

CLAYTON COUNTY WATER AUTHORITY
1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, January 6, 2005

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, Allan R. Smith, John Westervelt and John M. Chafin. General Manager, M. Wade Brannan, Deputy Manager, Terry Hicks, Department Managers, Guy Pihera, Mike Thomas, Teresa Adams, Herbert Etheridge, and Jim Poff, Finance Director, Emory McHugh, Customer Accounts Director, Morris Kelly, Project Manager, Mike Buffington, Contract & Procurement Administrator, Karen Riser, Information Services Supervisor, Rodney Crowell, Human Resources Director, Ed Durham, Administrative Secretary, Carla Clark, and Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher & Hecht, L.L.C., Rick Hirsekorn of CH2M Hill, and Chris Wood of Jim Wood & Associates Public Relations. Also in attendance was customer, David Moody. CCWA employees: Scott Smith, Bruce Wilson, James Drake, Thomas Shinta, Michael Shinn and Kevin Osbey.

Chairman McQueen, on behalf of the Board of Directors, welcomed everyone to the meeting.

Chairman McQueen called on Michael Shinn, 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 December 2, 2004. Hearing none they were approved as received.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, who presented the monthly financial and statistical report. As a point of reference, Mr. McHugh stated that this report covers through November 30, 2004, the first seven months of the fiscal year.

Chairman McQueen stated that before we get into our regular agenda today, he would like to recognize Mr. David Moody who wanted to address the Board about a concern he has.

Mr. Moody explained to the Board that normally his water bill is forty dollars (\$40), but in November it was one hundred sixty-two dollars (\$162). Mr. Moody stated that he called the Authority and the person that he spoke to was arrogant. The Authority put a notice on his bill, which listed some ideas that could have been the reason for the water loss. Mr. Moody stated that he checked all of that out, but none of that was the problem. About six weeks had passed before

Regular Board Meeting
January 6, 2005
Page Two

Mr. Moody spoke with Mr. Brannan. Within two or three days, Mr. Brannan sent some people out and determined that Mr. Moody's service line was leaking. Mr. Moody received another bill in the amount of eight hundred eighty dollars (\$880.00). Mr. Moody stated that he could not afford to pay this high bill. Mr. Moody added that the Authority had informed him that he still owed one hundred eighty-seven dollars (\$187.00) for December. In Mr. Moody's opinion he feels that he should have had a surplus that would have taken care of the December bill once the problem was corrected.

Chairman McQueen told Mr. Moody that the Board would take his concern under advisement and Mr. Brannan would get back in touch with him.

Employee Recognition: Chairman McQueen called on Teresa Adams, Manager of General Services, who introduced Thomas Shinta who recently received his Wastewater Collection System Operator Certification. Mr. Shinta has been with the Authority a little over a year and is very dependable and does an excellent job. He has performed preventive maintenance on our Lift Stations, which resulted in an increase of thirty to forty percent efficiency at our lift stations. Mr. Shinta came to us with experience from a water company in Cocoa Beach, Florida. Ms. Adams wanted to congratulate Mr. Shinta and thank him for his hard work. Mr. Shinta received a round of applause from the Board.

Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who introduced James Drake who also received his Wastewater Collection System Operator Certification. Mr. Drake is currently our Environmental Compliance Foreman. When the Authority has sewer spills, Mr. Drake is responsible to see that we comply with state law in reporting those spills, documenting them, and doing follow-up work to minimize the chance of the spill happening again. Mr. Etheridge added that Mr. Drake is a fine person and he is proud not only to call him a co-worker, but also call him one of his best friends. The Board gave Mr. Drake a round of applause as Mr. Etheridge congratulated him on his accomplishment.

Chairman McQueen called on Mike Thomas, Manager of Program Management and Engineering, who introduced Scott Smith who is one of our three inspectors in the Engineering Department who inspects all of our water and sewer line installation that is done by developers. This is an important job to make sure that this is built according to our specifications and tied into our system in a safe manner.

Mr. Thomas added that the Authority use to have water inspectors in one group and wastewater inspectors in another group. Now these guys are trained to do both. Scott already has his Wastewater Collection System Certification and his

Regular Board Meeting
January 6, 2005
Page Three

Backflow Prevention Certification and just recently received his Water Distribution System Certification, so he is one of the few people in the company that has all three of those certifications. Mr. Thomas commented that the Authority really appreciates Scott doing that work and taking the effort that was necessary to attain his Water Distribution System Certification. Mr. Smith received a round of applause from the Board.

Mr. Thomas then introduced Kevin Osbey who joined the Authority a couple of months ago as a New Construction Engineer. The great thing about this is that before that time Mr. Osbey was working for CH2M Hill and the Authority was paying a lot more for him then, but Mr. Osbey still does the same excellent quality of work that CH2M Hill taught him to do.

Mr. Thomas stated that Mr. Osbey received his Mechanical Engineering degree from Cal State Northridge in California and he is a big USC fan, so he is real happy that they won this week. Mr. Osbey was the resident engineer on the Casey job and you all know how well that went and he was a big part of that. Mr. Osbey will be spending more time with our staff now and working out warranty issues and other things as one of our staff members. The Board gave Mr. Osbey a round of applause.

Chairman McQueen stated that the Board appreciates Mr. Osbey being here and added that he hoped Mr. Osbey did not bring Rick's habits with him.

Rick Hirsekorn added that Mr. Osbey only brings the best qualities from CH2M Hill and that Mr. Osbey was one of their very best.

Chairman McQueen added that he did not blame Mr. Osbey for pulling for Southern Cal because he did not think there was any question about who is number one this year.

Chairman McQueen stated that the Board is glad to have all of those that were recognized and added that the Board appreciates all that they do for Clayton County Water Authority.

Board member, John Chafin, asked Chairman McQueen if he could bring up one more employee recognition. Mr. Chafin had a call one weekend from an irate grandmother in Henry County. There had been an open hole left in an area where these children, ages 3 and 4, normally play, which could have been not only a hazard to the children, but a law suit as well. The grandmother was upset with Mr. Chafin, knowing that he was on the Board of the Water Authority.

Regular Board Meeting
January 6, 2005
Page Four

Mr. Chafin called Mr. Brannan at home on a Sunday morning and during the day Mr. Brannan went out to see the area and had the hole covered up. The grandmother and daughter were no longer irate and Mr. Chafin looked like a hero and he was out of trouble. Mr. Chafin wanted to thank Mr. Brannan for doing that and added that this was his stepdaughter and step-grandchildren that Mr. Brannan went out and looked after. Mr. Chafin wanted to publically thank Mr. Brannan for going out on a Sunday and taking care of this. Mr. Chafin added that he did not tell Mr. Brannan that these were his family members.

Mr. Chafin added that he wanted to show that at the top it shows what this organization is and from the person who runs this organization, and Mr. Hicks as well, it trickles down. When you have that in place, it just runs all through an organization and Mr. Chafin just wanted to say that he is proud to be part of it.

Chairman McQueen added that he appreciated what Mr. Chafin said and commented that if his in-laws get after him, he is going to get some help too.

Chairman McQueen called on Terry Hicks, Deputy Manager, who wanted to mention that Scott Smith graduated with his niece, Kristen Bray, so you never know when you might run into someone who knows some of your relatives.

Mr. Hicks added that he has three employees to recognize, but unfortunately two could not be here today, but he would like to mention them. Ronnie Jester has been with the Authority for fifteen (15) years and is a plant operator at the Northeast Plant.

Next, Mr. Hicks mentioned Willie Wise, better known as "Joe", who has twenty-five (25) years of service with the Authority having come from the city of Forest Park. Mr. Wise works with Herbert as an operator and is a fisherman "extraordinaire" because he is always hunting for a fishing spot.

Mr. Hicks introduced Bruce Wilson, Plant Supervisor at the Northeast Plant who also has twenty-five (25) years of service. Mr. Wilson was born and raised in San Diego, spent some time in the Panama Canal Zone, and also lived in Alaska for ten years. Mr. Wilson started at the Northeast Plant as a plant operator and worked his way up to Plant Supervisor.

The Northeast Plant is the only facility that the Authority has that discharges to a stream, and so has had to have the highest quality of treatment for a number of years. This plant has been more technologically advanced than some of the others and it will have to continue that way because it has a very small receiving stream. When we expand this plant, there are limits that we can put back into the stream. The EPD will not raise those limits. More water would be

Regular Board Meeting
January 6, 2005
Page Five

coming in and if you double the plant you basically have to do twice the job, so to speak. Mr. Wilson has stayed on top of that for all of these years and has worked through some issues, such as the composting that use to be at that plant. Mr. Hicks wanted to congratulate Mr. Wilson for the great job he has done through the years. The Board gave Mr. Wilson a round of applause.

Chairman McQueen thanked Bruce for his twenty-five years of service.

Customer Information System (CIS) Recommendation: Chairman McQueen asked Mr. Hicks to continue with the CIS Recommendation. Mr. Hicks stated that as part of our software implementation program that really started with the 2000 Master Plan, CH2M Hill recommended that the Authority move away from Legacy (our home-grown software), which we have been doing since 2001. All of our financials are over on the JDEdwards/PeopleSoft/Oracle system and we recently, just this year, implemented a computerized maintenance management system for Herbert's department, Maintenance & Construction.

The only major program that we have left on the system is our Customer Information System, which handles our billing, all the information or records on amounts billed and a myriad of other things. The Authority has been through the process of developing the RFP and putting that on the street to get the proposals.

In December we received eight proposals, one of which came a day late, the other seven of which, all but two of them have some issues with the bid bonds. The only two proposals that did not have issues with the bid bonds were the two highest bidders. There are just too many issues to try to work through. A couple of issues came up during the bid process and this will give us the opportunity to tweak the process just a little bit which we hope will result in a better bid or at least give us a wider array of bidders. After discussion with legal counsel, Steve Fincher, and his staff, the Authority is recommending that we reject all proposals and re-bid again.

Regular Board Meeting
January 6, 2005
Page Six

Clayton County Water Authority
Utility Billing and Customer Information System
Request for Proposal Tab Sheet
December 2004

Vendor	Proposal Amount
AMX International 1664 First Street Idaho Falls, ID 83401	\$1,395,810.00 Unacceptable bid surety
Conversant, Inc. 2650 E. 32 nd Street Joplin, MO 64804	\$579,600.00 Bid bond not signed
Deloitte Consulting LLP (SAP) Suite 1500, 191 Peachtree St, NE Atlanta, GA 30303	\$2,998,701.00
Harris Computer Systems 1 Antares Drive, Suite 400 Ottawa, ON K2E 8C4	\$666,125.00 Unacceptable bid surety
SPL WorldGroup, Inc. 1762 W. Tyson Street Chandler, AZ 85224	\$1,844,724.00
Alliance Data Systems 17655 Waterview Parkway Dallas, TX 75252	3 Options ranging from \$1.2 million to \$3.2 million plus a monthly transaction fee Bid bond late
Systems & Software 401 Water Tower Circle Colchester, VT 05446	Bid late
C-pak Corporation 111 Airport Parkway LaGrange, GA 30240	\$1,138,899.00 No bid bond

Staff recommends rejecting all proposals and requesting new proposals.

