

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

Regular Board Meeting, November 4, 2004

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, Wes Greene, Allan R. Smith, John Westervelt, and new Board member 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, Information Services Supervisor, Rodney Crowell, Human Resources Director, Ed Durham, Administrative Secretary, Carla Clark, Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher & Hecht, L.L.C., Rick Hirsekorn of CH2M Hill, Chris Wood and Nicole Mier of Jim Wood & Associates Public Relations. Guests were: Milford McGuirt and Aleisa Howell of KPMG, Colonel Manos, Ft. Gillem Post Commander and Major Michael Offe, Ft. Gillem FEMA Liaison Officer, Tom Deutschelle, Ft. Gillem Training and Mobilization Department, Pam and Kevin Davidson of Wise & Davidson Construction, Johnny Blankenship of Blankenship Plumbing and CCWA employees: Michael Bohannon, Thomas McClain, Dexter Norris, Wayne Wilkerson, William VonDenBosch, Charles Ecton, Jim Powell, Jeff Jones, Todd Pence, and Andrew Nisoff.

Chairman McQueen, on behalf of the Board of Directors, welcomed everyone to the meeting, especially any visitors and employees in the audience.

Chairman McQueen called on Wayne Wilkerson to give the invocation.

Chairman McQueen commented that Board member, Alan Horton, has resigned from the Board, because of employment at a hospital in Milledgeville, Georgia.

Chairman McQueen stated that it is a pleasure to introduce a friend, Mr. John Chafin, who will serve the remaining term of Alan Horton. Mr. Chafin has lived in Clayton County for a long time and many years ago he was a City Councilman for Forest Park, served in the legislature and owns Christian Pharmacy. Chairman McQueen welcomed Mr. Chafin to the Water Authority Board and added that Mr. Chafin would be a great asset and hoped that he would enjoy serving on this Board. Chairman McQueen complemented the Authority and added that this is a good organization, with good people and he knows that Mr. Chafin will make it better and thanked him for serving.

Regular Board Meeting
November 4, 2004
Page Two

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting Minutes of October 7, 2004 and the Regular Session of the Called Meeting of October 19, 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.

Employee Recognition: Chairman McQueen called on Guy Pihera, to present the Department of the Year Safety Award. Mr. Pihera explained that in the past this award was given at our Employee Appreciation Day, but from now on would be presented at a Board meeting to give it more recognition. Neal Wellons initiated our safety program back in 1987 and since that time great strides have been taken in preventing accidents and holding down the cost of insurance premiums.

The Authority has had a lot of good people involved in this program since 1987. The Safety Program has a safety committee that is made up of representatives from each department of the Water Authority. These representatives rotate on an annual or every-two-year basis in order to involve as many employees as possible. The Safety Committee reviews accidents and make recommendations as to how we can do things safer.

The Water Authority currently has forty (40) teams and the Safety Committee has incentives for the teams based on how long they have gone accident free, injury free, or vehicle accident free. Mr. Pihera added that the Authority has low and high hazard teams. Low hazard teams are mostly office environment and their highest level of award is a paid half-day off if their team goes accident free for three years. If the high hazard teams go three years without a lost time injury accident or a chargeable vehicle accident, they are awarded a paid full day off each year.

Mr. Pihera added that right now the Authority has twenty-one (21) teams that have gone three years accident free, seven (7) teams that are two years accident free and will be awarded a paid half day off, and seven (7) teams that have had accidents within the last year and so they do not warrant time off this year. The team members work to keep their team members safe in order to earn time off.

In a year's time back in 1987, the Authority had fifty-three (53) total injury accidents and fourteen (14) of those were lost time, meaning at least one day off work due to injury. After initiating the Safety program throughout the years those accident numbers have declined significantly. Since 1993, the accidents have stayed constant, even though our number of employees has grown.

Regular Board Meeting
November 4, 2004
Page Three

The Authority is actively trying to reduce the number of accidents. A little over a year ago, the Authority had "Safe Driving to Work Week", which included a stuffer in our paychecks, e-mail notices that went out daily during that week, and the Authority had a newsletter discussing safe driving. During the month of July, St. Paul/Travelers Insurance Company came out and gave specialized driving training to our employees. Most of our employees that drive a company vehicle came out and participated in this training, specialized as to whether you drove a passenger type vehicle or a larger truck type vehicle. This was offered free of charge through our insurance carrier. Also, in a couple of weeks the Authority will be putting out another incentive for the month of November on safe driving.

Mr. Pihera stated that he is here today to announce the winner of the Safety Committee's Department of the Year Award. The Safety Committee accepts nominations from the departments and votes on a winner after a lot of discussion. Mr. Pihera stated that this year's winner is Water Reclamation. Mr. Pihera called on Jim Poff, Manager of Water Reclamation, who accepted this award on behalf of his department. Mr. Poff thanked Mr. Pihera and stated that winning this award means a lot to all of the employees in the Water Reclamation Department.

Chairman McQueen added that the Board knows that this is a great program for the Water Authority, because it not only saves the Authority a lot of money, but also saves lives and injuries. The Board appreciates what the staff puts into this safety program and that on behalf of the Board he would like to thank Neal Wellons for starting the safety program for the Authority.

Next, Mr. Pihera introduced Colonel Manos, Post Commander at Fort Gillem, and Major Michael Offe, FEMA Liaison Officer, and Mr. Tom Deutschelle with the Training and Mobilization Department at Fort Gillem. Mr. Pihera asked these distinguished guests from Fort Gillem to come up at this time along with Authority employees Herbert Etheridge, Jeff Jones and Todd Pence.

Colonel Manos thanked the Board for this time and wanted to publically recognize the Clayton County Water Authority for supporting the Fort when they were dealing with the disaster in Florida. One of the items that was needed was water. Fort Gillem contacted the Authority at zero eight hundred on a Sunday morning and asked for help with getting the water that was needed. By Monday, the Fort had water from the Authority going down to Florida to help the residents there. Colonel Manos added that they could not have done this without the Authority's help. This was a great partnership and it worked out really well and it just tells us again that if there is a disaster and we work together, we can make anything happen.

Regular Board Meeting
November 4, 2004
Page Four

Colonel Manos personally thanked those involved with a letter for their personnel files, and a plaque for each of the staff involved. This plaque is about 9-11. Colonel Manos explained that they give this plaque to those that partner with Fort Gillem and help them in disasters. The plaque says, "We will never forget. We will always remember". Colonel Manos also presented each staff member involved with a pin from Fort McPherson/Fort Gillem, since she commands both installations. Colonel Manos thanked everyone involved.

Colonel Manos also stated that the efforts of the Water Authority made it on the front of the Fort Gillem newspaper and also was covered on the local news and press. Colonel Manos thanked everyone again and added that these efforts made a big difference in a lot of lives. They could not have done this without the Authority. The Board and all those in attendance gave a round of applause in appreciation.

Chairman McQueen thanked those from Fort Gillem and added that we appreciate what they do for the community.

Chairman McQueen called on Herbert Etheridge, Manager of Maintenance and Construction, who introduced Andy Nisoff, a crew leader in the water line repair maintenance section. Mr. Etheridge stated that Mr. Nisoff came to work with him fourteen (14) years ago. They both were at sewer line maintenance. About five years ago, Mr. Nisoff came over to the waterside. Mr. Etheridge gave recognition to Mr. Nisoff who recently passed his Georgia Water Distribution System exam, on the first try. There is only a thirty-five percent (35%) pass rate on the first attempt, so he has done an excellent job and adds to the Authority's growing number of staff that is state certified. Mr. Etheridge stated that he appreciates the excellent job that Mr. Nisoff does for the Authority.

