

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, November 6, 2003

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

Present at the meeting were: Chairman Pete McQueen, Secretary/Treasurer, Marie Barber, Board Members, Wes Greene, J. Alan Horton, Robbie Moore, and John L. Westervelt, General Manager, M. Wade Brannan, Deputy Manager, Terry R. Hicks, Department Managers, Frank Conort, Dennis Hammock, Herbert Etheridge, Guy Pihera, Mike Thomas, Jim Poff and Teresa Adams, Customer Accounts Director, Morris Kelly, Finance Director, Emory McHugh, Project Manager, Mike Buffington, Contract & Procurement Administrator, Karen Riser, Administrative Secretary, Dianne Hammock, Human Resource Director, Ed Durham, Information Services Supervisor, Rodney Crowell, Network Administrator, Chris Sims, Executive Secretary, Janet Matthews. Also present were: Steve Fincher, Fincher & Hecht, L.L.C., Rick Hirsekorn, of CH2M Hill, Bryan Harris of Jim Wood & Associates Public Relations, Dexter Matthews, NAACP, William D. Mouzon of Boweerville Industrial Supplies and Darrell Thomas of Williams-Russell & Johnson, Incorporated. CCWA employees: Erin Brooks, Charles Ecton, William VonDenBosch, Rodney Reid, Robert "Rase" Kelly, Terry Worley, Willie McCune, Wesley Elliott, Bobby Jones, L.M. Hale, Keith Watkins, and Carol Lambert. Vice Chairman Lloyd Joiner was out of town.

Chairman McQueen called on Willie McCune, Irrigation Maintenance Crew Leader, from Land Management, to give the invocation.

Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Minutes of October 2, 2003. Hearing none they were approved as mailed.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, who presented the monthly financial and statistical report. This report was received for information with some discussion from the Board.

Chairman McQueen called on Guy Pihera, Manager of Water Production, who updated the Board on the status of the Authority's water production and raw water reserve. Mr. Pihera discussed the information shown on the Water Supply Weekly Update for November 3, 2003, that was distributed to the Board.

Employee Recognition: Chairman McQueen asked Mr. Pihera to continue with the employee recognition. Mr. Pihera introduced Bobby Jones, who is a midnight shift operator at the Hooper Plant. Mr. Pihera stated that Mr. Jones has been with the Authority since 1986, serving as a maintenance mechanic up until July, when he became

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a water plant operator. Mr. Pihera added that Mr. Jones volunteered his time to receive experience as a water plant operator and also took a week off, on his own time, from his maintenance mechanic job to go to school to take a course to prepare for the water treatment exam. Mr. Jones took the water treatment exam a couple of months after he was employed as a water plant operator and passed his Class III Water Operator exam on the first try. Mr. Pihera stated that Mr. Jones showed a lot of initiative in preparing and passing his operator exam in such a timely manner and wanted to congratulate Mr. Jones, who received a round of applause from the Board.

Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who introduced Erin Brooks who has been with the Authority for five years. Mr. Etheridge stated that Mr. Brooks has just received his wastewater collection system certification and added that the good thing about this is that Mr. Brooks' job did not require this certification. Mr. Etheridge stated that Mr. Brooks decided on his own that he wanted to prepare himself for the future and through his actions made the Authority's wastewater section stronger. Mr. Etheridge added that Mr. Brooks is part of a very close group in the wastewater area and through his conversation with his co-workers tries to initiate and develop relationships of cooperation and teamwork within the section. Mr. Etheridge congratulated and thanked Mr. Brooks for his accomplishment and for all he does. The Board gave Mr. Brooks a round of applause.

Mr. Brooks stated the he would like to recognize those who inspired him to obtain his certification, his crew leader, Mr. Jimmy Powell and his foreman, Billy VonDenBosch. Mr. Brooks added that although the certification is not required, it makes you a better person, makes you stand out, and it pushes you to be the best you can be. Mr. Brooks stated that he would like to thank all those above him that have their certification or license.

Mr. Etheridge asked Charles Ecton, Wastewater Maintenance Coordinator, to come forward. Mr. Etheridge stated that the Georgia Section of the Water Environment Federation has created a new honor society called the Golden Manhole Society, which is to recognize people who work in the collection systems, promote pride and professionalism in that type of environment work. Mr. Etheridge stated that membership is considered a high honor and recognizes individuals who have made significant contributions to management, planning, and education, certifications, and through their service throughout the section of Georgia through the Water Pollution & Control Association. Mr. Etheridge stated that he had nominated Mr. Ecton about six weeks ago and received a letter last week stating that Mr. Ecton would be one of ten initial inductees to this honor society. Mr. Etheridge added that he had hired Mr. Ecton thirteen years ago and wanted him to know how proud the Authority is of his work and for this additional honor into the Golden Manhole Society. Mr. Ecton received a round of applause from those in attendance.