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

RESOLVED: to reject all Customer Information System (CIS) bids and re-bid this proposal.

Commercial Credit Card Resolution: Mr. Hicks continued with the Commercial Credit Card Resolution stating that last year the Authority rebid our banking services and the Board has voted to move all banking services to SunTrust Bank. The Authority is finalizing that transaction. The Managers of the Authority are issued credit cards and to move our credit cards from the previous bank to this bank takes a resolution that basically establishes a commercial credit card account relationship between the Authority and SunTrust Bank. The resolution will be 2005-01 and will be in the minutes. We will need a motion to approve this resolution authorizing the Chairman and the Secretary to sign.

Regular Board Meeting
January 6, 2005
Page Seven

RESOLUTION NO. 2005-01

**A RESOLUTION OF THE CLAYTON COUNTY WATER
AUTHORITY APPROVING THE ESTABLISHMENT OF A
COMMERCIAL CREDIT CARD ACCOUNT RELATIONSHIP
WITH SUNTRUST BANKCARD, N.A.**

WHEREAS, the Board of Directors (the "Board") of the Clayton County Water Authority (the "Authority") have found it necessary and convenient in the operation and management of the Authority, pursuant to the powers granted to the Authority by the Constitution of the State of Georgia, to establish a commercial credit card account with SunTrust BankCard, N.A. ("Bank"); and

WHEREAS, it is the opinion of the Board that such a commercial credit card account does not constitute the long term debt of the Authority; and

WHEREAS, it is proposed that Board authorize the General Manager and Deputy Manager of the Authority to enter into and execute on behalf of the Authority such agreements or documents the Bank may require in order to establish the commercial credit card account relationship;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The Board hereby authorizes the establishment of a commercial credit card account relationship with the Bank.

SECTION 2. The General Manager and Deputy Manager of the Authority are authorized to enter into and execute on behalf of the Authority such agreements or documents Bank may require in order to establish the commercial credit card account relationship.

SECTION 3. The Secretary is authorized and directed to furnish the Bank with a certified copy of this resolution, which resolution shall continue in full force and effect until written notice of modification or revocation of this resolution has been received by Bank and Bank has had reasonable time to act on such notice. The Secretary is further authorized to furnish Bank with the names and specimen signatures of the current General Manager and Deputy Manager of the Authority, and any such persons from time to time holding above positions.

SECTION 4. This Resolution shall become effective immediately upon passage and adoption.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Regular Board Meeting
January 6, 2005
Page Eight

PASSED AND ADOPTED this 6th day of January 2005.

CLAYTON COUNTY WATER AUTHORITY:

Pete McQueen, Chairman

ATTEST:

Secretary
(SEAL)

Regular Board Meeting
 January 6, 2005
 Page Nine

**CERTIFICATE OF AUTHORITY
 (COMMERCIAL CREDIT CARD ACCOUNT)**

I, the undersigned, hereby certify that I am the Secretary of the Board of the Clayton County Water Authority (the "Authority"); that attached hereto is a true and correct copy of a resolution duly adopted by the Authority at a meeting duly held on the 6th day of January, 2005 at which a quorum was present and acting; and that the attached resolution is in conformity with the enabling legislation of the Authority and has not since been rescinded or modified.

I hereby certify that the following are the names and specimen signatures of the authorized person(s) listed in the attached resolution and that each presently holds that title indicated and has full authority for all acts noted herein.

<u>PRINT NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
M. Wade Brannan,	General Manager	_____
Terry R. Hicks,	Deputy Manager	_____

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Authority this 6th day of January 2005.

(SEAL)

 Secretary, Clayton County Water Authority

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

RESOLVED: to approve CCWA Resolution 2005-01 authorizing the Chairman and the Secretary to sign this resolution establishing a commercial credit card account with SunTrust Bank Card, N. A.

Headquarters Backup Power Recommendation: Chairman McQueen called on Teresa Adams, Manager of General Services, who stated that the Authority had advertised for bids for the Emergency Power Generator Project, which consists of installation of three generators. One is for the Main Office and the other two are for Buildings A & B, which are the Garage and Warehouse buildings. Ms. Adams added that Player & Company was the lowest bidder at three hundred thirty-one

Regular Board Meeting
January 6, 2005
Page Ten

thousand four hundred fifty dollars (\$331,450). The design work by CH2M Hill for an amount not to exceed seventy-five thousand (\$75,000) dollars has been completed.

Staff recommends we award the job to Player & Company with the total bid amount of three hundred thirty-one thousand four hundred fifty dollars (\$331,450).

Board member, John Chafin, asked if these generators are already made up or are these people going to actually build the generators.

Mr. Brannan answered that the company will have to order specifically from the manufacture what the Authority needs and once the generators are manufactured according to our specs, which could take about ten months, then the generators will be installed by the company that is awarded this bid.

Clayton County Water Authority
Emergency Power Generator Project
Main Office Complex
January 2005

Vendor	Attend Mandatory Pre-Bid Meeting	Base Bid Ranking	Total Bid Amount
Player & Company Atlanta, GA	Yes	1	\$331,450
McBride Electric Atlanta, GA	Yes	2	\$337,000
Cleveland Electric Company Austell, GA	Yes	3	\$349,002
Excel Electrical Technologies, Inc. Kennesaw, GA	Yes	4	\$361,991
D & N Electric Company Hapeville, GA	Yes	5	\$419,227
MetroPower, Inc. Norcross, GA	Yes	6	\$435,800

Staff recommends that this contract be awarded to Player & Company. If Player & Company is not able to meeting all risk management requirements, staff recommends awarding contract to the next ranking company that is capable of meeting all contractual requirements.

Regular Board Meeting
 January 6, 2005
 Page Eleven

Funding Source:

Generator/ Executive – Administration Building	\$265,000	
Generator/Maintenance & Construction Building	\$180,000	(includes Building C)
Generator/General Services – Warehouse Building	<u>\$ 90,000</u>	
2004 Renewal and Extension Fund - 127	\$535,000	

Lowest Bid - Player & Company	(\$331,450)	(does not include Building C)
Project Coordination Estimate-CCWA's staff	<u>(\$ 61,867)</u>	
Estimate – Under Budgeted Amount	\$141, 683	(due to competitive bids)

Design - CH2MHill	\$ 74,655
2004 Renewal and Extension Fund -1271	\$ 74,655

Upon Motion by Lloyd Joiner and seconded by Allan Smith it was unanimously

RESOLVED: to award the Emergency Power Generator Project to Player & Company in the amount of three hundred thirty-one thousand four hundred fifty (\$331,450) dollars for the installation of three generators, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents

Meter Price Adjustment: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that every year the Authority looks at our meter installation fees and tries to structure and keep them as low as we can. We do not try to make any money on meter installation.

The fees that you have in front of you today are purely what it cost the Authority to install a meter. The Authority did not have an adjustment of these fees last year and most of these fees decreased somewhat this year. Our meter installation contractor actually lowered his prices. We did have some that went up somewhere around a hundred (\$100) dollars a piece and those were what we call pre-stubbed meters. Mr. Etheridge added that the Board will also see comparisons to other counties and see that the Authority is significantly under what everyone else charges.

Staff's recommendation is to accept these proposed fees effective May 1, 2005 which will give us time to notify builders of the price increase.

Regular Board Meeting
January 6, 2005
Page Twelve

CCWA CCWA
CURRENT PROPOSED DEKALB DOUGLAS FAYETTE HENRY

Residential						
Normal 5/8"	\$775.00	\$760.00	N/A	\$1,500.00	\$1,300.00	\$1,065.00
Residential						
Prestubbed 5/8"	\$200.00	\$295.00	N/A	\$1,500.00	\$1,300.00	\$900.00
Non- Residential						
Normal 5/8"	\$860.00	\$825.00	N/A	\$1,500.00	\$1,300.00	\$1,065.00
Non- Residential						
Prestubbed 5/8"	n/a	\$360.00	N/A	\$1,500.00	\$1,300.00	\$900.00
Fire Connection- High Use						
Normal 5/8"	\$860.00	\$825.00	N/A	\$1,500.00	\$1,300.00	\$1,065.00
Fire Connection- High Use						
Prestubbed 5/8"	n/a	\$360.00	N/A	\$1,500.00	\$1,300.00	\$1,065.00
Residential						
Normal 3/4"	\$800.00	\$790.00	\$1,000.00	\$2,075.00	\$1,300.00	\$1,065.00
Residential						
Prestubbed 3/4"	\$225.00	\$330.00	\$1,000.00	\$2,075.00	\$1,300.00	\$900.00
Non- Residential						
Normal 3/4"	\$900.00	\$860.00	\$1,000.00	\$2,075.00	\$1,300.00	\$1,065.00
Non- Residential						
Prestubbed 3/4"	n/a	\$390.00	\$1,000.00	\$2,075.00	\$1,300.00	\$900.00
Fire Connection- High Use						
Normal 3/4"	\$900.00	\$860.00	\$1,000.00	\$2,075.00	\$1,300.00	\$1,065.00
Fire Connection- High Use						
Prestubbed 3/4"	n/a	\$390.00	\$1,000.00	\$2,075.00	\$1,300.00	\$900.00
Residential						
Normal 1"	\$850.00	\$860.00	\$1,200.00	\$3,125.00	\$1,600.00	\$1,115.00

Regular Board Meeting
 January 6, 2005
 Page Thirteen

CCWA CCWA
CURRENT PROPOSED DEKALB DOUGLAS FAYETTE HENRY

Residential						
Prestubbed 1"	\$250.00	\$375.00	\$1,200.00	\$3,125.00	\$1,600.00	\$950.00

Non- Residential						
Normal 1"	\$950.00	\$920.00	\$1,200.00	\$3,125.00	\$1,600.00	\$1,115.00

Non- Residential						
Prestubbed 1"	n/a	\$435.00	\$1,200.00	\$3,125.00	\$1,600.00	\$950.00

Fire Connection- High Use						
Normal 1"	\$950.00	\$920.00	\$1,200.00	\$3,125.00	\$1,600.00	\$1,115.00

Fire Connection- High Use						
Prestubbed 1"	n/a	\$435.00	\$1,200.00	\$3,125.00	\$1,600.00	\$950.00

Residential						
Normal 1 1/2"	\$3,254.00	\$3,540.00	\$2,200.00	\$6,000.00	\$2,100.00	\$2,500.00

Non- Residential						
Normal 1 1/2"	\$3,254.00	\$3,540.00	\$2,200.00	\$6,000.00	\$2,100.00	\$2,500.00

Fire Connection- High Use						
Normal 1 1/2"	\$3,550.00	\$3,715.00	\$2,200.00	\$6,000.00	\$2,100.00	\$2,500.00

Residential						
Normal 2"	\$3,470.00	\$3,585.00	\$4,100.00	\$9,000.00	\$2,400.00	\$2,500.00

Non- Residential						
Normal 2"	\$3,470.00	\$3,585.00	\$4,100.00	\$9,000.00	\$2,400.00	\$2,500.00