Chairman McQueen stated on behalf of the Board that he appreciates what Mr. Nisoff does for the Water Authority.

Employee Service Recognition: Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that he had a couple of things he would like to follow up on that Mr. Pihera had mentioned earlier. Mr. Hicks stated that the last time the Authority paid an insurance premium for worker's compensation, before the Authority went self-insured on worker's compensation in 1992, the premium was three hundred sixty-two thousand (\$362,000). The Authority had about two hundred fifty (250) employees and had been told for some time that we were too small to be a self-insured worker's compensation program, but several of our players and our risk management consultant began to look at the safety program and how well it was working and decided to go self insured. The Authority buys a policy for losses above three hundred thousand (\$300,000) dollars. In the first year, counting the premium that we paid on that policy, we spent

Regular Board Meeting
November 4, 2004
Page Five

about fifty thousand (\$50,000) coming off of three hundred sixty-two thousand (\$362,000). Mr. Hicks added that he is not aware of anything since then, over a hundred thousand (\$1000,000) dollars and he did not know where it would be today if it was three hundred sixty-two thousand dollars (\$362,000) twelve years ago. This driving force headed by Neal and now by Guy and the many employees that have gone through the safety program has certainly saved the Authority a considerable amount of money.

Mr. Hicks called Herbert Etheridge to come up. Mr. Hicks stated that the Georgia Water and Pollution Control Association (GWPCA) developed a program called the Golden Manhole Award Society. Last year was the first year that the Society was formed and the Authority nominated Charles Ecton. Mr. Ecton, along with seven others throughout the state, were the very first group to receive this award. This year's competition was so stiff that only four awards were given this year and one went to Herbert Etheridge. Mr. Hicks explained that this award is given to someone who has put a lot of time and effort into a wastewater collection system. Mr. Hicks congratulated Mr. Etheridge on being selected for this award. Mr. Etheridge thanked the Board for their support in all that the employees do.

Employee Service Recognition: Mr. Hicks explained for new Board member, John Chafin, that the Employee Service Recognition use to be at the Employee Appreciation Day, but with so much going on that day, the Authority decided about a year and a half ago to move it to the Board meeting plus we only did the employee recognition once a year so people whose anniversary was right after the picnic had to wait a whole year. Now we do the employee recognition on a monthly basis.

Mr. Hicks stated that Mr. Joiner likes to know how many years the Board is recognizing and today we have one hundred ten (110) years. We have four who have fifteen (15) years, one of which could not be with us today, one-twenty (20) years, and one-thirty (30) years. Mr. Hicks added that the three that have fifteen years all started on the same day.

Mr. Hicks called Thomas McClain to come forward. Mr. Hicks stated that Mr. McClain, started working for the authority in October 1989 as a maintenance utility worker in what was called Production and Treatment, which is now two separate departments, Water Production and Water Reclamation. Mr. McClain has been promoted up through the years to his current position of Facilities Maintenance Foreman. Mr. McClain and his crew work under Teresa Adams and Tony Ferrari and have a lot of talents. Mr. Hicks congratulated Mr. McClain for his fifteen (15) years of service to the Authority.

Mr. Hicks next called on Jimmy Powell, who also started in October 1989, born and raised in Clayton County and graduated from Morrow Senior High School. Mr.

Regular Board Meeting
November 4, 2004
Page Six

Hicks wondered how many employees had Chairman McQueen as their principal. Mr. Powell started in the Sewer Service Mechanic, which was under the Engineering department at that time. Since that time, the Sewer Maintenance group has not only physically moved up here, but also moved under Mr. Etheridge in Maintenance & Construction. Mr. Powell has really gotten involved in safety also and is one of the Authority's leaders in safety. Mr. Powell has not only taken safety training in a lot of areas, but he has gained in several areas and he is the trainer. Mr. Hicks congratulated Mr. Powell for his fifteen years of service. The Board gave Mr. Powell a round of applause.

Mr. Hicks called Wayne Wilkerson, who also started in October 1989, to come forward. Wayne started in Land Management and continues today working with the spray irrigation system. Mr. Wilkerson is now looking forward to Constructed Wetlands and what that brings to that area. Mr. Hicks congratulated Mr. Wilkerson for his fifteen years of service and the Board gave him a round of applause.

Mr. Hicks mentioned that Matt Sorrow also has fifteen years, but could not be with us today. Mr. Sorrow works for Mr. Etheridge in the Sewer Maintenance section.

Mr. Hicks called on Dexter Norris, who has twenty years of service with the Authority. Mr. Hicks stated that Dexter was hired as a forester at the Land Treatment Facility to oversee the growing and harvesting of trees. Mr. Norris has also become a fix-it person for the Land Treatment Facility and several other places. His crews will fix gullies, fix washouts, and build roads and anything else that is needed. Mr. Hicks added that how much forestry Mr. Norris has done for the Authority through the years he could not say, but he has been a real valuable asset in a lot of other areas. Mr. Hicks thanked Mr. Norris for his twenty years (20) with the Authority. Mr. Norris received a round of applause from the Board.

Mr. Hicks asked Mike Bohannon to come up. Mr. Hicks added that Mr. Bohannon has been here long enough that he is just about a native. Mr. Bohannon was born in West Point, New York, but has been here since he was six years old, graduated from Forest Park, attended Clayton College & State University, and has been with the Authority since October 1974. Mr. Bohannon started in the lab in Production and Treatment and he is now Chief Operator at the Casey Plant. Mr. Hicks stated that Mr. Bohannon is also the mastermind behind the smaller maintenance for the W.B. Casey Plant. There is a lot of equipment at this plant and Mr. Bohannon has taken it upon himself to maintain that equipment which has helped to keep some big expenses off the Authority. Mr. Hicks thanked Mr. Bohannon for his thirty years (30) of dedicated service with the Authority.

Regular Board Meeting
November 4, 2004
Page Seven

Chairman McQueen stated on behalf of the Board that they appreciate each employee represented here today and their many years of service.

KPMG Audit & Bond Sale Report: Chairman McQueen called on Emory McHugh, Finance Director, who stated that the Authority's audit has just been completed and that KPMG, our auditors, are here today to present the audit and what it entailed.

Mr. Milford McGuirt introduced himself as a partner with KPMG that worked on the audit of Clayton County Water Authority. Mr. McGuirt also introduced Aleisa Howell, Senior Manager, who coordinated the audit. A copy of the brief summary presentation was handed out and Mr. McGuirt reviewed the information with his power point presentation.

Ms. Howell talked about observations and recommendations that KPMG provided management as a result of the audit. One recommendation was to increase the threshold on capital assets from three hundred fifty dollars (\$350) to five thousand dollars (\$5,000), a suggested threshold based on industry standards. Ms. Howell reviewed the Observations and Recommendations outlined in their handout.

Chairman McQueen asked if the Board had any questions and thanked Mr. McGuirt and Ms. Howell for being here today and advised them that if there were any problems the Board expected Mr. McHugh to take care of them.

Marie Barber, Secretary/Treasurer of the Board, asked Mr. McGuirt to explain the recommendation to raise the threshold on capital assets.

