of the Board, Chairman McQueen, stated that they appreciate all of the hard work that the CIS team has given to this implementation and the sacrifice they have made with their families and their time. This is something for the betterment of the Authority and the Board appreciates what they have done beyond what is normally a day’s work.

JW Smith Recreation Area Fencing Recommendation: Chairman McQueen called on Guy Pihera, Manager of Water Production, who stated that we advertised and evaluated the bids received for fencing around the JW Smith Recreation area. Mr. Pihera explained that growth in the area is the reason for this fencing. In an effort to control access to the JW Smith site, we are proposing to install 3500 linear feet of six (6’) foot high, black vinyl-coated chain link fence, double gated, which will tie into an existing fence on the west side that will go into the lake. We received a good number of bids and are recommending that we use the low bid of forty-seven thousand two hundred twenty-five dollars (\$47,225) from Lindavid Incorporated, DBA C&C Fence Company, Incorporated.

Mr. Thomas stated that the Authority does not have any of the reservoir areas completely fenced off because of cost.

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Clayton County Water Authority
Fencing – JW Smith Recreation Area
February 2007

Vendor	Bid Amounts
Lindavid Inc. DBA C & C Fence Company, Inc. Lovejoy, GA	\$47,225.00
Chapman Fence Co, Inc. Jefferson, GA	\$51,925.00
Joyner Fence, Inc. Stockbridge, GA	\$52,173.92
Nations Fence Snellville, GA	\$53,300.00
Martin-Robbins Fence Co, Inc. Snellville, GA	\$54,985.00
Hatmaker Fence Company, Inc. Hapeville, GA	\$55,750.00
Celebrity Fence Co, Inc. Ellenwood, GA	\$56,500.00
Add-In Tennis & Fence Inc. Locust Grove, GA	\$ 57,695.00
McIntyre Corporation DBA McIntyre Fencing Griffin, GA	\$60,725.00
Every Thing Construction Locust Grove, GA	\$62,365.00

Staff recommends awarding this contract to Lindavid Inc. DBA
C & C Fence Company, Inc.

Funding Source: 2006 Operating Budget (\$55,000 budgeted)

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

RESOLVED: to award the JW Smith Recreation Area Fencing contract to the low bidder, Lindavid Incorporated, DBA, C & C Fence Company, Incorporated, in the amount of forty-seven thousand two hundred twenty-five dollars (\$47,225) contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

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Garner Pump Station Recommendation: Mr. Pihera stated that in January 2007, CCWA was notified by Henry County that approximately 2000 feet of 30” watermain must be relocated due to a roadway realignment project at Millers Mill Road and Georgia Highway 138. We estimated the project would cost four to five hundred thousand dollars (\$400,000 - \$500,000) depending upon the amount of rock encountered. Due to the high cost and low benefit expected, we recommend that CCWA abandon and plug the 30” main and not relocate it at this time. In doing so, we will be unable to use the station and this limited water source at this time. However, we will keep the option for future use by reconnecting the line at a later date.

J.A.Garner Pump Station Recommendation
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Garner Pump Station was put into service in 1974 to transfer raw water from Big Cotton Indian Creek to the Hooper Reservoir. This station has been used to supplement flows primarily during low flow conditions in Little Cotton Indian Creek, feeding Hooper Reservoir, when the Hooper Plant and reservoir were the only water plant and reservoir the Water Authority had. In 1989, Blalock Reservoir dam was completed on a tributary to Little Cotton Indian Creek upstream of Hooper Reservoir. The use of water reserves stored in Blalock Reservoir during drought conditions has lessened the need for transferred water through Garner Pump Station.

The station is capable of supplying up to 18.0 MGD to Hooper Reservoir, but is limited based on flows in Big Cotton Indian Creek. Flows at the station are generally low during the drought periods when use of the station would be of benefit.

In addition to the recurring cost of dredging the pool in front of the dam, Garner Pump Station has undergone several rehabilitation projects:

- 1994, flood damage remediation
- 2002, pumps rebuilt and intake renovations
- 2002, dam repair
- 2003, sluice gate replacement

The station has not been utilized very often. Due to the limited raw water supplies available to CCWA, we have maintained its serviceability. Most recently, the station was operated in 2002.

In January 2007, CCWA was notified by Henry County that approximately 2000 feet of 30” water main must be relocated due to a roadway realignment project at Millers Mill Road and Ga Hwy 138. We estimate the project will cost \$400,000 - \$500,000 depending upon the amount of rock encountered.

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Recommendation:

Due to the high cost and low benefit expected, we recommend that CCWA abandon and plug the 30" main and not relocate it at this time. In doing so, we will be unable to use the station and this limited water source at this time. However, we will keep the option for future use by reconnecting the line at a later date.

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

RESOLVED: to approve staff's recommendation to abandon and plug the 30" main at the J. A. Garner Pump Station and not relocate it at this time. In doing so, we will be unable to use the station and this limited water source at this time. However, we will keep the option for future use by reconnecting the line at a later date.