Fire Connection- High Use						
Normal 2"	\$3,690.00	\$3,835.00	\$4,100.00	\$9,000.00	\$2,400.00	\$2,500.00

Regular Board Meeting
January 6, 2005
Page Fourteen

5/8"		Residential	Current fee	Proposed	Non-Residential	Current fee	Proposed	F/C or high use	Current fee	Proposed
Normal	Materials	\$226.79			\$289.10			\$289.10		
	Labor	\$475.00			\$475.00			\$475.00		
	Admin	\$56.84			\$56.84			\$56.84		
	Total	\$758.63	\$775.00	\$760.00	\$820.94	\$860.00	\$825.00	\$820.94	\$860.00	\$825.00
5/8"		Residential	Current fee	Proposed	Non-Residential	Current fee	Proposed	F/C or high use	Current fee	Proposed
Pre stubbed	Materials	\$161.95			\$224.26			\$224.26		
	Labor	\$75.00			\$75.00			\$75.00		
	Admin	\$56.84			\$56.84			\$56.84		
	Total	\$293.79	\$200.00	\$295.00	\$356.10		\$360.00	\$356.10		\$360.00
3/4"		Residential	Current fee	Proposed	Non-Residential	Current fee	Proposed	F/C or high use	Current fee	Proposed
Normal	Materials	\$258.09			\$320.40			\$320.40		
	Labor	\$475.00			\$475.00			\$475.00		
	Admin	\$56.84			\$56.84			\$56.84		
	Total	\$789.93	\$800.00	\$790.00	\$852.24	\$900.00	\$860.00	\$852.24	\$900.00	\$860.00
3/4"		Residential	Current fee	Proposed	Non-Residential	Current fee	Proposed	F/C or high use	Current fee	Proposed
Pre stubbed	Materials	\$193.25			\$255.56			\$255.56		
	Labor	\$75.00			\$75.00			\$75.00		
	Admin	\$56.84			\$56.84			\$56.84		
	Total	\$325.09	\$225.00	\$330.00	\$387.40		\$390.00	\$387.40		\$390.00
1"		Residential	Current fee	Proposed	Non-Residential	Current fee	Proposed	F/C or high use	Current fee	Proposed
Normal	Materials	\$325.93			\$385.71			\$385.71		
	Labor	\$475.00			\$475.00			\$475.00		
	Admin	\$56.84			\$56.84			\$56.84		
	Total	\$857.77	\$850.00	\$860.00	\$917.55	\$950.00	\$920.00	\$917.55	\$950.00	\$920.00
1"		Residential	Current fee	Proposed	Non-Residential	Current fee	Proposed	F/C or high use	Current fee	Proposed
Prestubbed	Materials	\$238.89			\$298.67			\$298.67		
	Labor	\$75.00			\$75.00			\$75.00		
	Admin	\$56.84			\$56.84			\$56.84		
	Total	\$370.73	\$250.00	\$375.00	\$430.51		\$435.00	\$430.51		\$435.00
1 1/2"		Residential	Current fee	Proposed	Non-Residential	Current fee	Proposed	F/C or high use	Current fee	Proposed
Standard	Materials	\$1,983.06			\$1,983.06			\$2,158.06		
	Labor	\$1,500.00			\$1,500.00			\$1,500.00		
	Admin	\$56.84			\$56.84			\$56.84		
	Total	\$3,539.90	\$3,254.00	\$3,540.00	\$3,539.90	\$3,254.00	\$3,540.00	\$3,714.90	\$3,550.00	\$3,715.00
2"		Residential	Current fee	Proposed	Non-Residential	Current fee	Proposed	F/C or high use	Current fee	Proposed
Standard	Materials	\$2,027.43			\$2,027.43			\$2,274.43		
	Labor	\$1,500.00			\$1,500.00			\$1,500.00		
	Admin	\$56.84			\$56.84			\$56.84		
	Total	\$3,584.27	\$3,470.00	\$3,585.00	\$3,584.27	\$3,470.00	\$3,585.00	\$3,831.27	\$3,690.00	\$3,835.00

Regular Board Meeting
January 6, 2005
Page Fifteen

Upon Motion by Lloyd Joiner and seconded by John Chafin it was unanimously

RESOLVED: to approve the proposed meter installation fees effective May 1, 2005.

All Terrain Vehicle Recommendation: Mr. Etheridge stated that the Authority opened bids in late December for a four-wheel drive vehicle. This is not only a four-wheeler but also a utility vehicle that seats three employees and can carry twelve hundred pounds of material or equipment in the back. This machine is used to inspect sewer outfall lines. Staff recommends purchasing one (1) Ranger 4x4 Utility Vehicle from Polaris of Atlanta in the amount of nine thousand ninety-four dollars (\$9,094)

**Clayton County Water Authority
Off Road Four Wheel Drive Utility Vehicle
Bid Tabulation Sheet
December 2004**

Vendor	Bid
POLARIS AMERICA OF ATLANTA INC. 1423 DOGWOOD DRIVE S.W. CONYERS, GA 30012	No Bid
METRO CYCLES 631 THORNTON RD LITHIA SPRINGS, GA 30122	\$9,300.00
POLARIS OF ATLANTA INC. 945 BUFORD DR LAWRENCEVILLE, GA 30043	\$9,094.00
POLARIS VICTORY OF CUMMING 594 VETERANS MEMORIAL BLVD CUMMING, GA 30040	No Bid
POLARIS OF ATHENS 1271 MALCOLM BRIDGE RD BOGART, GA 30622	No Bid
GAINESVILLE MOTOR SPORTS 2750 BROWNS BRIDGE RD GAINESVILLE, GA 30504	No Bid
INTERNATIONAL CITY CYCLES 125 N DAVIS DR WARNER ROBINS, GA 31093	No Bid

Regular Board Meeting
January 6, 2005
Page Sixteen

CCWA Staff recommends purchasing one (1) Ranger 4X4 Utility Vehicle from Polaris of Atlanta for \$9,094.00. The approved budget for this purchase was \$9,500.00.

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

RESOLVED: to approve the purchase of one (1) Ranger 4x4 Utility Vehicle from Polaris of Atlanta for nine thousand ninety-four dollars (\$9,094).

Annual Contract For Cured-In-Place Lining of Sewer Lines: Mr. Etheridge stated that the low bidder for the annual Cured-In-Place Lining of Sewer Lines is Insituform Technologies, Incorporated. This work is assigned as needed.

Clayton County Water Authority
Annual Contract for
Cured-in-Place Sewer Line Rehabilitation Tab Sheet
December 2004

Vendor	Bid
Insituform Technologies, Inc. 20 Mansell Court East, Suite 500 Roswell, GA. 30076	\$381,230.00
Reynolds, Inc. 121 Roberts St. Fairburn, GA. 30213	\$425,650.00
Southeast Pipe Survey 3523 Williams St. Patterson, GA. 31557	No Bid Returned

Recommendation: Our recommendation is to award this annual contract to Insituform Technologies based on their low bid. The bids were based on a predetermined selection of items (see attached spreadsheet) that will be included in the contract and the total bid amount is for comparison purposes only. Annual expenditures will be based on our needs and available funding. This contract will be for one year and may be renewed for a second and third year with no changes in terms or conditions.

Regular Board Meeting
January 6, 2005
Page Seventeen

Size	Description	Quantity	Reynold's Inc		Insituform Technologies	
			Unit Cost	Total	Unit Cost	Total
6"	Light Cleaning	200	\$1.00	\$200.00	\$2.50	\$500.00
8"	Light Cleaning	5,000	\$1.00	\$5,000.00	\$2.50	\$12,500.00
10"	Light Cleaning	500	\$1.00	\$500.00	\$2.50	\$1,250.00
12"	Light Cleaning	500	\$1.00	\$500.00	\$2.50	\$1,250.00
15"	Light Cleaning	500	\$1.50	\$750.00	\$2.70	\$1,350.00
18"	Light Cleaning	200	\$1.50	\$300.00	\$2.70	\$540.00
21"	Light Cleaning	500	\$1.50	\$750.00	\$2.70	\$1,350.00
24"	Light Cleaning	200	\$3.00	\$600.00	\$2.80	\$560.00
27"	Light Cleaning	200	\$4.00	\$800.00	\$2.80	\$560.00
30"	Light Cleaning	200	\$4.00	\$800.00	\$2.80	\$560.00
36"	Light Cleaning	200	\$4.00	\$800.00	\$2.80	\$560.00
6"	Inversion	200	\$34.00	\$6,800.00	\$26.00	\$5,200.00
8"	Inversion	5,000	\$34.00	\$170,000.00	\$29.00	\$145,000.00
10"	Inversion	500	\$36.00	\$18,000.00	\$33.00	\$16,500.00
12"	Inversion	500	\$38.00	\$19,000.00	\$35.00	\$17,500.00
15"	Inversion	500	\$45.00	\$22,500.00	\$43.00	\$21,500.00
18"	Inversion	200	\$61.00	\$12,200.00	\$48.00	\$9,600.00
21"	Inversion	500	\$65.00	\$32,500.00	\$64.00	\$32,000.00
24"	Inversion	200	\$77.00	\$15,400.00	\$76.00	\$15,200.00
27"	Inversion	200	\$84.00	\$16,800.00	\$90.00	\$18,000.00
30"	Inversion	200	\$102.00	\$20,400.00	\$100.00	\$20,000.00
36"	Inversion	200	\$129.00	\$25,800.00	\$145.00	\$29,000.00
	Mobilization	6	\$3,000.00	\$18,000.00	\$0.00	\$0.00
	Service reinstatements	50	\$125.00	\$6,250.00	\$95.00	\$4,750.00
	Service lines	10	\$3,100.00	\$31,000.00	\$2,600.00	\$26,000.00
Total Bid				\$425,650.00		\$381,230.00

Staff recommends that we award this annual contract to Insituform Technologies, Incorporated based on their low bid.

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

RESOLVED: to award the Annual Contract for Cured-In-Place Lining of Sewer Lines to Insituform Technologies, Incorporated based on the unit prices as submitted, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents

Annual Contract For Watermain Cleaning and Lining: Mr. Etheridge stated that over the years the old cast iron water lines that do not have a cement liner have problems with a mineral buildup on the pipe walls that looks like chunks of rust. This company takes the water line out of service, cleans all the tuberculation out, and puts a cement liner in. This procedure extends the life of the pipe by fifty

Regular Board Meeting
January 6, 2005
Page Eighteen

or sixty years. J. Fletcher Creamer & Sons has been used by the Authority for three years and are the low bidder again this year. Staff recommends that we award this annual contract for Watermain Cleaning/Lining to J. Fletcher Creamer & Sons based on their low bid.

Board member, John Chafin, complimented CCWA employee Chris Camp who calmed the business owners on Main Street in Forest Park during the time this type of work was being done on Main Street.