Mr. McGuirt stated that when you look at the financial statement for the Authority, which has about four hundred million dollars in capital assets, the \$350 threshold requires accountability of very small assets on the financial statements. To increase the threshold would reduce the amount of internal bookkeeping that has to be done. Those assets would still be inventoried and tracked, and would have to be depreciated over a period of time. Mr. McGuirt added that the five thousand dollars (\$5,000) threshold would be in the ballpark for the size of our Authority.

Mr. McHugh added that the Authority's financial statements came out last week and staff would be glad to sit down with any of the Board to go over the statement.

Mr. McHugh stated that recently the Water Authority took advantage of the interest rate market, the lowest rates in fifty to a hundred years. A week before the actual closing we were looking at a refunding bond issue of about \$35,845,000 dollars. As interest rates went down and because of the latitude the Board gave the underwriters the

Regular Board Meeting
November 4, 2004
Page Eight

Authority was able to increase the bond issue to \$59,085,000 dollars, which resulted in the Authority saving another million dollars because of the Board's business savvy.

Mr. McHugh explained with a slide presentation that the Authority took series 1996, 2000, and 2001 bonds and refunded a total of \$57,125,000 dollars. The next slide showed the debt service and what it would have been, what it is on the refunded bonds, and the savings of a little over \$3,000,000 dollars. The third slide shows the debt service schedule comparison, which would result in two hundred thousand dollars a year in interest that our customers will not have to pay. The estimated issuance cost actually went down by \$1.18 per thousand dollars debt. Mr. McHugh stated that on a whole it cost the Authority \$12.45 per thousand dollars to save \$3,000,000 dollars.

Mr. Brannan complimented Mr. McHugh for the good job he did working with the auditors and everyone involved to complete this bond refunding which saved the Authority a good bit of money that we can turn around and borrow more money with.

Chairman McQueen stated that he and Ms. Barber were going downtown to King & Spalding at 8:30 a. m. on Tuesday, November 16, 2004, to sign the bond refunding paperwork and if anyone else would like to go, please let Mr. Brannan know.

Chairman McQueen stated that he was going to move item "M" on the agenda to be the next item for Mr. Brannan to discuss.

City of Atlanta (South River Plant): Mr. Brannan recognized Sheila Pierce, who used to work with CH2M Hill, but now is a Deputy Director for the Department of Watershed Management for the City of Atlanta. Ms. Pierce introduced her commissioner, Rob Hunter. Mr. Brannan added that several times the Authority has visited with Ms. Pierce and has worked through some issues to be able to arrive at a balance owed on the South River Plant, which was an agreement with the City of Atlanta and the City of Forest Park when the Authority purchased that sewer system.

City of Atlanta Sewer Service Cost Share Agreement

When CCWA purchased the City of Forest Park sewer system, we became a partner in their agreement with the City of Atlanta to provide transport and treatment for wastewater collected in Forest Park. Part of this agreement is a requirement to share in the costs of any necessary treatment upgrades for the City's South River Water Reclamation Center. The cost share is based on the capacity of 1.6 mgd allocated to Forest Park out of a total plant capacity of 45 mgd, which equates to 3.56%.

The City of Atlanta was required by the State to upgrade the South River WRC to provide better effluent quality to the Chattahoochee River. The City originally estimated our share to be approximately \$4 million. The final official amount after construction was completed and CCWA staff evaluated invoices and documentation from the City is \$3,014,857. CCWA paid a previous

Regular Board Meeting
November 4, 2005
Page Nine

invoice for partial billing of \$2,262,538 in April 2002. This leaves a final payment of \$752,319.50.

Future improvements to this facility could result in future payments to the City for continued wastewater treatment services but CCWA staff will work with the City to provide input on future projects and protect the interests of the Water Authority in this agreement.

Mr. Brannan is pleased to say that the final balance is less money than we had initially thought. The outstanding balance that the Authority owes the City of Atlanta is seven hundred fifty-two thousand three hundred nineteen dollars and fifty cents \$752,319.50. This money has been put aside and is available to pay the invoice, which will bring our total for those improvements to three million fourteen thousand eight hundred fifty-seven dollars (\$3,014,857). Mr. Brannan added that this is not to say that this is the final amount we will have to pay the City of Atlanta, because the Authority has a commitment that as they make improvements, the Authority has to pay their prorated share of the amount of flow that we put into that plant up to 2009 when we will either renegotiate the contract or choose to handle the wastewater from this area at our plant. Mr. Brannan added that the Authority appreciates our relationship with the City of Atlanta. Mr. Brannan stated that he appreciated Ms. Pierce and Mr. Hunter's leadership in bringing this issue to a head. Mr. Brannan stated that this is the recommendation to the Board.

Upon Motion by Wes Greene and seconded by Marie Barber it was unanimously

RESOLVED: to accept management's recommendation to issue a check to the City of Atlanta in the amount of seven hundred fifty-two thousand three hundred nineteen dollars and fifty cents (\$752,319.50) for our share in the upgrades to the South River Plant that was part of the contract with the purchase of the City of Forest Park system.

Personnel Policy Manual Update: Chairman McQueen called on Ed Durham, Human Resources Director, who stated that last month we discussed updating our personnel policy manual just to make sure we were in accordance with changes in employment law and accordance with some procedural changes that we needed to do here at the Water Authority. After last month's Board meeting, a meeting with Ms. Barber and Mr. Smith was set up later in the month to let them take a look at the policy manual and show them the changes that were proposed. The staff worked on those changes in cooperation with Fincher & Hecht. Mr. Durham stated that he would like to make a recommendation that the Authority adopt the revised personnel policy manual.

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

Regular Board Meeting
November 4, 2004
Page Ten

RESOLVED: to approve the proposed changes to the personnel policy manual as discussed.

Metal Building Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that two months ago staff asked the Board to approve the plan to build a 40' x 150' metal building on the new property at the headquarters site. Mr. Etheridge gave a slide presentation showing the location of the buildings and also the location for the metal building. 40' x 90' would be mainly for vehicle storage and the remaining 40' x 60' would be for warehouse storage. Mr. Etheridge added that staff recommends that the contract be awarded to Foundation Works, Incorporated with the total bid amount of one hundred thirty-eight thousand seven hundred thirty-one dollars (\$138,731) with the understanding that if for some reason they cannot get the required insurance and bonding that the Authority will be able to contact the second lowest bidder.

New Board member, John Cafin, commented that in looking at the bids the company with the lowest bid is from a different county and also another one is located outside Clayton County. Mr. Cafin stated that it seems it would be more prudent to do business with people who live in our county, use our water and pay their taxes here.

Chairman McQueen added that the Authority does what it can to use local vendors when we can. The Authority tries to make sure that everyone in Clayton County knows about the bids and has a chance to bid on them. The Board has gone with the lowest bid that meets specs, making sure that anyone has a chance to bid.

There was some discussion concerning the bidding process and the Board's policy of awarding to the lowest bidder that meets specifications.

Board member, John Westervelt, asked if the Authority does not have some sort of rating system that is used.

Chairman McQueen stated that the Board would continue to award contracts to the lowest bidder that meets specifications unless this Board votes to change it. Chairman McQueen explained that the Board owes it to the Clayton County Water users, the homeowners, to get them the very best price that we can get them for the use of water and the only way that we can do that is to keep our bid operation the best we can. If we give the local vendors the opportunity to bid and our specs are equal, and somebody outside the county can save the Authority a substantial amount of money then that outweighs going with a local vendor.