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Chairman McQueen, on behalf of the Board, congratulated Bobby, Erin, and Charles and thanked them for their contribution to the Authority.

Mr. Etheridge stated that he had one more announcement to make. Mr. Etheridge stated that he received a call from Georgia Water & Pollution Control Association Tuesday afternoon that the Water Authority would be presented with the Water Distribution System of the Year Award for the State of Georgia. Mr. Etheridge added that the Authority received the highest rating that has ever been given in that competition. Mr. Etheridge added that in the eight-hour long inspection process he was asked to name a couple of things that make our system stand out above any others. Mr. Etheridge stated that the first thing that makes our system outstanding is our employees. The man that was doing the interview stated that he had been doing these interviews for four years and he had not heard that answer before. Mr. Etheridge added that the second thing that makes our system outstanding is the support that the managers and employees receive from the Board and Management, without which the Authority would not have gotten this award. Mr. Etheridge stated that he appreciates the support that his section receives from the Board, both on the water and wastewater sides.

Chairman McQueen stated that the Board appreciates the recognition that our employees and the Authority receive. Chairman McQueen added that it would be good for our PR person to follow up with an article on the awards that the Authority has been recently honored with.

Chairman McQueen called on Terry Hicks, Deputy Manager, to present the Employee Service Recognition.

Mr. Hicks stated that the Water Distribution System Award is really a company-wide award. Quite a number of our people in various departments in the Authority were interviewed and Mr. Etheridge stated that only at the end of the day did they even realize that they were talking to people from different departments. Mr. Hicks added that our employees interact so well, whatever it takes to get the job done.

Employee Service Recognition: Mr. Hicks continued with the introductions of four employees receiving service pins. Mr. Hicks asked Robert "Rase" Kelley to come forward. Mr. Hicks stated that Mr. Kelley has been with the Authority for fifteen years, having started in Grounds Maintenance, has worked for Mr. Etheridge in Maintenance & Construction and now works in the Warehouse. Mr. Hicks told Mr. Kelley how much he is appreciated and thanked him for his fifteen years with the Authority.

Mr. Hicks next introduced Jim Poff, Manager of Water Reclamation, who also has been with the Authority for fifteen years. Mr. Hicks stated that Mr. Poff came to Clayton County from Milwaukee and started with the Authority as a chemist in the

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wastewater area, worked his way up to the lab supervisor, and had a lot to do with the industrial monitoring program, and also helped with our grease program. Mr. Hicks added that Neal Wellons, former Manager of Water Reclamation, relied heavily on Mr. Poff to participate in those programs. Mr. Hicks added that when Mr. Wellons retired in December, Mr. Poff was promoted to the Manager's position of the Water Reclamation Department.

Mr. Hicks stated that he noticed that on the form to be filled out by the employee; Mr. Poff answered the question "What has been your most memorable moment at CCWA?" Mr. Poff's answer was "First meeting Neal Wellons". Mr. Hicks congratulated Mr. Poff and thanked him for all the work he has done. The Board gave Mr. Poff a round of applause.

Mr. Hicks introduced Rodney Reid who started with the Authority in October of 1983 and who has had various responsibilities with the Authority and has worked his way up to Water Service Mechanic Crew Leader in the Maintenance & Construction Department. Mr. Hicks stated that Mr. Reid is a long-term employee who understands the system, and helps whenever needed. Mr. Hicks told Mr. Reid how much he is appreciated and thanked him for his twenty years with the Authority. Mr. Reid received a round of applause.

Chairman McQueen remarked that he remembered a student named Rodney Reid many years ago, but did not remember the Rodney Reid that he knew to be as good as the Rodney Reid that Mr. Hicks described. There were chuckles from those in attendance.

Rodney acknowledged that he had been a student of Chairman McQueen's.

Chairman McQueen stated that Rodney was a good person then and was glad that Rodney is working for the Water Authority and has done so well in the twenty years he has been here.

Mr. Hicks next introduced Wesley Elliott from the General Services Department. Mr. Hicks stated that there are three in the room that all graduated from Jonesboro High School in the same year, Wesley, Morris Kelly and Mr. Hicks.