Clayton County Water Authority
Annual Contract for Watermain Cleaning/Lining
Tab Sheet
December 2004

Vendor	Bid
J. Fletcher Creamer & Sons 101 East Broadway Hackensack, NJ 07601	\$234,475.00
Utility Service Pipe Rehabilitation Co., LLC 535 Courtney Hodges Blvd. Perry, GA 31069	No Bid
Spiniello Companies 35 Airport Road Morristown, NJ 07962	\$247,000.00

Recommendation: Our recommendation is to award this annual contract to J. Fletcher Creamer & Sons based on their low bid. The bids were based on a predetermined selection of items (see attached spreadsheet) that will be included in the contract and the total bid amount is for comparison purposes only. Annual expenditures will be based on our needs and available funding. This contract will be for one year and may be renewed for a second and third year with no changes in terms or conditions.

BID COMPARISON SHEET
ANNUAL CONTRACT FOR
CLEANING/LINING WATERMAINS
DECEMBER 2004

Description	Quantity	J. Fletcher Creamer		Spiniello Companies	
		Unit Cost	Total Cost	Unit Cost	Total Cost
6" - 8" Grassed Areas	2,000	\$14.24	\$ 28,480.00	\$14.75	\$ 29,500.00
6" - 8" Paved Areas	8,000	\$23.05	\$184,400.00	\$25.00	\$200,000.00
10" - 12" Grassed Areas	500	\$19.24	\$ 9,620.00	\$15.00	\$ 7,500.00
10" - 12" Paved Areas	500	\$23.95	\$ 11,975.00	\$20.00	\$ 10,000.00
Total			\$234,475.00		\$247,000.00

Regular Board Meeting
 January 6, 2005
 Page Nineteen

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

RESOLVED: to award the Annual Contract for Waterline Cleaning/Lining to J. Fletcher Creamer & Sons based on their low bid, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents. Annual expenditures will be based on our needs and available funding.

Grant Road Pipe Bursting Final Report: Mr. Etheridge stated that at the intersection of Grant Road and I-675 the Authority has a sewer line that was installed before they built the interstate. When they built the interstate, they built a ramp over the sewer line that had forty-five foot (45') of fill over it. The sewer line could not stand the weight over the years and collapsed. We tried last year to hire a company to bore that ramp and put a new pipe in, but that did not work due to rock.

The Authority finally found a company, Southern Services that could do this job without a lot of digging. This pipebursting procedure puts new pipe inside the old. We estimated that originally the cost would be about ninety-five thousand four hundred forty-six dollars (\$95,446) to replace, but the final cost was one hundred thirty-two thousand dollars (\$132,000). Patching the road took a little bit longer than we thought, we paid per day for bypass pumping, and we identified 2 sags in the line that were not previously identified due to the collapsed pipe. Our contract with Southern Services was approved with items such as these anticipated as work is assigned on Pipebursting jobs.

Clayton County Water Authority
 Final Report – Pipebursting Sewer Replacement
 445' of 8" Sewer Main on Grant Road @ I-675

Original estimated cost	\$95,446.00
Final construction cost	\$113,209.63
 Total over estimate	 \$17,763.63

This job came in over estimate due to 3 factors.

- 1) A bypass pump must be set up and maintained during the time that the Pipebursting is being performed. The manhole that had to be used for this operation is 45' deep, which presents some challenges. The contractor had to excavate to a depth of 20' adjacent to the MH in order for the pump to operate. This additional cost was approximately \$7,418.25.

Regular Board Meeting
 January 6, 2005
 Page Twenty

- 2) This pipebursting operation took place beneath the entrance ramp of I-675. Due to the tight compaction of the soil the bursting operation took longer than expected by 2 ½ days. While we paid a per foot price for the bursting, we pay per day for bypass pumping. This additional pumping cost was approximately \$3,900.00.
- 3) As the line was removed from service prior to bursting we identified 2 sags in the line that were not previously identified due to the collapsed pipe. To correct the sags required additional work by the contractor in the amount of \$6,445.38.

Our contract with Southern Services was approved with items such as these anticipated as work is assigned on Pipebursting jobs. Due to the inclusion of these items we had established unit prices in the contract and did not have to negotiate for the additional work performed.

Mundy's Mill Air Relief Valve (ARV) Final Report: Mr. Etheridge added that on this item he saved a little money. On Mundy's Mill Road, we have a thirty-six inch (36") Effluent Force Main that takes treated wastewater from the old Jackson site over to the Huie Land Application site. As part of the Casey/Jackson upgrade project, the capacity of that line has increased. Air release valves are put on the high points of the pipe to relieve air pockets. The air pockets actually reduce the capacity of the pipe.

CH2M Hill recommended in the Task Order for the Casey Plant that the Air Relief Valves be replaced at an estimated cost of one hundred eighteen thousand five hundred dollars (\$118,500). The final construction cost was eighty-six thousand six hundred eighty-three dollars and nineteen cents (\$86,683.19). The assigned contractor, Tom Davidson & Son, completed the job in 6 days less than we had estimated which resulted in a savings of thirty-one thousand eight hundred sixteen dollars and eighty-one cents (\$31,816.81).

Clayton County Water Authority
 Final Report – Mundy's Mill Road Air Relief Valve Replacement
 Replacement of 6 Air Relief Valves on 36" Effluent Force Main

Original estimated cost	\$118,500.00
Final construction cost	<u>\$ 86,683.19</u>
 Total under estimate	 \$ 31,816.81

This job came in under estimate as the contractor assigned to the job (Tom Davidson & Sons) completed the job in 6 days less than we had estimated.

Regular Board Meeting
January 6, 2005
Page Twenty-One

We assigned the project to Tom Davidson & Sons under our Annual Contract for Sewer line repairs, which is a cost plus contract based on actual cost. Had we bid this as a lump sum contract we would not have realized the savings on the project.

Huie Wetlands Phase II Update and Bid Schedule: Chairman McQueen called on Mike Buffington, Project Engineer, who gave an update on our Huie Constructed Wetlands projects. For some of our newer Board members, Mr. Buffington explained that in the Master Plan 2000 it is recommended that portions of our existing Land Application System be converted to Constructed Wetlands. This was to be done due to the availability of the land for additional LAS sites and also due to maintenance concerns for this more than twenty-five year old (25) spray irrigation system. The Wetlands will provide more treatment capacity per acre at lower operation and maintenance costs and at the same time will allow us to continue the tradition of natural treatment systems and will provide cost effective solutions to our needs.

The Authority started construction on Phase I of the Huie Wetlands in August of 2003 at a cost of seven million eight hundred thousand dollars (\$7,800,000). This is where effluent is pumped from the Jackson Transfer Pump Station through the line that Mr. Etheridge was talking about, to the Huie site, into a splinter box where the flow is split. A portion of the flow is going to the constructed wetlands and a portion to the conventional land application.

PROJECT UPDATE HUIE CONSTRUCTED WETLANDS

The Jackson Transfer Pump Station pumps treated effluent to the Huie holding ponds for further treatment on the land application system (LAS) with a capacity of 19.5 MGD. To expand and upgrade treatment at the Huie site, a portion of the LAS will be converted to constructed wetlands in several phases.

Construction of Phase One, with an approximate capacity of 3.6 MGD, is near complete, and includes a splitter box, conveyance pipeline, and conversion of a portion of the LAS to constructed wetlands.

Phase Two will have an approximate treatment capacity of 2.7 MGD. Design and construction documents are complete, and the project will be advertised for bids January 18, 2005. Bids will be opened February 15, and presented to the Water Authority board March 3, 2005.

Working with CH2M Hill, we are developing a comprehensive master plan for the Huie site. The master plan will review LAS and constructed wetlands, including recommended phasing of additional constructed wetlands; operation and

Regular Board Meeting
January 6, 2005
Page Twenty-Two

maintenance cost differences between LAS and constructed wetlands; necessary modifications and upgrades to continue operation of LAS; feasibility of treating up to 30 MGD on constructed wetlands and phasing out LAS; and a study of the impact of wetlands discharges to Blalock Reservoir.

Project Managers:

- CH2M Hill, Engineers – Jay Kirk
- Clayton County Water Authority – Mike Buffington

Estimated Construction Cost – Phase Two Constructed Wetlands:

\$ 5,500,000

Funding:

The project will be funded by the Series 2000 Bond Issue.

Mr. Buffington, through a slide presentation, showed the various cells of the Huie Constructed Wetlands. Phase I, just off of Noah's Ark Road, provides a capacity of 3.6 million gallons per day and Phase II will provide a capacity of 2.7 million gallons per day. We are completing construction documents with CH2M Hill for Phase II Wetlands and plan on advertising for bids in the local paper starting January 21st and then plan to open bids February 15th for construction of this project. The estimated construction cost is five million five hundred thousand dollars (\$5,500,000) and anticipate starting construction in June of this year and the project being complete by July 2006.

Mr. Buffington added that the Authority is working with CH2M Hill on a comprehensive Master Plan for the entire Huie site where we will review the Land Application System and Constructed Wetlands, looking at operation and maintenance costs for both of these systems, looking at the modifications and upgrades that would be required if we continue operation of the Land Application System and looking at the feasibility of treating up to the thirty million gallons per day, based on the future capacity at the Casey Plant, on wetlands and phasing out the spray irrigation system. We are also doing a reservoir study to look at the impact of the wetlands discharge to the Blalock Reservoir and then the Master Plan will recommend future wetland sites.

Board member, Allan Smith, asked Mr. Buffington after Phase II comes online how close would we be to 30MGD.

Regular Board Meeting
January 6, 2005
Page Twenty-Three

Mr. Buffington stated that Phase I is 3.5 MGD and Phase II is 2.7 MGD so that would only be 6.2MGD and then there will be a number of phases after that. What we would like to do is to get one phase in operation because when we do these, we have to take the Land Application out of service while we are doing this construction. We do the Wetlands, put it back in service, and then take another.

Board member, John Westervelt, asked why there were no wetlands showing in the middle portion of the Huie site.

Mr. Buffington stated that some of it is low area, some of it is hilly and what we look for is an area with the least amount of earthwork. As it turns out, some of the sites that are best suited for the wetlands are also some of our best Land Application sites, which is another reason we have to take these out in the smallest areas at a time.

Stormwater Update and Task Order Recommendation: Mr. Brannan stated that at the last Board meeting we talked a little about the Stormwater Utility and its implementation in the County. The County is going to ask the Water Authority on their behalf to be the lead agency to develop that Stormwater Utility and they officially did that at the last meeting they had in December. The County did ask the Water Authority to participate at fifty percent (50%) of the cost of the task order and we will be reimbursed once the utility is up and running. The County would pay the other fifty percent (50%).

STORMWATER UTILITY IMPLEMENTATION TASK ORDER

The County Board of Commissioners approved the development of an intergovernmental agreement between the County and the Water Authority on December 21, 2004 for the implementation of a stormwater utility to be operated by the Water Authority. This agreement specifies that the Water Authority will have “*primary jurisdiction*” over stormwater management in the County and that the Authority shall have the right to collect any necessary fees for “*operation, maintenance, inspection, construction, and use of all stormwater systems in Clayton County.*” The agreement also gives the Authority “*the right, power, and duty*” to manage stormwater and to be responsible for plan review and approval and inspection and construction of stormwater infrastructure improvements. This agreement is for a term of 30 years.