Board member, Wes Greene, stated that he has been on the Board for eleven years, and this topic has come up during this period of time and we have had some discussions

Regular Board Meeting
November 4, 2004
Page Eleven

over this. Mr. Greene added that what he would ask is the Board to consider asking our legal counsel to check with the surrounding authorities to see what their policies are and report back to the Board at the next meeting. The Board has always wanted to maintain the integrity of our bidding process and Mr. Greene stated that he did not think that anyone could argue with the integrity of our process that we have had here at the Authority. Mr. Greene added that the Authority has tried to award contracts to local vendors when we could, but this does merit that the Board take another look at this.

Clayton County Water Authority
Purchase and Erect One Pre-Engineered Metal Building
Forming and Pouring – Turn Down Concrete Slab
November 2004

Vendor	Total Bid Amount
Foundation Works, Inc. 125 River View Court Hampton, GA	\$138,731.00
Wise & Davidson Construction 9396 D South Main Street Jonesboro, GA	\$140,618.78
Southern Builders Inc. 209 Wallis St. Jonesboro, GA	\$141,650.00
Gantt Metal Contractors, Inc. 838 Brooks Woolsey Road Brooks, GA	\$146,280.60

Recommendation: Staff recommends contracting with the low bidder, Foundation Works, in the amount of \$138,731.00 for this project.

The original estimate for this portion of the project was \$131,400.00. Due to increases in Steel and Concrete prices the actual bid is \$7,331.00 over that amount. That additional funding will be transferred from Budget Unit 611.561 (Water Service Line Maintenance – Outside Services), as we do not have to replace as many Galvanized Service Lines as we had anticipated this year. This addition will increase the total project cost to approximately \$162,331.00 (from the original estimate of \$155,000.00), which includes Electrical Work and Heating Units.

Board member, Allan Smith, stated that he agreed with Chairman McQueen that the Board has a duty to the taxpayer to keep the prices and costs down as much as possible, but more importantly the Board has an obligation to our employees, the people

Regular Board Meeting
November 4, 2004
Page Twelve

who built the Water Authority and maintain it. If you start giving away money, this would be coming out of the pockets of our employees.

Chairman McQueen stated that the Board could revisit this issue if that is their desire, but in order to keep rates low the Board must make good, sound, physical decisions.

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

RESOLVED: to accept staff's recommendation to contract with the low bidder, Foundation Works, Incorporated, in the amount of one hundred thirty-eight thousand, seven hundred thirty-one dollars (\$138,731) to purchase and erect one pre-engineered metal building to include the forming and pouring of a turn down concrete slab, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Pelletizing Skid Loader Recommendation: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who stated that this recommendation is for a small skid loader that would replace a twenty (20) year old unit that was in the pelletizing building at the Casey Plant. Staff recommends that the Board accept the lowest qualified bid from United Rental for twenty-four thousand two hundred forty-seven dollars and fifty-one cents (\$24,247.51). The budgeted amount for this item was thirty thousand dollars (\$30,000) from the FY 2004 budget.

Clayton County Water Authority
Small Skid Loader for Casey Pelletizing
November 2004

Vendor	Machine	Comments	Total Bid Amount
Lashley Tractor Sales 6953 Covington Hwy. Lithonia, GA	New Holland LS170	Does Not Meet Specifications	\$22,924.87
United Rentals 3990 Jonesboro Road Forest Park, GA	Thomas 175		\$24,247.51
Perimeter Bobcat 1637 Forest Parkway Lake City, GA	Bobcat S185		\$24,337.71
Metrac, Inc. 180 Princeton Road Adairsville, GA	John Deere 317		\$24,842.14

Equipment Support Services 4240 Martin Luther King Blvd. Atlanta, GA	Case 60 XT		\$25,800
Tractor & Equipment Co. 5732 Frontage Road Forest Park, GA	Komatsu SK820-5		\$26,184.75
LB Smith 4520 Pine Street Smyrna, GA	Volvo MC80		\$26,610
Lashley Tractor Sales 6953 Covington Hwy. Lithonia, GA	Daewoo 450		\$28,973.61
Yancey Brothers Co. 330 Lee Industrial Blvd. Austell, GA	Caterpillar 236B		\$31,792

Staff recommends that we accept the lowest bid that meets all specifications from United Rentals for \$24,247.51. Funding source will be FY 2004 budget amount of \$30,000.

Upon Motion by Lloyd Joiner and seconded by Wes Greene it was unanimously

RESOLVED: to accept staff's recommendation to purchase one Thomas 175 Small Skid Loader for the Casey Pelletizing building from United Rentals in the amount of twenty-four thousand two hundred forty-seven dollars and fifty-one cents (\$24,247.51).

Services During Construction Task Order Update: Chairman McQueen called on Mike Buffington, Project Manager, who stated that the Authority operates under an annual task order from CH2M Hill for services during construction for our capital improvement projects. Mr. Buffington stated that this is an informational update for fiscal year 2004.

UPDATE
PROGRAM MANAGEMENT AND SERVICES
DURING CONSTRUCTION – FISCAL YEAR 2004
TASK ORDER NO. RE-04-01

Includes program management, and services during construction provided by CH2M Hill during FY 2004 (May 1, 2004 through April 30, 2005). These services include general program management, and construction management and inspection for all projects under construction during the fiscal year.

Project Managers:

- CH2M Hill, Engineers – Dave Goddeyne
- Clayton County Water Authority – Mike Buffington

Task Order Amount and Funding:

- Task Order Amount – \$ 3,292,000 (not to exceed amount)

Regular Board Meeting
November 4, 2004
Page Fourteen

- Funding – R&E Funds

Northeast WRF:

Northeast WRF Bid Services are included in this task order. CH2M Hill will also modify the final design to include emergency generators to be provided and installed by the general contractor rather than by Southern Energy Solutions. This is necessary due to the construction schedule and timing for installation of the generators. The general contractor will be responsible for the installation of the generators at the proper time to avoid delays in start up of the plant. The final design will also be modified to make some minor instrumentation and control changes, and CH2M Hill will provide a revised construction cost update for the entire project including generators. Cost of these services will be a not to exceed amount of \$45,462.00 based on time and expenses spent on this task.

Casey WRF Odor Control:

The recently completed W. B. Casey WRF includes odor control at the new plant. This task will include services of CH2M Hill to complete a study of the Casey sludge pellitization odor control. This is necessary due to recent odor complaints from the facility. The study will include a review of existing odor controls and operation of the pellitization process, and recommendations of upgrades and improvements including operational and equipment changes.

The above services will be completed within the original budget of the Services During Construction Task Order with no change in task order amount.

PROPOSAL
MODIFICATIONS TO NORTHEAST WRF
DESIGN DOCUMENTS

This is an amendment to TASK ORDER RE-04-01 between CH2M HILL, INC., (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”) for the PROJECT generally described as Fiscal Year 2004 Program Management Services and Services During Construction for CCWA’s W.B. Casey Expansion and Upgrade, W.J. Hooper Phase II Upgrade, Solids Dewatering Facilities, Huie Phase I Constructed Wetlands, Huie Phase II Constructed Wetlands, East Jesters Creek Stream Restoration at Reynolds Road, Jackson Transfer Pump Station Force Main Improvements, Reeves Creek Lift Station Improvements, Battle Creek Facilities Generators, and Tank Coatings Projects. The purpose of this Task Order Amendment No. 1 is for the modification to the Northeast WRF Final Design to have the main switchgear and generators be provided by the General Contractor rather than by Southern Company Energy Solutions.