Hooper 16" Watermain Replacement Phase 5: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who explained that Phase 5, the final phase of this project, consists of replacing approximately 3,000' of 16" steel watermain with 16" Ductile Iron Watermain. The project extends along SR 42 from Evans Drive to Lake Harbin Road. The initial estimate for completion of this main is approximately four hundred thousand dollars (\$400,000). This project was partially funded in the FY 2006 Budget in the amount of two hundred sixty-four thousand six hundred forty dollars (\$264,640). The remaining funds needed, in the amount of one hundred thirty-five thousand three hundred sixty dollars (\$135,360), are available in the Contingency Fund. Staff recommends approval for the Hooper 16" Watermain Replacement Project in the amount of four hundred thousand dollars (\$400,000) to complete this project.

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Hooper 16" Watermain Replacement-Phase 5
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Over the past several years, CCWA has replaced approximately 38,500' of the Hooper 16" Steel Watermain with 24" Ductile Iron Pipe as recommended by CH2MHill in the 2000 Master Plan and Hydraulic Distribution Model. This watermain, originally installed in the mid fifties, originates at the Hooper Water Production Plant and delivers treated water to the Morrow Pump Station. Phases 1-4 were completed from the Hooper Water Production Plant to SR 42 near I-675. Phase 5 (final phase) consists of replacing approximately 3,000' of 16" steel watermain with 16" Ductile Iron Watermain. The project extends along SR 42 from Evans Drive to Lake Harbin Road. The initial estimate for completion of this main is approximately \$400,000. This project was partially funded in the FY 2006 Budget in the amount of \$264,640 and the remaining funding needed (\$135,360) is available in the Contingency Fund.

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Estimated Cost Breakdown:

Labor	\$60,912.00
Benefits/Overhead	\$47,614.91
Materials	\$160,927.69
Contracted Services	\$100,547.00
Equipment	\$23,998.40
Fuel	\$3,000.00
Warehouse Fees	\$3,000.00
 Total Estimate:	 \$400,000.00

UPON Motion by John Chafin and seconded by Wes Greene it was unanimously

RESOLVED: to approve staff's recommendation for the Hooper 16" Watermain Replacement Project in the amount of four hundred thousand dollars (\$400,000).

Brown Road Lift Station Declaration of Taking: Chairman McQueen called on Mike Thomas, General Manager, who explained that previously staff had come to the Board in regard to the Brown Road Lift Station and Force Main that the Authority is upgrading. We were able to obtain thirteen (13) out of fourteen (14) easements. We were unable to acquire, for a reasonable price, the easement located near the lift station. We appraised the property at five hundred dollars (\$500) and they are asking five thousand dollars (\$5,000). The Board approved condemnation of the property, but condemnation procedures changed in the last legislative session and to go through those current procedures would take twelve to eighteen (12 to 18) months. Our legal counsel has found us another alternative called "Declaration of Taking" for which we would have to have proper paperwork on file.

Board member, Doug Bonner, asked what time frame this process would take.

Steve Fincher, the Authority's legal counsel, stated that with the "Declaration of Taking" the day he files the petition, the Authority has the property. If a property owner disputes the amount, a jury would decide what the final cost of the property would be.

Brown Road Lift Station Declaration of Taking

CCWA staff has obtained 13 of 14 easements necessary for the upgrade of the Brown Road lift station and forcemain. The CCWA Board of Directors previously approved the condemnation of the final easement at the lift station site. However, based on the

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new procedures recommended by our attorney, in order to minimize the time and cost of obtaining the easement, we need approval to move ahead with a Declaration of Taking for this easement

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

RESOLVED: to approve obtaining the last easement for the upgrade of the Brown Road lift station and forcemain by “declaration of taking”. Board member, John Chafin, abstained.

UPON Motion by Marie Barber and seconded by Wes Greene 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 the open session.

The Board returned to open session.

Mr. Thomas wanted to give the Board an update on Stormwater. The Authority sent out letters to our “large” customers, those that will get a bill of one hundred dollars (\$100) a month or more. We sent out over seven hundred (700) letters and scheduled meetings on two (2) days at 4:30 p.m. and 6:30 p.m. each day at Clayton State University. The first day we had eight (8) people show up at the 4:30 meeting and two (2) showed up for the 6:30 meeting. On the second day, we had about thirty-five (35) show up for the 4:30 meeting and three (3) showed up for the 6:30 meeting. Staff did a presentation and had computers set up so that the customers could actually look at their parcel of land. Some of these people walked away with a lower bill after reviewing the details of their land.

Through this process, we received about thirty or forty (30 or 40) phone calls explaining that the individual no longer owned the property or wanted to know what Stormwater is about. Mr. Thomas added that staff is considering dropping down lower and sending out four or five hundred (400 or 500) letters to those whose bill will be about fifty dollars up to one hundred dollars (\$50 up to \$100). Mr. Thomas was pleased with how this whole process worked.

Board member, Wes Greene, asked if the Clayton County Government would actually send the Water Authority a check for Stormwater.

Mr. Thomas explained that the County would have a credit to start off with for the infrastructure that they donated to the Utility. Once the County exhausts that credit, they will start paying.