In order to implement this program the Authority will utilize the services of CH2M Hill in developing the program. The attached task order for the Implementation of a Stormwater Utility, will include the following assistance:

Regular Board Meeting
 January 6, 2005
 Page Twenty-Four

- Development of appropriate ordinances;
- Development of operation and maintenance guidelines for the utility;
- Development and assistance in a public information program;
- County-wide aerial photography and data capture for identifying impervious surfaces;
- Identification of the “equivalent residential unit” (ERU) for determination of billing rates;
- Assistance in the development of a customer database and billing system;
- Development of an operating and capital improvement budgets; and
- Development of a capital improvement prioritization plan and Master Planning protocols.

A detailed implementation schedule is being developed that could result in the first stormwater bills going out in early to mid 2006.

Project Managers:

CH2M Hill – Doug Baughman
 Clayton County Water Authority – Mike Thomas

Task Order Budget: \$ 1,192,700

Funding: 50% (\$596,350) of the task order will be funded through the Water Authority’s R&E fund and 50% will be reimbursed by the County.

TASK ORDER RE-04-03 __ - __ - __

This attachment is to the agreement between CH2M HILL, INC., (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“CCWA”) for the *Implementation of the Clayton County Stormwater Utility (SWU)* project. The purpose of this Task Order is to define ENGINEERS scope of work for the Implementation of the Clayton County Stormwater Utility.

PROJECT DESCRIPTION

The need for additional stormwater management in Clayton County has been emerging for a number of years. Under the current arrangement, Clayton County, the Cities (Forest Park, Jonesboro, Lake City, Lovejoy, Morrow, and Riverdale), and the Clayton County Water Authority (CCWA), share various responsibilities for providing stormwater services throughout the county.

Regular Board Meeting
January 6, 2005
Page Twenty-Five

Together, they face an increasing set of stormwater management challenges stemming from:

- The need to comply with federal, state, and local mandates.
- Changes in stormwater quantity and quality as a result of growth and development.
- **Aging and deteriorating drainage infrastructure.**
- Community demands for greater responsiveness related to drainage facility maintenance and repair.

Clayton County, the Cities, and CCWA participated in a stormwater utility feasibility study that was completed in August 2004. Based on the study recommendations, the County, the Cities and CWWA have agreed to move forward with implementation of a stormwater utility. CCWA, with assistance from the County and the Cities, will take responsibility for development and implementation of the new stormwater utility. The goal of the utility is to provide a mechanism to implement a more comprehensive stormwater management program and allow the County to shift to a “proactive” approach that meets regulatory requirements and infrastructure maintenance needs.

The purpose of this project is to:

- Develop the Stormwater Utility (SWU) Program Administration System.
- Develop the Public Information Program
- Support the Development of the SWU Equivalent Residential Unit (ERU) Data Base
- Support the Development of the SWU Billing and Financial Management System
- Develop the SWUCIP Master Plan
- Support the Development of the SWU Operations and Management Program.

Article 1 — Scope of Services

The ENGINEER agrees to furnish the OWNER with the following services:

Task PM – Project Management

Project management tasks will include coordination of the project team, tracking of project financials and schedule, quality control, and regular interaction with CCWA staff to discuss project status. Specific activities will include monthly billing, preparation of progress reports, monthly project status meetings, and preparation of meeting minutes. In addition, the project manager will provide quarterly updates to the CCWA board.

Regular Board Meeting
January 6, 2005
Page Twenty-Six

Task PM – Deliverables

- Monthly project reports/invoices

Task 1 – Stormwater Utility (SWU) Program Administration

- Monthly project update meeting minutes

Development of the SWU will require establishment of new procedures, ordinances, and agreements between the County, Cities, and CCWA. CH2M HILL will assist with development of the ordinances, development of an implementation guidebook, and the initial intergovernmental agreements. A series of workshops with the Stormwater Executive Committee comprised of members from the County, Cities, and CCWA will be held.

Ordinance Development – CH2M HILL will develop a draft ordinance for the County and each of the Cities to establish the proposed stormwater utility system. The ordinance will provide a definition of the proposed utility, rate development, and responsibilities. A draft of the ordinances will be reviewed with the stormwater committee during one of the workshops. Based on comments for the county and cities, a final draft version of the ordinance (in Microsoft Word format) will be provided to the legal staff with each local government for final review and approval.

Intergovernmental Agreements – CH2M HILL will assist the CCWA, County, and Cities in development of initial intergovernmental agreements regarding the implementation of the new stormwater utility. Similar to the ordinances, CH2M HILL will provide a draft agreement for each entity (in Microsoft Word) and their respective legal staffs will be responsible for finalizing the agreements with the CCWA.

Staffing Analysis – CH2M HILL will review and integrate a staffing plan developed by CCWA to meet the stormwater utility's expanded service commitments into the Stormwater Implementation Guidebook. CH2M HILL will utilize the staffing analysis completed by the CCWA staff to develop the staffing plan in the Guidebook.

Stormwater Utility Implementation Guidebook – CH2M HILL will prepare an implementation guidebook to document the development of the rate structure, the O&M and CIP prioritization procedures, billing data base development and implementation processes, and the administrative protocols for implementation of the new utility. Elements of the guidebook will be developed in other tasks and discussed with the stormwater committee during one of the workshops. FAQ (or Fact) sheets will be included in the guidebook for quick reference for customer service staff. A draft of the guidebook will be prepared and presented to the stormwater committee during a workshop. Based on comments from the Committee, the guidebook will be finalized and 5 copies

Regular Board Meeting
 January 6, 2005
 Page Twenty-Seven

provided to each entity. Documents will be provided in three ring binders so that future updates or revisions to the document (i.e. annual CIP) can be easily added to the guidebook.

Stormwater Executive Committee (the Committee) Workshops– A series of six workshops will be held with the Committee to review key elements of the program, to provide feedback on program definition, and to discuss project status. The CH2M HILL project manager and up to two additional technical staff members will participate in each workshop over the 18-month project period. Planned workshops topics are as follows (not necessarily in this order):

- Revised ERU and Recommended Rate Structure
- O&M Recommendations
- Draft Ordinances and Intergovernmental Agreements
- CIP Prioritization Process
- CIP Recommendations
- Stormwater Utility Implementation Guidebook

Task 1 Deliverables

- Draft stormwater utility ordinance for the County and each of the Cities.
- Draft intergovernmental agreements between the county and cities, and CCWA
- Staffing recommendations Technical Memorandum (TM)
- Stormwater Utility Implementation Guidebook
- Six workshops and follow up meeting notes

Task 2 –SWU Public Information Program

Public education will be critical during implementation of the stormwater utility. A series of documents, meetings, and presentations will be used to inform the public on the need for the SWU and proposed new fees. Specific tasks are:

Newspaper Inserts – Two newspaper inserts will be prepared to present the need for additional stormwater management and a dedicated funding source. The documents will be similar to the insert prepared during the feasibility study including up to 8 pages of text and graphics that will be printed on newspaper and included as an insert to the Clayton News Daily newspaper. A total of 30,000 copies will be printed of each of the two inserts. Two drafts (an initial draft and final draft) will be provided to CCWA for review and comment. CH2M HILL will coordinate with the printer and deliver the documents to the newspaper for distribution.

Speakers Bureau Presentations – CH2M HILL will prepare up to three separate presentations for use by a “speakers bureau”. Preliminary topics for the presentations will include the rationale for stormwater management, the basics of a stormwater utility, and the final recommended stormwater utility program. Final

Regular Board Meeting
January 6, 2005
Page Twenty-Eight

topics and contents will be coordinated with CCWA staff. Presentations will be prepared in PowerPoint and copied on CDs for use by CCWA, County, or City staff during the implementation of the utility. CH2M HILL's project manager or a senior project engineer will be available for up to 15 presentations or meetings with local stakeholders or organizations. Meetings will be held with the top potential stormwater customers (largest rate payers) to discuss the proposed program, fees, and credit application process.

Citizen Advisory Committee – CH2M HILL will work with the Stormwater Executive Committee to form a Citizens Advisory Committee. This Committee may include representatives from the Chambers of Commerce, religious organizations, and homeowner associations. The Committee would meet quarterly to discuss:

- policy issues,
- the ERU linkage to a statistical analysis,
- the exemption and appeals process,
- customer service issues,
- CIP prioritization
- other issues.

The purpose of this Committee is to obtain input from a representative sample of the public and to gain community support for the utility. The Committee should be created in December 2004 and meet through March 2006. The CH2M HILL project manager and up to two additional staff members will be made available to attend each of up to five planned Citizen Advisory Committee meetings.

Customer Service Training – CH2M HILL will conduct up to 4 training workshops with CCWA, city, and/or county staff to explain the proposed new stormwater utility program including the process for addressing customer questions and the basic components of the utility. Two meetings (morning and afternoon) will be held on each of two separate days. In addition, two fact sheets will be prepared to assist staff in responding to customer questions.

Open Houses – Seven open house meetings will be held to present the proposed stormwater utility program to the public and obtain feedback on the proposed program. These meetings will be held after the ERU and billing database have been finalized and the key elements of the program are well defined. An open house will be held in each of the Cities (6) and at one additional location within the unincorporated area of the County. Each meeting will be attended by the CH2M HILL project manager and one additional staff member. Meeting materials will include up to 8 posters (approximately 3'x4') mounted on foam board. The content of the posters will be developed with input of CCWA, County, and City staff and will focus on the rationale for stormwater management, the proposed rate structure, and the key elements of the program. Draft copies of the posters will be provided in PDF format for review and comment.

Regular Board Meeting
January 6, 2005
Page Twenty-Nine

Web Site Updates – CH2M HILL will develop materials, including text and appropriate graphics, to update the CCWA and/or County/City web sites with information on the rationale for stormwater management, stormwater utilities, and the recommended stormwater utility program. Information developed for the newspaper inserts and the presentations will be used to support CCWA, County, and City web masters in updating the web sites. Materials for a total of two web page updates will be provided in digital format.

Billing Stuffers – CH2M HILL will prepare two flyers on the proposed stormwater program for distribution in the CCWA monthly water bills. Content of the flyers will be coordinated with CCWA staff and will be based on the material prepared for the newspaper inserts. CH2M HILL will produce 70,000 copies of each of the two flyers for distribution by CCWA staff.

Intergovernmental and Large Customer Coordination - CH2M HILL will provide a subcontractor to assist CCWA with coordination on implementation of the stormwater utility with the cities and large potential customers. Specific tasks will include meetings with elected officials to facilitate education efforts on the need for additional stormwater management, review of and assistance on development of project education materials, and participation in the speakers bureau presentations.

Task 2 Deliverables

- Two newspaper inserts, each 8 pages in length. A total of 30,000 copies will be made of each insert.
- Three PowerPoint presentations for the Speakers Bureau
- Meeting minutes from the Citizens Advisory Committee
- Eight posters for presentations at open house meetings
- Materials for two web site updates
- Two billing flyers on the stormwater utility program.

Task 3 – Aerial Photography and Planimetric Data Capture

The vendor selected in Task 4 will deliver the aerial photography and planimetric data. The only charges to this task will be the subcontractor aerial photography and planimetric data capture charges. All CH2M HILL services associated with these data (e.g. procuring, QA/QC) will be charged under Task 4.