ARTICLE 1 — SCOPE OF SERVICES

The ENGINEER agrees to furnish the OWNER the following services:

Regular Board Meeting
November 4, 2004
Page Fifteen

- Modify drawings and specifications to delete all references to Southern Company Energy Solutions providing and installing the generators.
- Prepare specifications for Urea Tank and Metering Pumps.
- Prepare P&ID for Urea System.
- Prepare two mechanical drawings for the Urea System – one plan drawing, one isometric and sections drawing.
- Prepare structural drawing to provide stairs/handrails for generators.
- Modify electrical drawings to show wiring and ductbank changes for a specific manufacturer.
- Modify Bid Form, Summary of Work, and Coordination specification sections.
- Modify Fuel System P&ID.
- Modify PICS specifications including Input/Output list, instrument list, and startup sequence.
- QC review of revisions.
- Project management.

The drawing and specification modifications will be handled as an addendum to the existing bid documents.

ARTICLE 2 — COMPENSATION

Compensation by the OWNER to the ENGINEER shall be as follows:

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified in Task Order No. RE-04-01. Compensation shall be cost-reimbursable-per diem (time and expenses), with a maximum, not to exceed amount of \$45,462.00 without written approval from the OWNER.

ARTICLE 3 — INSURANCE

The insurance coverage requirements listed in the original task order are in affect.

Proposal
Clayton County Water Authority
Odor Control Evaluation and Sludge Management
Modifications at the W.B. Casey WRF

Project Description

The Clayton County Water Authority (CCWA) owns and operates the W.B. Casey Water Reclamation Facility (WRF). The new facility produces primary and secondary sludges, which are mixed in a Sludge Blend Tank, dewatered by belt filter presses (BFP) and dried in triple-pass kiln dryers.

Regular Board Meeting
November 4, 2004
Page Sixteen

Following recent odor complaints, CCWA wishes to assess the current odor conditions associated with the Solids Drying Facility. The purpose of the assessment is to develop an odor mitigation plan that can be quickly implemented to immediately reduce offsite impacts. In addition, recommendations for future odor control improvements will also be presented.

This study will also evaluate alternative methods of managing the primary sludge (PS) and waste activated sludge (WAS) prior to dewatering to reduce the potential for odor, and improve the biosolids pellet quality.

Summary of Proposed Approach

The proposed scope of services will consist of the following tasks:

Task 1 – Air Sampling

Potential odor sources at the Solids Drying Facility will be sampled to characterize odors associated with respective sources. A total of twelve samples will be collected and analyzed for odor, hedonic tone, intensity and total reduced sulfide compounds. Sampling locations will include:

- Dryer scrubber inlet and exhaust, each scrubber (four samples)
- Ambient Dryer Building Room air, floor and roof level if accessible (two samples)
- Belt Filter Press Area and Dewatered Cake Storage Bin (two samples)
- Pellet storage area (two samples)
- Upwind and downwind from the Dryer Building (two samples)

While CH2M HILL staff are on site collecting air samples, four samples also be collected from the Casey Raw Sewage Pump Station Biofilter, which does not appear to be performing to specification.

Task 2 – Source Characterization

Using the results of sample analyses, emissions for each source will be developed and used to identify candidate sources for odor control improvements. Sources to be ranked will include scrubber exhaust stacks, dryer building roof exhausters, and the pelletized biosolids storage area. In addition, quantification and ranking of inside-building sources will be completed, as sampling permits, for the belt filter presses and dewatered cake storage bin.

Task 3 – Assessment of Existing Odor Control Equipment

Design, operation and maintenance information and sampling data collected as part of this project will be used to assess the current condition of the existing odor control equipment. Results of this assessment will be used to determine if immediate improvements are warranted and what these improvements may include, e.g., increased frequency of packing acid-washing, packing replacement, modification to the scrubber wet chemistry.

Task 4 – Odor Emissions Mitigation Plan

Based on information obtained during Tasks 1 through 3, an odor emissions mitigation plan will be developed for the Dryer facilities. This plan will include recommendations on improvements designed to mitigate offsite impacts associated with odors from this facility. While the focus of this plan will be to generate recommendations that can be implemented in the near-term (Phase I), it is anticipated that other longer lead time odor control improvement recommendations (Phase II) will also be developed.

Regular Board Meeting
November 4, 2004
Page Seventeen

These recommendations will be presented from a conceptual standpoint in terms of design and opinion of probable cost. The level of effort required to complete detailed design work or to obtain budgetary estimates from potential suppliers/manufacturers has not been included as part of this proposal.

Task 5 – Evaluation of Sludge Management Processes

Sludge management alternatives that will provide staff more operational flexibility, reduced pellet odor potential and improved pellet quality will be reviewed for feasibility, implementation and likely cost. These alternatives shall include the following:

1. Construction of a pipe from the headwork's to the effluent channel of the primary sedimentation tanks (PST) to allow bypassing of screened and dewatered wastewater around the primary treatment system.
2. Pumping primary sludge to the effluent channel of the PSTs to mix with primary effluent and convey the mixture to the biological reactor basins (BRB). The impact of the sludge on nutrient removal performance, the aeration requirements and associated additional treatment costs will be evaluated.
3. Use of a BRB for aerobic stabilization of primary sludge will be considered. This would be accomplished by pumping primary sludge into an isolated BRB. The impact on the overall performance of the plant will be evaluated.
4. Pumping of primary sludge (PS) directly to the Ashbrook Klampress belt filter press for dewatering. Dewatered cake would be conveyed to an enclosed storage container or trailer. The need for odor control of this operation will be evaluated. The opportunity to dry sludge from the Shoal Creek WRF in lieu of the primary sludge will be evaluated.

Preliminary designs, including major equipment selection, and equipment and piping layouts, will be prepared in sufficient detail to develop opinions of cost for implementation and relative ease of construction.

Task 6 – Technical Memoranda

A technical memorandum (TM) for odor control alternatives will be prepared that documents the activities and findings related to Tasks 1 through 4 described above. A second TM will be prepared to summarize the findings and recommendations for sludge management alternatives Task 5. CH2M HILL will submit draft copies of both TMs and will then meet with CCWA to discuss review comments. Based on review comments received by CCWA, CH2M HILL will revise and resubmit the final TMs.

Deliverables

1. Given the short time line for this project, it is proposed that the sole formal deliverables for this project will be the Draft and Final TMs and the meeting minutes to review these documents.

Proposed Fee and Schedule

Compensation shall be cost-reimbursable per diem (time and expenses), with a maximum, not to exceed amount of \$51,350 without written approval from the CCWA. Cost for each task is as follows:

Regular Board Meeting
November 4, 2004
Page Eighteen

- Task 1 – Sampling: \$20,519
- Task 2 – Source Characterization: \$ 3,351
- Task 3 – Assessment of Existing Odor Control Equipment: \$ 3,633
- Task 4 – Odor Emissions Mitigation Plan: \$ 3,382
- Task 5 – Sludge Management Alternatives: \$ 9,923
- Task 6 – Technical Memoranda: \$ 6,680
- Task 7 – Meeting: \$ 3,862

Upon receipt of Notice to Proceed, the estimated time to complete Tasks 1 to 6 is four to five weeks.

Mr. Buffington stated that the task order for fiscal year 2004 was three million two hundred ninety-two thousand dollars (\$3,292,000) based on time and expenses as a not to exceed amount. Mr. Buffington stated that this task order is funded by R&E funds.