Mr. Hicks stated that Mr. Elliott started at the Authority in October of 1973 in the garage. Currently the Authority has over two hundred pieces, what Mr. Hicks calls rolling stock, such as cars, trucks, trailers, plus the track-type equipment, rubber tired backhoe loaders. Mr. Hicks added that Wesley and his crew have to maintain all this equipment and keep it in good working condition. Mr. Hicks stated that Wesley takes the brunt of complaints when any equipment is down. Mr. Hicks added that with the retirement of Bo Reynolds back in December, Wesley was promoted to the foreman

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position. Mr. Hicks stated that once again the Water Distribution Award is a combination of all these employees, doing their very best, in each of their jobs, that results in the winning of this type of award. Mr. Hicks congratulated Mr. Elliott on his thirty years and thanked him for his dedication to the Authority.

Chairman McQueen stated that today the Board recognized eighty years of service. Chairman McQueen stated that on behalf of the Board that he would like to congratulate Robert, Jim, Rodney, and Wesley and to thank each of them for their many years with the Authority.

Wetlands Festival Update: Chairman McQueen called on Dennis Hammock, Manager of Land Management, who introduced Carol Lambert, Senior Conservation Specialist from the Wetlands Center. Mr. Hammock explained that the Authority previously had been in partnership with the County Parks & Recreation at Reynolds, but now the Authority handles the Wetlands Festival solo. Mr. Hammock added that Ms. Lambert again this year did an excellent job of putting this event together.

Mr. Hammock stated that Carol gathered together thirty-five Water Authority employees from other departments, including some of the spouses, to assist in this event, and had twenty-eight exhibitors. Mr. Hammock added that this year, with some help from Mr. Brannan, the Authority had three vans available for use.

Mr. Hammock stated that he is proud to know that through the Wetland Center and the Wetland Festival the Authority is able to provide the only “outdoors” some of these kids ever get to experience. Mr. Hammock, through a slide presentation, reviewed the activities of the festival and added that a donation was made to the Cancer Society from the sale of hot dogs and soft drinks. Special thanks to Rick Hirsekorn & CH2M Hill for their donation and continued support and also thanks to JWA for their coverage of the event and also their help. Mr. Hammock, along with his staff, and Ms. Lambert wanted to thank the Board for allowing the Authority to provide staff and funding for this type of program. Mr. Hammock also thanked Ms. Lambert for all her hard work in making the Wetland Festival such a success.

Chairman McQueen thanked Carol and Dennis for all they do for the youth of the County through the programs that are offered through the Authority.

Clayton Clean & Beautiful Presentation: Chairman McQueen called on Teresa Adams, Manager of General Services, who introduced L.M. Hale, Foreman of Grounds Maintenance. Ms. Adams stated that on behalf of the Board members, the Management team, and the employees at the Water Authority, she is pleased to present the “Keep Clayton County Beautiful” award to L.M. and his staff. Ms. Adams stated that Mr. Hale has been with the company for thirty-two years and is doing an excellent job in

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maintaining all our grounds and right-of-ways. Mr. Hale's group maintains over seventy sites, totaling approximately three hundred fifty acres. Ms. Adams added that Mr. Hale and his crew do an outstanding job maintaining the Main Office complex, as well as the other complexes. L.M.'s group also maintains all the equipment internally, inside their shop, which saves the Authority a lot of time and effort outsourcing that type of service. Ms. Adams stated that it is with great pleasure that she presents this award to L.M. and his crew and thanked him for his hard work and dedication. The Board gave L.M. a round of applause.

Chairman McQueen stated that he always brags on our facilities and mentioned to Mr. Brannan to call Clayton Clean & Beautiful and have them look at our complex.

L.M. stated that he appreciated the backing he receives from Mr. Brannan and the Board to get the equipment and the people to do the job.

Chairman McQueen commented that he has always been a strong supporter of facilities, how they are kept clean and maintained, and reassured Mr. Hale that the Board will continue to provide the resources necessary to maintain the facilities like they are maintained now.