Task 3 Deliverables

- Aerial imagery
- Planimetric data

Regular Board Meeting
January 6, 2005
Page Thirty

Task 3 Assumptions

- CH2M HILL assumes subcontractor services will not exceed \$215,000.

Task 4 – SWU ERU Database Development

The stormwater utility database will be comprised of GIS and customer service data. For each customer, it will provide the stormwater class, total number of ERUs and fee. Impervious surface areas will be included for non-residential customers.

Aerial Photo and Impervious Surface Mapping - CH2M HILL, with input from CCWA, will write the scope of work for aerial photo acquisition and impervious surface mapping. Upon receipt of proposals, CH2M HILL and CCWA will review the proposals and identify a vendor to perform the services. CH2M HILL will negotiate the fee and procure the services of the vendor. CH2M HILL will develop QA/QC acceptance criteria and provide to CCWA for approval. Upon receipt of the aerial photos and planimetric features, CH2M HILL will perform QA/QC procedures of the products in accordance with the checklist. If CH2M HILL determines that the data does not meet the acceptance criteria, CH2M HILL will request the vendor to correct the errors and resubmit. CH2M HILL will provide the final product from the vendor and a summary of the QA/QC results to CCWA.

Average impervious surface calculation for single family and multi-family customers - CH2M HILL will identify an appropriate statistically valid sample set (approximately 10%) of single family customers. The sample set will include single-family properties located throughout Clayton County and its incorporated jurisdictions. The sample set will be used to determine the average square footage of impervious area for single-family stormwater utility customers. The resulting average impervious area will be the basis for calculating Equivalent Residential Units (ERUs) for non-residential and multi-family customers. CH2M HILL will identify an appropriate statistically valid sample set (approximately 10%) of multi-family customers. The sample set will include multi-family properties located throughout Clayton County and its incorporated jurisdictions. The sample set will be used to determine the average square footage of impervious area per unit for multi-family stormwater utility customers. The result of the average multi-family impervious area divided by the average SFR impervious area will be used to calculate the total number of ERUs for multi-family customers per instructions below.

Identification of new stormwater only customers - CH2M HILL will cross-reference the Clayton County Tax Assessor tax roles with the CCWA customer database to identify properties in Clayton County that are not CCWA customers. CH2M HILL will also work with CCWA and Clayton County staff to identify residents on a well and/or septic system. CH2M HILL will provide the

Regular Board Meeting
January 6, 2005
Page Thirty-One

CCWA customer service department with a list of customers who will receive only stormwater utility bills.

Stormwater utility class assignment - Using the CCWA customer database, CH2M HILL will assign a stormwater utility class to each account. To do this, CCWA will provide CH2M HILL with an export of the customer service records. The data export will be provided to CH2M HILL at the beginning of the project and then in three-month increments until three months prior to CH2M HILL's final delivery date of the stormwater total ERUs and fees for each customer.

The following stormwater utility classes will be assigned:

- SFR – single family residential
- Multi – multi-family residential
- Non-Res – non-residential
- UND – undeveloped (i.e. no impervious surfaces)

Where the class is unable to be determined, CH2M HILL will perform a field visit to classify the customer. CH2M HILL assumes no more than 30 field visits will be required.

Customer boundary generation for non-residential customers - CH2M HILL will digitize stormwater customer boundaries for non-residential and multi-family customers. CH2M HILL will use Clayton County Tax Assessor maps, CCWA's GIS point layer of water customers, and the planimetric surfaces and aerial photos delivered above to determine approximate customer boundaries. The customer boundary will not be accurate for use as a parcel boundary GIS layer, nor will there be any guarantee of the accuracy of the customer boundary line located in pervious surfaces such as grass.

Where the customer boundary is unable to be determined, CH2M HILL will perform a field visit to determine the boundary. CH2M HILL assumes no more than 30 field visits will be required.

Impervious surface calculations - CH2M HILL will use the planimetric and customer boundary GIS data to assign the total impervious area for each non-residential customer.

CH2M HILL will perform field checks for customers that have had development from the date of the aerial flight to three months prior to final delivery of the stormwater utility fees. CH2M HILL assumes no more than 30 field visits will be required.

ERU and Fee determination - CH2M HILL will assign the total number of ERUs to each current record in the CCWA customer database. CH2M HILL will use the customer service exported data provided in the "Stormwater utility class assignments" subtask above, as well as any new customers identified in the "Identify new CCWA customers" subtask.

Regular Board Meeting
January 6, 2005
Page Thirty-Two

The total ERU and fees for each customer will be determined as follows:

- All single family residential (SFR) accounts will receive a total ERU = 1.0.
- Non-Residential accounts will receive some multiple of the ERU based on the total impervious area for that customer.
- Multi-Family Residential parcels will receive some multiple of ERU based on the number of units for that customer.
- Non Developed (UND) customers will have an ERU = 0.

Once the number of ERUs has been assigned to all customers, CH2M HILL will calculate the stormwater utility fee for each customer.

Stormwater utility database QA/QC - CH2M HILL will perform a series of QA/QC checks on the GIS and stormwater utility databases.

Where necessary, CH2M HILL will perform additional field checks to resolve questions identified during the QA/QC. CH2M HILL assumes no more than 30 field visits will be required.

Task 4 Deliverables

- Aerial-triangulation report and check points (to confirm scale), as provided by aerial photo vendor
- Non-residential customer boundaries in ESRI personal geodatabase format
- Sample results of average square footage for SFR and multi-family customers
- List of new customers (As of the last data download from the Tax Assessor)
- MS Access table containing account number, stormwater utility class, total impervious area (non-residential customers only), number of units (multi-family customers only), total number of ERUs and fee

Task 4 Assumptions

- To perform QA/QC, CH2M HILL assumes that Aerial vendor will provide triangulation report
- To perform QA/QC, CH2M HILL assumes that Triangulation reports will be provided as part of imagery deliverable including the derived exterior orientation parameters for each image frame
- To perform QA/QC, CH2M HILL assumes that Aerial vendor will provide surveyed ground control points that are not included in triangulation solution (check points)

- To perform QA/QC, CH2M HILL assumes that Delivered orthoimagery tiles (assuming tiles of a specific size are the deliverable format) should be mosaiced such that improper color-balancing is not visible and that image tiles are edge-matched seamlessly with no spatial offset.

Task 5 – SWU Billing System and Financial Management

To perform QA/QC, CH2M HILL assumes that proper scanning of the film product to digital format is performed such that the captured image represents the majority of the 8-bit (0-255) range of the image histogram. Digital image histograms will represent a near-normal statistical distribution unless land features cause a distribution skew

Revised financial analysis - CH2M HILL will expand and refine the Pro Forma Fund Summary modeling initiated in the Feasibility Study to enable construction of long-term strategic plans for Year 0 through Year 6. These cost estimates will be refined by performing a needs evaluation based on information developed in Tasks 6 & 7. Under this task, CH2M HILL will provide a technical memorandum of the revised needs evaluation, which will include cost estimates for Program Administration, Public Information, Billing and Financial Management, Regulation and Enforcement, Stormwater Quality Management, Engineering and Master Planning, Floodplain Management, and Operations and Maintenance.

Billing system - CH2M HILL, with input from CCWA, will identify billing system requirements to implement the stormwater utility. CH2M HILL will meet with the CCWA customer service representatives up to four times to communicate the requirements of the stormwater utility billing system and review the RFP to which vendors will respond. CH2M HILL will provide the billing system requirements for the stormwater utility in a technical memorandum for review and sign-off.

CH2M HILL will review up to five vendor's system functionality and how well it conforms to the stormwater utility billing requirements. CH2M HILL will provide a technical memorandum of recommendations to CCWA regarding the system(s) that will most effectively accommodate the stormwater utility billing system requirements. CH2M HILL will attend up to two meetings with CCWA to select the billing system. CH2M HILL will not be responsible for procuring the services of the vendor nor will CH2M HILL be responsible for managing the vendor.

CH2M HILL will meet with CCWA and the selected vendor four times during the billing system implementation to evaluate the new billing system functionality against the stormwater utility billing requirements identified during the procurement process. CH2M HILL will report any discrepancies in the billing system to the stormwater utility management team.

Regular Board Meeting
January 6, 2005
Page Thirty-Four

CH2M HILL will meet up to two times with the CCWA customer service and GIS staff to establish protocols for information transfer between the billing and GIS systems.

CH2M HILL will meet up to two times with CCWA customer service and GIS staff as well as Clayton County Tax Assessor and Planning and Zoning staff to identify protocols for CCWA to add new stormwater customers that may not be water or sewer customers (e.g. when a parcel with development is split, but water/sewer service is not requested).

Recommendations on the methods for billing customers in malls or commercial/industrial complexes with only one water meter will be developed and presented to CCWA and the Executive Committee for consideration.

Task 5 Deliverables

- Technical Memorandum (TM) summarizing revised cost and revenue estimates for Year 0 - Year 6 and the recommended financial plan
- TM listing billing system requirements for the stormwater utility
- TM documenting stormwater utility billing system requirement discrepancies encountered during the billing system implementation
- TM of data transfer protocols between the billing and GIS systems

Task 6 – Develop the SWU Capital Improvement Plan (CIP)

TM summarizing recommended process for billing customers within the malls and commercial complexes.

The SWU CIP will consist of a written document outlining capital improvements projects to be implemented in order to protect existing potable water resources, reduce flooding, comply with water quality standards, and State mandated TMDLs.

In order to develop the SWU CIP, CH2M HILL will complete the following:

- Conduct meetings with County, City, and CCWA staff to review existing BMPs and infrastructure maintenance, repair, replacement needs;
- Conduct site visits to review identified problem areas
- Estimate costs for maintenance, repair, and replacement (CIP) projects
- Identify watershed improvement projects
- Develop CIP project prioritization criteria and complete initial screening of projects
- Develop Sub Basin priorities for additional inventory data collection

Regular Board Meeting
January 6, 2005
Page Thirty-Five

Conduct Meetings with County, City, and CCWA Staff – A series of meetings (total of 7) will be held with the public utilities and/or engineering staff in each of the cities and the county to discuss known stormwater flooding, maintenance, or related problem areas and associated project needs. Information on existing maintenance activities and areas requiring special attention will be collected. Existing data or inventories of BMPs and related stormwater structures will also be collected.

Conduct Site Visits – CH2M HILL will conduct site visits to the key problem areas (up to 60) to develop preliminary cost estimates for repair, maintenance, or replacement of the structures. Information on (but not limited to) the type of structure, inlet or pipe diameter, and outlet protection will be collected during the site visits to assist with the development of cost estimates.

Develop Preliminary Cost Estimates – Based on the meetings and the site visits, CH2M HILL will develop preliminary cost estimates for the identified projects. Cost estimates will be at a planning level (plus 50%, minus 30%) and will be used to refine initial estimates of the O&M and CIP costs developed for the Feasibility Study. Results of these investigations will be summarized in a TM.

Identify watershed improvement projects - During this phase CH2M HILL will review existing stream walk data and watershed improvement analyses to determine the linear footage of stream bank restoration proposed within the SWU service area. Engineering and construction cost data from previous projects will be used to estimate CIP stream bank restoration construction cost.