Mr. Buffington added that the projects that were completed or in process in 2004 were the W. B. Casey Water Reclamation Facility, Casey & Jackson Emergency Generators, W.J. Hooper Water Production Plant Improvements, E.L. Huie Constructed Wetlands Phase I Project, Solids Dewatering Facilities at our Freeman Road Water Production Plant and Shoal Creek Water Reclamation Facility, Reeves Creek Pump Station, Jesters Creek at Reynolds Road Stream Restoration Project, and Screen Painting of the Elevated Tanks. The construction for our Northeast Water Reclamation Facility Project will be funded by future Bond Issue. Bid services for that project will be included in the current Services During Construction Task Order. The Authority has also asked CH2M Hill to modify the documents to include emergency generators in that construction contract. The General Contractor would then furnish the generators rather than Southern Energy Solutions, which is the way the Authority has done for some projects in the past. This would make the General Contractor responsible for the delivery and scheduling of the generators, which would hopefully avoid startup delays and rental on temporary emergency generators like we had at the Casey project. We would also make some modifications and instrumentation and changes to the control system based on some recent experiences with completed projects and CH2M Hill will complete a revised construction cost estimate. All of these services, based on time and materials, will be completed by CH2M Hill for a not-to-exceed amount of forty-five thousand four hundred sixty-two dollars (\$45,462). This work will be completed within the current Services During Construction budget with no additions to the task order amount.

Mr. Buffington explained that the recently completed W. B. Casey Water Reclamation Facility has extensive odor control as part of that design. However, the Authority does continue to have some odor complaints from the existing sludge pelletization facility. Staff has asked CH2M Hill to complete a study including a review of the existing operation of the pelletizing facility along with the odor control equipment at that facility and also to come back with recommendations of any upgrades, both to the

Regular Board Meeting
November 4, 2004
Page Nineteen

operation of the facility as well as any equipment changes that we may need to make. CH2M Hill will complete this study for a not-to-exceed amount of fifty-one thousand three hundred fifty dollars (\$51,350), based on time and materials, and also will be completed within the current Services during Construction budget without an increase in the task order amount. We are able to do this work within this existing task order without increasing the amount because we have had some projects that have been moved back, like the Northeast, and also the hired inspection staff working with CH2M Hill developed into some cost savings.

SEACAP Report Presentation: Chairman McQueen called on Mike Thomas, Manager of Program Management and Engineering, who stated that this is another informational presentation to update the Board on work the Authority has been doing called the Sewer System Evaluation and Capacity Assurance Plan (SEACAP). Mr. Thomas gave a GIS slide presentation showing how extensive the Authority's sewer system is. To put that in perspective, Mr. Thomas explained that the Authority maintains over twelve hundred (1,200) miles of sewer line. The Board has heard the number four hundred twenty-four million dollars (\$424,000,000) in capital assets. Almost eighty-five million dollars (\$85,000,000) of that figure is sewer lines, about twenty percent (20%) of our fixed assets are in our sewer lines, and about three million (\$3,000,000) of our operational costs last year was put toward sewer line maintenance. Mr. Thomas stated that the SEACAP project was to evaluate the Authority's capacity in our sewer system and to identify potential sewer overflows using some flow monitoring data (rainfall) and then developing a computer model of the sewer system itself. Through that plan and modeling, the Authority hopes to minimize any overflows by doing some intense maintenance work and capital improvements to the system.

SEACAP Project Update

CH2M Hill assisted CCWA staff with the development of a System Evaluation and Capacity Assurance Plan (SEACAP) for the Casey and Shoal Creek Sewer Basins. The report provided recommendations for managing the wastewater collection systems to reduce sanitary sewer overflows (SSO's). The SEACAP addresses the capacity requirements in EPA's Capacity, Management, Maintenance & Operations (CMOM) program. A preliminary SEACAP was produced in 2002 but was based on limited flow monitoring data because of the drought.

The original SEACAP report of March 2002 analyzed "pipes only" solutions to capacity improvements. This SEACAP utilized additional flow monitoring data to recalibrate models and includes pipe solutions, tank storage, and inflow & infiltration reductions to produce the most cost-effective alternative. The plan recommends comprehensive maintenance and capital improvement projects to minimize sanitary sewer overflows.

The SEACAP includes an overlapping 15-year implementation period for maintenance and capital improvement projects starting in the Casey Basin in 2005 and in the Shoal Creek basin in 2009. The maintenance activities include sanitary sewer & rainfall monitoring, manhole inspections, smoke testing, televising, and dye testing. The maintenance activities will focus on

Regular Board Meeting
November 4, 2004
Page Twenty

“cost-effective” sub basins, or areas where flow monitoring indicated capacity problems were related to inflow and infiltration. The capital improvements such as parallel pipes or storage tanks will be based on the flow monitoring and inflow & infiltration identification. Incorporating actions to reduce inflow and infiltration cut the cost of implementation in half for both basins.

The Plan recommendations will be incorporated into future CCWA operating budgets and a proposed Master Plan update in 2005.

Mr. Thomas added that the EPD rules take a position of “no tolerance” in the metro Atlanta area for any kind of overflow. Any one that reaches state waters is an automatic fine. The Authority wants to address any area that we know of and to prevent overflows in the future. The cost associated with backups into private property has gotten very expensive for us recently and the cost associated with the extra water in the sewer line getting to the plant is anywhere from about fifty to sixty thousand dollars (\$50,000 to \$60,000) a year depending on what it costs us to treat it.

Sewer backups also result in water quality violations for bacteria in streams downstream of the overflow. The Authority wants to take a pro-active approach to address this issue.

The Authority has gone through this process for the Casey Basin and the Shoal Creek Basin. Detailed survey information was taken of all these sewer lines in order to build the model. Usually, the sewer line itself might be six to eight feet below the top of the manhole and when the sewer line becomes full, the sewerage begins to backup into the manhole. The objective of the model was to prevent that from rising within two feet of the top and to provide a base line to meet that objective. We looked at how many parallel pipes it would require to develop the kind of capacity to hold those flows. Alternatively, the Authority looked at how much of that water could be prevented from getting into the sewer line. If the Authority could prevent thirty to forty percent (30% to 40%) from getting into the sewer lines, we would not need as large a pipe or as many pipes. The Authority is going to do some comprehensive flow monitoring, source protection, and rehabilitation.

In order to try to prevent some of that water from getting into the sewer system, the first place that we start is source protection, which is looking at manholes. This could involve lids off the manholes, manholes that are cracked or are broken by construction activity, smoke detection where smoke is forced into the sewer lines and we see if it will come out of storm drains and other places that it should not be coming out of. We can look at segments of the line and measure the flow to see how it responds to rainfall events. We also have televising cameras that we can put down the sewer lines to help us find cracks and bad joints in the pipe. We can do dye testing, if we suspect that somebody’s sewer drain is tied into the sewer line. We will utilize all those methods to

Regular Board Meeting
November 4, 2004
Page Twenty-One

try to identify sources of infiltration and inflow and then begin the repair process, which will start with manhole repairs, repairs to the pipe itself and trying to eliminate any illegal connections.

There is a lot of work to address all of this, so the Authority has set up a fifteen-year (15) implementation period for maintenance and capital improvement projects starting in the Casey Basin in 2005 and in the Shoal Creek Basin in 2009. This probably represents maybe six hundred miles (600) of sewer line. Staff is going to focus on the areas where the model shows that it would be most cost effective.