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Mr. Greene asked how much that credit will be.

Mr. Thomas replied that the Authority still has to do an inventory to finalize the amount of credit for the County. We have a lot of work to do. In the beginning, we will have limited ability to do maintenance and capital improvements, but in the budget in year two and three (2 & 3) we would have equipped the Utility and done a lot of the inventory work. More and more money would go to capital improvements, at that point.

Mr. Thomas stated that we had auctioned off thirteen (13) retired or replaced vehicles and received twenty-six thousand two hundred fifty dollars (\$26,250) minus a thirteen hundred dollar auction fee (\$1,300) and netted about twenty-five thousand dollars (\$25,000).

Mr. Thomas stated that the Hardship Assistance Program, that Suzanne Brown has been instrumental in getting started, has already helped seventeen (17) customers in just a little over a month. The Authority has paid out a little over two thousand dollars (\$2,000).

Mr. Thomas stated that we talked last month about the Shoal Creek public fishing and in Suzanne's packet there is a real good article that appeared in the News Daily that outlined our plans. Jep Palmer, who will be overseeing this, has already received ten or fifteen (10 or 15) applications.

Mr. Thomas stated that the Authority has pulled together our annual report on injuries and accidents, which will be in our employee newsletter this month so that our employees will be aware of these statistics. Actual injuries and lost time are still running very low, on the same level that it has been. Mr. Thomas showed the Board some slides of the last three (3) years activity. The Authority has gotten a lot tougher on reporting automobile accidents. Some times in the past, if someone had a little bump in a parking lot, both parties declined to report it. But we have told our employees to call the police on everything because there are too many things that can happen to us. Automobile accidents used to not be part of our employee safety scores, but are now counted against their safety scores and automatic disciplinary action takes place. If an employee is charged with an accident, they are not eligible for promotion or salary increase for the next six months. We annually run Department of Motor Vehicle checks (DMV's) and our insurance company does also. We also include any drivable equipment such as trailers, ATV's, and heavy equipment in the yard.

Since the annual Georgia State Department of Audit and Accounts letter was addressed to the Board, Mr. Thomas wanted the Board to be aware of it. Emory

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McHugh, our Finance Director, will follow up on the minor issues that were mentioned in the letter.

Mr. Thomas stated that Herbert Etheridge, Manager of Maintenance & Construction, needs to do a sizable budget revision. Mr. Etheridge has about twenty (20) budget units. Most of his construction needs come from a couple of budget units and he has exceeded his budget by about ten (10) percent. Herbert has asked for a two hundred fifty thousand dollar (\$250,000) budget revision. Herbert has the funds, but needs to move them from one budget unit to another. Mr. Thomas stated that due to the amount of funds that Herbert needs, Mr. Thomas is going to transfer one hundred twenty-five thousand dollars (\$125,000) and see if he can make it on that. Mr. Thomas added that Mr. Bennett and he will get with Herbert and go over his request. Mr. Etheridge explained that he has had his crews out working on the Highway 138 job and they are tied up 100 % of the time. He has used more contract services than he anticipated and material costs, such as copper prices, have gone up.

Mr. Thomas stated that upon obtaining their Wastewater or Water license in their field, the Authority gives these employees a five percent (5%) salary adjustment. We do not give salary adjustments for employees that obtain their Associates, Bachelor, or Master degrees. We have a few employees that have recently obtained these degrees and have inquired as to a salary adjustment for them also. Mr. Thomas added that these employees are working hard to obtain their Wastewater or Water certification, but probably not as hard as someone that gets a college degree.

Board member, Wes Greene, asked if this could not be addressed at the employee's annual review.

Mr. Thomas replied that staff can only work within the limits that we have and this year it was two percent (2%) merit which was the most that we could give someone. Staff would like to put the employees that obtain Associate, Bachelor, or Master degrees in the same category as those employees that obtain their certifications. These degrees would have to be in the employee's direct field of study, and they would have to use this knowledge in their job here at the Water Authority.

Board member, John Chafin, added that the school should be an accredited school.

Mr. Thomas stated that the Authority would like to make this retroactive for twelve (12) months.

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

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RESOLVED: to have our Human Resources Department develop a policy that would provide a five percent (5%) adjustment to an employee's salary if they complete an Associate, Bachelor, or Master degree in their field of study that would be related to their specific job here at the Water Authority and this policy would be retroactive for twelve (12) months. The Board requested that this be brought back before them next month for review.

Mr. Thomas stated that Georgia Power had come to the Authority requesting an easement on the Huie property, Phase 4 of the Wetlands. Mr. Thomas showed a slide that indicated guy wires that cross a portion of our wetland area that Georgia Power wants to relocate for safety reasons. This would be at no cost to the Authority.

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

RESOLVED: to approve Georgia Power's request for an easement to relocate guy wires that cross our wetlands area on the Huie, Phase 4 property, at no cost to the Authority.

Upon Motion by John Chafin and seconded by Doug Bonner it was unanimously

RESOLVED: that the regular session board meeting be adjourned.

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

Pete McQueen, Chairman

Walter Marie Barber, Secretary/Treasurer