Develop CIP Prioritization Process and Final CIP – CH2M HILL will develop a list of recommended criteria and a process for prioritization of future CIPs. Preliminary recommendations will be presented to the Executive Committee during a workshop. Based on feedback from the committee, the final criteria and process will be used to screen the initial list of CIPs to be implemented in the first year of the stormwater utility program.

Sub Basin Prioritization – Based on the identification of existing BMPs, infrastructure maintenance needs, and watershed improvement needs, CH2M HILL will develop a prioritized list of sub basins to focus additional inventory data collection, initial stormwater master planning and flood plain mapping during the first year of implementation. Recommendations will be summarized in the final CIP TM.

Develop Master Planning Protocol – CH2M HILL will conduct a meeting with the county, City and CCWA staff to review goals for the future sub-basin stormwater master planning projects. Based on feedback from these meetings, CH2M HILL will prepare a TM summarizing the recommended protocols for data collection, hydrologic/hydraulic analyses, flood plain mapping, watershed/habitat restoration, and cost estimating. Final recommendations will be incorporated into the Stormwater Utility Implementation Guidebook.

Regular Board Meeting
January 6, 2005
Page Thirty-Six

□ TM summarizing the known BMP, stormwater flooding, and infrastructure problem areas or projects. Preliminary costs for addressing the identified problems will also be included in this TM.

□ TM summarizing the recommended criteria and protocol for prioritizing CIP projects and the recommended CIP BMP, storm drain, and stream restoration projects throughout SWU service area. Recommendations for additional inventory data collection for specific sub basins will also be included in this TM.

□ TM summarizing the protocols for development of sub basin stormwater master plans.

Task 7 – Support the Development of the SWU Operations and Management Program

CH2M HILL will work with CCWA to develop the SWU Operations Manual (OM). The OM will outline how projects are to be implemented, scheduled, executed, and how the GIS database is updated upon completion of the work. In addition we will assist CCWA in developing their office and maintenance staff and equipment needs.

CH2M HILL will also assist CCWA in developing the Maintenance Manual (MM). This manual will outline the inspection and maintenance schedule for BMPs, closed and open storm drain systems, and stream walks.

Task 7 Deliverables

- Upon completion of this task CH2M HILL will document the operations and maintenance plans in a technical memorandum.
- Final recommendations will be summarized in a section of the SWU Implementation Guidebook (Task 1)
- Ten copies each of the OM and MM.

Article 2 - Compensation

Compensation for the Scope of Services described herein shall be in accordance with the terms specified in Attachment B. Compensation shall be cost-reimbursable per diem (time and expense), with a maximum, not to exceed amount of \$1,192,700 without written approval from the CCWA.

Article 3 - Insurance

The insurance coverage required for this task order is shown on the attached insurance exhibit A.

Regular Board Meeting
January 6, 2005
Page Thirty-Seven

Article 4 - Schedule

The ENGINEER will begin work under this task order when authorized by the OWNER. Work under this task order will be completed within eighteen months of authorization. The overall goal is to initiate billing for the new stormwater utility by spring of 2006.

This task order will become part of the AGREEMENT when executed by both parties.

IN WITNESS WHEREOF, the parties execute below:

For the OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated the _____ day of _____, 2004

By

Name

Title

For the ENGINEER, CH2M HILL,

Dated this _____ day of _____, 2004

By

Name

Title

Regular Board Meeting
January 6, 2005
Page Thirty-Eight

EXHIBIT A
INSURANCE REQUIREMENTS
TASK ORDER RE-03-03
STORMWATER UTILITY FEASIBILITY STUDY

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.

(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.

Regular Board Meeting
 January 6, 2005
 Page Thirty-Nine

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 \$25,000,000 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, or termination or non-renewal of at least sixty (60) days.

Regular Board Meeting
January 6, 2005
Page Forty

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 Operations and Products/Completed Operations.

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.

Mr. Brannan explained that in order to move forward from this point, the Authority would develop a schedule in cooperation with the County and the Cities. Mr. Thomas and his staff will be leading this for the Water Authority. When the Authority gets the exact guidelines of how the Utility will operate, as part of the Stormwater Utility, the Customer Information System will enable the Authority to have the capability to bill a third element on our billing system along with some other enhancements. Mr. Brannan added that what the Board needs to do at this time, is to authorize the task order with CH2M Hill to be signed as well as the intergovernmental agreement between the Authority and the County to move ahead with the development of the Stormwater program.

Upon Motion by John Chafin and seconded by Allan Smith it was unanimously

RESOLVED: to approve the task order with CH2M Hill as well as the intergovernmental agreement with Clayton County for the Implementation of a Stormwater Utility and to authorize the Chairman to sign the documents.

Chairman McQueen stated that in order for our customers to understand the need for this Stormwater Utility the Authority must do good P.R. work, which would help the customer to understand that the Authority is the best agency to implement this Stormwater Utility.

Mr. Brannan added that after it is officially adopted by the Commission, our Board and any other Municipality that wants to participate, and hopefully all of them will, it will take the Authority between fifteen to eighteen months to get this Stormwater Utility in place, then the billing will go into effect. At that point, we would have outlined how we would have taken over some of the responsibilities that Stormwater functions are doing in the County now and what additional ones we will be doing as part of the utility. This will take us some time

Regular Board Meeting
January 6, 2005
Page Forty-One

to develop. Mr. Hirsekorn and his staff have already gotten the aerial photography in motion, but it will take some time to develop this project.

Lovejoy Sewer and Water Line Recommendation: Mr. Brannan stated that the Authority has talked to the Board earlier in regard to a development in the south end of the County. A few months back the Board agreed to participate at twenty-five percent (25%) in the sewer line extension, which is normal procedure for the Authority, in an amount not to exceed forty-four thousand dollars (\$44,000). Initially, we were going to allow Henry County to serve that development with water. Since that time, other developments have been proposed in the area and the Water Authority staff has determined that by making some water distribution system improvements in this area that we can adequately serve these developments.

A 12-inch water line will be extended to serve these developments at an estimated cost of one hundred twelve thousand dollars (\$112,000). We propose to reassign the CCWA contribution of forty-four thousand dollars (\$44,000) for the sewer line extension to the cost of water line construction. The developer would be responsible for the remaining water line cost and the full cost of the sewer extension. The Water Authority would use our own crews or annual services contractor to extend the water line. This change will benefit CCWA by adding water customers and removing us from the responsibility of contracting for the sewer extension.

Staff recommends that the Authority extend a 12-inch water line to serve the developments in the Lovejoy area at an estimated cost of one hundred twelve thousand dollars (\$112,000) with the reassignment of the CCWA contribution of forty-four thousand dollars (\$44,000) from the cost of the water line construction.

SOUTH LOVEJOY WATER & SEWER IMPROVEMENTS

In June 2004, the Board agreed to participate in the extension of a gravity sewer line from the new lift station on Tara Boulevard to serve several developments in the southern portion of Lovejoy. The Board agreed to participate at a level of 25%, not to exceed a total of \$44,000. At the time, it was assumed that these developments would receive water service from Henry County because these developments are on the County line and it was believed that the Henry County Water & Sewerage Authority could better serve them. Since that time, other developments have been proposed in the area and the Water Authority staff has determined that by making some water distribution system improvements in this area that we can adequately serve these developments.

Regular Board Meeting
January 6, 2005
Page Forty-Two

A 12-inch water line will be extended to serve these developments at an estimated cost of \$112,000. We propose to reassign the CCWA contribution of \$44,000 to the cost of water line construction. The developer would be responsible for the remaining water line cost and the full cost of the sewer extension. The Water Authority would use our own crews or annual services contractor to extend the water line. This change will benefit CCWA by adding water customers and removing us from the responsibility of contracting for the sewer extension.

Upon Motion by Lloyd Joiner and seconded by Allan Smith it was unanimously

RESOLVED: to approve the extension of a 12-inch water line to serve the developments in the Lovejoy area at an estimated cost of one hundred twelve thousand dollars (\$112,000) using the reassignment of the CCWA contribution of forty-four thousand dollars (\$44,000) for the sewer line extension to the cost of the water line extension.

IT Disaster Recovery Plan Task Order Recommendation: Mr. Brannan stated that Rodney Crowell, IS Supervisor, and his staff have been working on a contingency plan in case of an emergency with our computer system. The Authority has a short-term arrangement with backup computers that would be available to us. Today, Mr. Brannan is bringing to the Board a proposed development of a long-term disaster recovery plan in case our computer operations go down. This task order would allow CH2M Hill and their computer staff to work with our staff to develop a plan so that we have a solid disaster recovery plan for our computer services.

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

RESOLVED: to approve the task order from CH2M Hill for the IT Disaster Recovery Advisory Services and General Consulting in the amount of eighty-two thousand seven hundred dollars (\$82,700).

Clayton County Water Authority
 Disaster Recovery and General Consulting Services
 December 22, 2004



Table of Contents

1.1	Project Objectives	2727
1.2	Scope of Services	2727
	Task 1 — Disaster Recovery	2727
	Task 2 — General Consulting	2729
1.3	General Documentation Guidelines	2730
1.4	Key Assumptions	2730
1.5	Project Schedule	2731
1.6	Project Pricing	2731
1.7	Acceptance	2731

1.1 Project Objectives

The primary objectives of the work associated with this proposal are:

1. Creation of a feasibility report presenting Disaster Recovery options for Clayton County Water Authority (CCWA). This report will include a cost comparison of different backup methods, a cost comparison of alternate off-site facilities, and a framework of CCWA-specific issues to consider when creating a Disaster Recovery Plan.
2. General Consulting Services

1.2 Scope of Services

Task 1 — Disaster Recovery

Overview

CH2M HILL will provide supporting analysis and consulting services to assist CCWA in the creation of a Disaster Recovery strategy.

Regular Board Meeting
January 6, 2005
Page Forty-Four

Item 1 – Backup Method Comparison

CH2M HILL will develop a list of backup options, evaluate these options, and recommend the solution that best meets the needs of CCWA. Emphasis will be placed on reducing or eliminating single points of failure, and contingency plans for points of failure that can not be mitigated.

Item 1 Deliverables

- Technical and cost comparison of the backup alternatives will be summarized in a Technical Memorandum (TM) for review by the CCWA.

Item 2 – Backup Facility Alternatives

CH2M HILL will investigate the possibility of CCWA setting up alternate sites to be used in the event of a disaster or catastrophe. While eliminating possible points of failure and backing up data is a good first step toward reducing risks, these two steps alone will not safeguard CCWA in the event of a local or regional disaster (such as flood or terrorist attack). In the event of such a disaster, the only short-term alternative may be to setup a backup infrastructure at an alternative site until services at the original location can be restored. Cost and level of effort estimates will be provided for the following types of backup facility alternatives:

- Hot site – This is a “ready-to-go” site that is fully configured and could be up and running in a very short period of time. While this provides the quickest solution to recovering from a disaster, it is also the costliest. It requires that all equipment and software be compatible with the data from the main site, but allows for very flexible testing scenarios and rapid response to an emergency.
- Warm site – The most common of the facility alternatives, a warm site is only partially configured with peripheral and telecommunication equipment. The actual computers would need to be moved from the main site in the event of a disaster, which adds a delay when bringing a site online following a disaster.
- Cold site – Cold sites provide only the most basic of services needed for bringing an alternative site online (such as electrical and air conditioning). While cold sites are the least costly to maintain, they also take the longest to bring online when needed. It can be weeks before a cold site is operational.