Some areas have been identified where we are going to have to put in a larger pipe or a parallel pipe to avoid overflows. Also aboveground storage tanks, where during high flow we pump raw sewerage into the tank, fill it, and then as the flow recedes we let the sewerage go back into the sewer line may have to be used. Putting those three pieces together is about ten million dollars (\$10,000,000) over the next fifteen (15) years. When the staff looked at just putting in enough pipes to handle all the water that is getting into the system, that alternative was twenty-five million dollars (\$25,000,000). It was worth us taking a little more time to develop a better approach to the problem.

Mr. Thomas added that Mr. Etheridge would be bringing a proposal before the Board in a few months to install permanent monitors in the Casey Basin and his crew will also start the sewer inspection work and the rehab repair immediately thereafter. After we have done all that work, then we will take another look at the flow monitor data and determine if we still need those pipe upgrades and tanks and a similar schedule on the Shoal Creek side.

Next year, Mr. Etheridge will be doing the permanent flow monitoring and will create a condition assessment manual so that their crews or any contractor crews that we use would know how to evaluate and assess the repairs needed which would start real intensively doing the sewer protection activities. Mr. Etheridge's staff is basically responding to areas that we know are problems, but this will be a more comprehensive approach, and then they will begin the rehab activities to repair the problems that they find. Mr. Thomas stated that staff wanted to give the Board an update on this project that they worked on with CH2M Hill so that the Board would have this information when Mr. Etheridge brings the proposal for the flow monitors.

Mr. Brannan stated that the glory side of our business has always been Water Production and basically in our industry that is the way people have operated their system, but from a regularity standpoint they are getting more into sewer system management. Mr. Thomas and Mr. Etheridge are taking this report and are evaluating what our capabilities are with the staff that Mr. Etheridge has. In this coming year's budget the Board will see that the Authority is trying to focus on addressing this issue.

Regular Board Meeting
November 4, 2004
Page Twenty-Two

This will cost us some money to address, but long-term it will cost us more money if we do not address it now. In the budget process, the staff will be working on giving the Board a better picture of this sewer monitoring and there will be some recommendations that will be included.

Rick Hirsekorn of CH2M Hill wanted to make a comment. Mr. Hirsekorn stated that this sewer work is the toughest, grittiest, work that you can do in a system. Mr. Hirsekorn has done these studies down in twenty-foot deep manholes himself twenty-five years ago. Mr. Hirsekorn added that the Authority would save a tremendous amount because of your internal capabilities. The other utilities around the area out-source a lot of this work and do not have control over the product or the cost like the Authority will internally. The Authority has very well qualified and capable staff in this area and this should be recognized and appreciated with the job they do internally with the investments that the Authority has made in them. Mr. Hirsekorn stated that if CH2M Hill were doing the work, or anyone else, it would be a lot more expensive for the Authority and not as flexible as with the Authority's own staff.

Mr. Brannan called on Carla Clark to stand and be introduced. Mr. Brannan explained that Carla is now working with Mike Thomas and keeps the Engineering Department straight.

CCWA Wetlands Credit Evaluation Recommendation: Mr. Thomas continued with the Wetlands Credit Evaluation Task Order. Mr. Thomas gave a slide presentation and explained that any time wetlands or streams are disturbed it usually requires a special permit from the U. S. Army Corp of Engineers. As with any regulation, it never gets simpler, but it always gets more complex. If any significant amount of wetlands or streams are disturbed the U. S. Corp of Engineers requires some kind of mitigation, meaning trying to restore the conditions back to what they were before they were disturbed. This can either be done on-site, or off-site, or it can be done by buying credits from a bank where someone has gone out and taken a disturbed piece of property and restored the wetlands or stream and now they are worth a certain number of credits and the credits are sold back to those that need credits.

The Authority has established our own bank because of some of the work that we are doing, but we have not made a deposit into our bank yet. We are getting ready to make our first deposit with the East Jesters Creek Gateway Stream Restoration project. Mr. Thomas stated that we believe that the value of the credits that this would generate is greater than the cost to build that entire project.

Regular Board Meeting
November 4, 2004
Page Twenty-Three

Wetland Banking Site Evaluation Task Order

CCWA has created a Mitigation Banking Instrument with the Army Corps of Engineers. The "Bank" allows the CCWA to proactively complete stream and wetlands mitigation projects and bank those credits for future needs. Stream and wetlands mitigation credits are needed any time a stream or wetland is disturbed, including temporary disturbances for water and sewer line projects. CCWA has purchased approximately \$40,000 of wetland mitigation credits in the last few years to offset wetland impacts of construction projects and will potentially need more credits for an upcoming pipeline project. Maintaining credits within the Bank will expedite CCWA projects and ensure water quality benefits occur within Clayton County.

This task order includes the assessment and evaluation of five possible wetland mitigation project sites. The evaluation will assess the recommended site improvements, the cost of these improvements, and an estimate of the number of credits earned by the project. The five sites to be evaluated will be on CCWA-owned or County-owned properties. The evaluation will provide a cost/benefit analysis for each of the five sites.

This task order also includes services related to the request for credits for the mitigation bank for the Gateway Stream Restoration Project. The Army Corps of Engineers has given preliminary approval for the credits. CH2M Hill will calculate the number of credits earned and submit all of the required paperwork to generate the credits.

Task Order Budget: To be determined

Funding Source: Renewal & Extension Fund

CCWA Project Manager: Kim Zimmerman

Mr. Thomas stated that the Authority usually has issues with wetlands rather than streams on our projects. Pipelines going through wetlands is the most common issue that we have so we are proposing a task order with CH2M Hill to identify potential wetland sites that could be enhanced and placed into the Authority's bank for future credit purposes. The Authority is going to utilize a variety of map sources and our geographic information system (GIS) to identify potential sites on our property and on County property. The Authority is looking at five sites in detail and will determine how many credits could be generated by enhancing those sites and also included in this would be the documentation necessary to get the East Jesters Gateway project in the bank.

Mr. Thomas explained that the Authority had purchased approximately forty thousand dollars (\$40,000) in credits over the last couple of years for different projects.

Regular Board Meeting
November 4, 2004
Page Twenty-Four

We have two big pipeline projects coming up that we believe are going to need thirty-six thousand dollars in credits (\$36,000). That is why the Authority wants to get some of our own credits in this wetlands bank. Mr. Thomas stated that what staff proposes for approval today is a task order for CH2M Hill in the amount of sixty-two thousand dollars (\$62,000) to identify these sites, evaluate them, and determine the amount of credits that we could receive if we enhanced them and that would give us the information we need to start building credits in our bank.

Mr. Brannan stated that CH2M Hill would make a recommendation on what the Authority needs to do to start developing a credit bank. CH2M Hill would not actually do the credit bank, but they would tell us where we needed to create one and the enhancements that we need to make to be able to start making some credits.

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

RESOLVED: to approve the task order in the amount of sixty-two thousand dollars (\$62,000) with CH2M Hill which includes the assessment and evaluation of five possible wetland mitigation project sites. The evaluation will assess the recommended site improvements, the cost of these improvements, and an estimate of the number of credits earned by the project. The five sites to be evaluated will be on CCWA-owned or County-owned properties. The evaluation will provide a cost/benefit analysis for each of the five sites.

T-Mobile Motion for W.B Casey & R.L. Jackson Sites: Chairman McQueen called on Wade Brannan, General Manager, who explained that T-Mobile who wanted to put some towers on our property, wanted a clear, definite resolution from the Board stating that the Board approved the construction of towers on Water Authority property. One tower would be at the Casey Plant, and the second tower would be located at the old Jackson site. Mr. Brannan stated that he brings this to the Board with a recommendation for an affirmative vote. T-Mobile will pay the Authority twenty thousand dollars (\$20,000) a year, on each site, in advance.

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

RESOLVED: to approve the issuance of a clear, definite resolution from the Board stating that the Board approves the construction of cellular towers on Water Authority property at the Casey Plant site and the old Jackson site with T-Mobile paying twenty thousand dollars (\$20,000) a year, per site, in advance and to authorize the General Manager to sign the contract documents.

Regular Board Meeting
November 4, 2004
Page Twenty-Five

Metropolitan North Georgia Water Planning District (MNGWPD) Dues: Mr. Brannan stated that each year the Authority has to pay dues to the Metropolitan North Georgia Water Planning District which was set up by Governor Barnes. Their operating expenses are paid by each jurisdiction. In past years it has been one dollar (\$1) per person based on population in the County. This year the charge is fifteen cents (\$0.15) per person and it is continuing to go down. The state is not funding this agency like they were doing under Governor Barnes, so there is some question in my mind as to how much further they will go. The MNGWPD might be folded up under the Atlanta Regional Commission. Mr. Brannan stated that the Authority's dues for this year are two thirds of fifteen cents, dealing with stormwater, wastewater, and water production and the County pays the other five cents. The Authority's portion for dues is twenty-three thousand six hundred fifty-two dollars (\$23,652).

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

RESOLVED: to approve paying the 2005 dues for the Metropolitan North Georgia Water Planning District in the amount of twenty-three thousand six hundred fifty-two dollars (\$23,652) based on two thirds of the fifteen cents (\$0.15) per capita from 2000 Census population of 236,517.

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

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

Chairman McQueen stated that the Board would take a fifteen-minute break and added that if you do not know Mr. Chafin that it would be a good time to introduce yourself.

The Board returned to the open session of the meeting.

Upon Motion by Wes Greene and seconded by Marie Barber it was unanimously

RESOLVED: that the Board accepts the Board Chairman's performance evaluation for Mr. Wade Brannan which each Board member has reviewed and all are in agreement with, having a five (5) in each category. On behalf of the entire Board of the Clayton County Water Authority, this performance evaluation is to be accepted and also

Regular Board Meeting
November 4, 2004
Page Twenty-Six

that Mr. Brannan receive a five (5) for outstanding and the appropriate 2.25% increase in salary.

Mr. Greene stated that Mr. Brannan has done an outstanding job for the Water Authority and that Mr. Brannan is the best General Manager that he has ever seen, anywhere he has ever been. Mr. Greene stated that the Board is proud to have Mr. Brannan and they appreciate the job that he and Mr. Hicks do as a team. The Board has not heard anything but accolades from our employees. Morale is excellent and if we have a problem, you get right on it and take care of it. The Board appreciates the great job that you have done.

Mr. Brannan thanked the Board for their kind words.

Mr. Greene stated again that it is imperative that Mr. Brannan and Mr. Hicks constantly work on training their replacements or have that in process.

Chairman McQueen added that the Board, at some point, is going to have to talk about this subject or decide how long in advance to begin looking for their replacements and due process of doing that. The Board will have to decide when to bring those persons on board to work with Mr. Brannan and Mr. Hicks.

Mr. Brannan stated that yesterday he received a call from Emory Brock in regard to the hotel at the Gateway project and wanted to know if the Authority would waive the impact fees. Mr. Brannan conveyed to Mr. Brock that he did not feel that the Board would entertain that idea, but did explain that the Authority has allowed two payments for the impact fees for some customers and that may be an option for them.

Mr. Brannan stated that on our Customer Service counter we had installed some computer equipment in 2000. Now our internal capabilities, as far as information that is available to our customer service staff has continued to improve, but the equipment that we have has not. Mr. Brannan had our computer staff look at ways to improve the Customer Service capabilities. Long term we will be looking at a customer information package that will involve our billing and other issues. In the meantime, the Authority needs to make some improvements on the computer equipment for Customer Service in the amount of twenty-seven thousand dollars (\$27,000) in computer enhancements. Mr. Brannan asked for authorization from the Board to approve the enhancements to the computer equipment for Customer Service.

Board member, John Cafin, asked if the Authority would bid this out.

Mr. Brannan explained that this would be covered by a State bid or we would receive bids on this.

Regular Board Meeting
November 4, 2004
Page Twenty-Seven

Mr. Brannan added that sometimes the Authority can get items cheaper than the State bid, but certainly would not exceed the State quote.

Upon Motion by Lloyd Joiner and seconded by Wes Greene it was unanimously

RESOLVED: that the Board approves the purchase of computer equipment for the Customer Service Department to enhance the computer capabilities for our customers in the amount of twenty-seven thousand dollars (\$27,000).

Mr. Brannan stated that the Authority would need a sixty million dollar (\$60,000,000) bond issue for our Northeast Plant and next month he would bring a proposed schedule after talking to Ed Wall, CH2M Hill and our staff for going into the bond market and obtaining that sixty million dollars (\$60,000,000). We cannot award the contract on the Northeast Plant until the Authority has the money in hand.

Mr. Greene asked if we would have to go back before the rating agencies. Chairman McQueen stated yes we would.

Mr. Brannan stated that he wanted the Board to be aware that one of our employees, who works for Morris Kelly and has been heading our Field Service Reps, who cut water on and off and handle overdue accounts has some health issues. The individual's productivity had been dropping off and the people around him had been trying the best they could to cover for him, but he is gone now. Mr. Kelly is working shorthanded down there, and has been in a bind to be able to cut off accounts that are thirty days (30) overdue. The Authority has been trying to cut off accounts at seventy dollars (\$70) but now needs to raise that figure to eighty dollars (\$80) in order to be able to cover all the accounts that are past due.

Mr. Brannan stated that the U. S. Pipe Plant tour in Birmingham had tentatively been set for November 16th, but now that the Authority has the bond signing on the 16th, we will need to re-schedule the tour.

Mr. Greene stated that he had one item that he had talked to Mr. Brannan about on how the Authority post jobs. Mr. Durham had explained to Mr. Greene that the Authority had not posted jobs on the Internet because this creates a nightmare because we have to keep a log of all the applicants. Mr. Durham added that the Authority had done this one time and we had over eight hundred applicants (800). All seminars that Mr. Durham has attended recommend that a company not post jobs on the Internet.

Mr. Greene added that the problem that he is having is that people are coming to him about the fact that the Authority does not advertise job openings. They are not in the newspaper, not on the Internet, nor are they posted in the lobby here. Folks are then

Regular Board Meeting
November 4, 2004
Page Twenty-Eight

saying that the Authority is hiring internally, hiring friends, or hiring relatives. Mr. Greene looked at what the County does with job openings and found that in the lobby of the Board of Commissioners building the jobs are posted on a board. Mr. Greene is proposing that the Authority post the available job openings in the lobby area and update it weekly so that individuals can come in and look at the jobs that are available here at the Authority and have access to that information.

Ms. Barber commented that at the corner of Spur 138 and Hwy 54 the County has a banner that advertises job openings and suggested that we might do something like that.

Mr. Joiner asked if the Authority had steps to take when a job is available.

Mr. Brannan explained that some of the internal applicants might have a better shot at a job because they understand the job requirements and may be doing some of those functions.

Upon Motion by Wes Greene and seconded by Allan Smith 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