Regular Board Meeting
January 6, 2005
Page Forty-Five

Item 2 Deliverables

- Alternative facility comparison that presents the cost and level of effort associated with setting up each type of alternative site. Using both internal CCWA and external 3rd party facilities will be examined.

Item 3 – Disaster Recovery Planning Guidance

The CH2M HILL team will work with the CCWA team to create a Disaster Recovery Plan. Expertise will be provided in the areas of:

- Communication – The disaster recovery plan must show employees how to respond to disasters and how to communicate information when electronic communication media may be unavailable.
- Procedures – Emergency response procedures must be in place for people to follow in the event of a disaster. These procedures include escalation procedures for notifying management, steps needed to retrieve backup media, or procedures for bringing an alternative facility online.
- Health and Safety – In the event of a disaster, safety and security are of the utmost importance. Steps should be taken in the disaster recovery plan to ensure the safety of CCWA employees while they restore service, and the security of CCWA data while services are down.
- Prevention – Although having a disaster recovery plan in place is essential if a disaster were to occur, preventing a disaster is preferable. By eliminating the vulnerabilities and risks found during the below referenced cyber security assessment, many disruptions and even some disasters can be avoided entirely.

Item 3 Deliverables

- A framework for creating disaster recovery policies, procedures, standards, and guidelines. The framework will be created using current industry standards customized to CCWA's environment.

Task 2 — General Consulting

This Task is set at a fixed maximum dollar amount, allowing CCWA to contract for services and negating the need to generate and sign various individual small task orders. CCWA and CH2M HILL will agree in writing on the various tasks and their level of effort prior to starting work.

1.3 General Documentation Guidelines

CH2M HILL will provide all documentation related to Task 1 and Task 2 with a confidentiality clause attached to the document. Only authorized project team members will be given access to sensitive material. We shred all discarded working copies. We will keep all electronic copies of sensitive material in a folder on a password-protected secure server, and we will limit access only to authorized project team members. We will either hand-deliver deliverable documents to the client PM, or ship the documents double-sealed via Federal Express[®]. We will double-wrap the hard copy transmission with the following statement on the inner envelope: *“Sensitive Information – To be Opened by Addressee Only.”* The outer envelope will only contain the name and address of the recipient, and the direct return address, and be free of any indications that the package contains sensitive information.

1.4 Key Assumptions

- CCWA will provide access to each administrative and operations facility as required.
- Limit of scope include evaluation/assessment of the CCWA network with the firewall as the endpoint limit. Scope does not include evaluation/assessment of the CCWA General network.
- CCWA personnel will be available for interviews and provide requested access to the internal network, network devices, files, individual WTP access, and other technical resources as required to complete the project.
- CCWA will identify a contact person (trusted agent) who is authorized to make real-time decisions relative to this project on behalf of CCWA.
- CCWA will provide a system block diagram, and identify target IP addresses and passwords for CH2M HILL for this project.
- CH2M HILL will not conduct network testing or use automated security discovery/assessment tools on the network or connected platforms without the CCWA contact present to authorize the activity.
- Because of its malicious and destructive nature, CH2M HILL will not conduct tests designed specifically to cause a Denial of Service (DoS) condition unless specifically requested and authorized to do so in writing.
- Because system and application vulnerabilities are being discovered and reported on a daily basis, not all vulnerabilities present in the designated CCWA systems and associated processing environment may be detected. CH2M HILL will provide a list of security patches based on the results of the automated scan for CCWA to install.
- CH2M HILL will halt the discovery process once vulnerability has been uncovered, and will not attempt to demonstrate exploitation of the vulnerability.

Regular Board Meeting
January 6, 2005
Page Forty-Seven

- CH2M HILL will make every attempt to contain and minimize the operational risks, inherent in this type of assessment, and will cease our testing and discovery activities upon notification by CCWA of any unanticipated operational disruption.

Despite our best efforts, automated security discovery/assessment tools will occasionally significantly reduce network performance or crash servers. Therefore, it must be mutually agreed that there are risks, including the possibility of an unintentional DoS, and that the risks associated with this type of testing / assessment are acknowledged and accepted by CCWA.

1.5 Project Schedule

This proposal will cover services and activities with an estimated duration of 180 days from Notice to Proceed.

1.6 Project Pricing

Work conducted under this authorization shall be in accordance with the Master Services Agreement. The compensation method shall be on a per-diem basis plus allowable direct expenses. An estimated budget for each task is identified below. CH2M HILL will not exceed this budget without written authority from CCWA.

Task 1 – Disaster Recovery	\$52,750
Task 2 – General Consulting	\$29,950

1.7 Acceptance

IN WITNESS WHEREOF, the parties have caused this proposal to be duly executed and delivered as of the day and year written below.

Clayton County Water Authority

CH2M HILL

Signature:

Signature:

Printed Name:

Printed Name

Title:

Title:

Date:

Date:

Upon Motion by Lloyd Joiner and seconded by John Westervelt it was unanimously

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

Regular Board Meeting
January 6, 2005
Page Forty-Eight

The Board returned to the open session of the meeting.

Mr. Brannan stated that the Authority put a statement on the bill to Mr. Moody, who spoke to the Board earlier today, explaining that his increased water bill indicated that an abnormal situation was occurring. Our employees went out and found that he had a break in his line, which caused his bill to go up. Mr. Moody had a couple of months of high bills, and in following our set procedure of adjusting two of these bills for him, a balance was left for him to pay. Mr. Moody refused to pay this balance and wanted to come before the Board and explain his situation.

Mr. Brannan is still trying to resolve the issue of what employee spoke rudely to Mr. Moody initially.

Chairman McQueen asked that Mr. Brannan follow up with Mr. Moody and let him know that standard procedures were followed and that the Board agreed with Mr. Brannan that Mr. Moody is responsible for the balance owed on his account.

Mr. Brannan showed a slide of Frontage Road at Tubeway Drive along I-75 where the sewer has collapsed under the interstate. In order to complete this repair work, we have set up detours to handle the traffic around the area where we are pumping the material around the problem area. The Authority has had to rent the pump, which has been operating 24 hours a day. The contractor will lay a new line, but as he is digging in the asphalt on a state route the Authority will have to put that road back to state specifications. The cost to do all of this repair work is about one hundred twenty thousand dollars (\$120,000) and since this cost is beyond Mr. Etheridge's normal maintenance fund, Mr. Brannan allocated that amount out of our R&E Fund. Mr. Brannan will bring the final cost analysis back to the Board.

Mr. Brannan stated that during the preparation of the engineer's report that was prepared for the bond issue, the Authority was asked what we were anticipating as far as a rate adjustment for the next few years. After looking at that and looking at Georgia Power going up 4.2% this year, with increased chemical costs around 5% a year and personnel costs that go up around 4 or 5% a year, Mr. Brannan recommends that the Board to adopt a policy that states that our intent as a Board is that we adjust our rates until 2010, the next five years, at a annually targeted four percent (4%) per year. The actual amount will be determined every year after we do a financial analysis of the Authority's condition. If the Board wants to do 4%, 6%, or do nothing, it will be the Board's decision, but our target for financial planning is that we will adjust the rates every year, four percent (4%). The bond rating agencies always want you to have a small adjustment regularly in

Regular Board Meeting
January 6, 2005
Page Forty-Nine

your rates so that they know that you are taking care of future costs as things escalate. They do not like for us to make an adjustment now and then six or seven years later you make another, which causes a hardship on your customer base.

Vice Chairman, Lloyd Joiner, stated that this is an excellent planning approach that the Authority will need to implement.

Upon Motion by Marie Barber and seconded by Allan Smith it was unanimously

RESOLVED: that the Board of Directors of the Clayton County Water Authority establish a five (5) year financial plan (2006 through 2010) to adjust water and sewer rates a target of four percent (4%) annually after completing a thorough financial analysis of existing revenues, operational expenses and proposed capital improvements. The annual four percent (4%) target adjustment may be revised each year as economic conditions are evaluated.

Mr. Brannan added that Mr. Etheridge has thirty-six (36) outstanding meters, but normally that would be a hundred to two hundred (100 to 200). During the development of our system, growth and impact fees have carried our revenue. But our system is maturing now and we are going to have to look at balancing the slow rate of growth versus the increase in the rate structure to make up for that. This gives us a target and lets the bond rating agencies know that the Authority will have to do something and will already have a policy in place to look at every year and determine the amount of adjustment per year.

Mr. Brannan wanted to bring the Board up to speed on the bond money. We talked about the cost of the Northeast Plant going up because of the escalation of material costs at twenty-two percent (22%). The bond amount right now is at sixty-five million dollars (\$65,000,000). The Authority had a meeting set up with Chairman Bell on Wednesday, but it has been changed to tomorrow. Mr. Hicks, Mr. Thomas, and myself are going to bring Chairman Bell up to speed on where the Master Plan is and to talk about the bond issue and any other issue that he might want to talk about. Chairman Bell will then be aware of where the Water Authority is going and what kind of schedule we have. We will try to get the Bond Issue done sometime in February. We will take it back to the Commissioners next Tuesday, at their work session, and try to educate the rest of the Commission, but the Chairman will have had the opportunity to ask any questions in order to become as familiar as he needs to be with it before it comes up.

Regular Board Meeting
January 6, 2005
Page Fifty

Mr. Brannan stated that the Authority will be observing our fiftieth anniversary this year and he had contacted Kathy Wages to look at the lobby because of the old furniture, rugs and plants and come up with a plan to redecorate that area. The old items, which have been there for eleven (11) years, would be donated to the women's shelter or some other needy group.

Mr. Brannan added that every year Johnny Meek, Michelle Mirzaiee, and other employees collect funds for Operation Christmas and this past year collected eighteen hundred dollars (\$1,800).

In Lake City, they are planning to do an Extreme Makeover of a home for a family and had asked the Authority to assist in tying them onto the sewer. We looked at this from an engineering standpoint to make sure that they could extend that line to serve that house.

Mr. Brannan stated that the Chamber Banquet is scheduled for Saturday, February 5th, at the Hilton Atlanta Airport, starting at 6 p.m. The Authority has reserved a table for this event so if any of the Board would like to go, let us know. If the Board does not fill the table, then staff will be invited to go.

Ms. Barber stated that she and her husband would like to go to the banquet.

Mr. Brannan added that was all he had for the Board today.

Mr. Joiner stated that he was so impressed with the recognition of the EPA for this little speck of the U.S.A. to be picked out of the whole country to be recognized as the leading example for E.P.A.'s objectives.

Chairman McQueen commented that the Authority did receive a letter from President Bush.

Upon Motion by Lloyd Joiner and seconded by Marie Barber 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