Forklift Bid Recommendation: Chairman McQueen asked Ms. Adams to continue with the Forklift Bid Recommendation. Ms. Adams stated that staff has budgeted two five thousand pound capacity forklifts, one to be used at the Shoal Creek Plant to move salts for the new sodium hyperchlorite generator and other chemicals used in the treatment process and the other one for the Hooper Plant for the offloading of chemical shipments in addition to some other maintenance related repairs. Ms. Adams added that staff mailed out four bid packages and American Forklift Service came in with the lowest and most responsible bid at thirty-three thousand six hundred seventy-two dollars (\$33,672), which is the total for both units. Ms. Adams stated that each unit cost sixteen thousand eight hundred thirty-six dollars (\$16,836).

Ms. Adams stated that staff recommends purchasing two Daewoo Model G25E forklifts from American Forklift Service in the total amount of thirty-three thousand six hundred seventy-two dollars (\$33,672). Ms. Adams added that the total budgeted amount was forty-four thousand dollars (\$44,000), which realized a cost savings for the two forklifts of ten thousand three hundred twenty-eight dollars (\$10,328).

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CLAYTON COUNTY WATER AUTHORITY  
Two (2) New 5,000 LB. Capacity Forklifts  
Tab Sheet  
November 2003

Vendor	Bid
Briggs Equipment Atlanta, GA	Yale GLP050RG \$34,518.00 Total
Thompson Lift Truck Company Forest Park, GA	Towmotor TPG25LP \$34,530.00 Total
Lift Systems of Georgia Conley, GA	Nissan JP60LP \$37,200.00 Total
American Forklift Service Austell, GA	Daewoo G25E \$33,672.00 Total

Recommendation: Staff recommends purchasing two (2) new Daewoo G25E Forklifts from American Forklift Service for \$33,672.00, which provided the lowest bid amount while meeting CCWA's specifications.

Budgeted amount \$44,000.00      Cost Savings of \$10,328.00

Upon Motion by Marie Barber and seconded by Alan Horton it was unanimously

RESOLVED: to accept the recommendation of the staff to purchase two Daewoo G25E Forklifts from American Forklift Service in the amount of thirty-three thousand six hundred seventy-two dollars (\$33,672), which provided the lowest bid amount while meeting CCWA's specifications.

Cab & Chassis Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that the staff recommends replacing the Cab & Chassis of a two-ton flat dump this year. Mr. Etheridge stated that the low bidder is Atlanta Freightliner Truck Sales & Service in Forest Park, with a bid in the amount of forty-three thousand five hundred eighty-five dollars (\$43,585) for a 2004 Freightliner M2 chassis. Mr. Etheridge stated that the staff will be quoting the dump body separately and the total cost for the cab and chassis and dump body should be approximately four thousand nine hundred dollars (\$4,900) under budget.

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CLAYTON COUNTY WATER AUTHORITY  
Cab & Chassis  
Tab Sheet  
October 2003

Vendor	Bid	Make/Model
Atlanta Freightliner – Fulton Industrial 1033 LaGrange Blvd. S.W. Atlanta, GA. 30336	No Bid	
Atlanta Freightliner Truck Sales & Service Attn: Al Seiler 5884 Frontage Rd. Forest Park, GA. 30297	\$43,585.00	2004 Freightliner M2
Peach State Truck Centers 100 Sterling Place McDonough, GA 30253	\$48,461.00	2004 Sterling Acterra
Bill Heard Chevrolet/International 6301 Veterans Parkway P.O. Box 8888 Columbus, GA 31908	\$46,314.79	2004 Chevrolet CC7500
Nalley Motor Trucks 2560 Moreland Avenue Atlanta, GA. 30315	No Bid	
Middle Georgia Freightliner 6391 Hawkinsville Rd. Macon, GA. 31206	No Bid	

Recommendation: The CCWA staff recommends purchasing 1 New Freightliner M2 from Atlanta Freightliner Truck Sales and Service for \$43,585.00.

Budgeted Amount was \$55,000.00, which includes approximately \$6,500.00 for a 14' dump body to be quoted separately. The estimated amount for the complete unit is approximately \$4,900.00 under budget.

Upon Motion by Wes Greene and seconded by John Westervelt it was unanimously

RESOLVED: to approve the staff's recommendation to purchase one (1) New Freightliner M2 Cab and Chassis from Atlanta Freightliner Truck Sales and Service in the amount of forty-three thousand five hundred eighty-five dollars (\$43,585).

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Surface Sweep Bid Recommendation: Chairman McQueen called on Guy Pihera, Manager of Water Production, who through a slide presentation explained to the Board that staff has received a single bid for thirty-eight (38) S-Type Surface Sweeps. Mr. Pihera stated that the Authority is replacing thirty-six (36) of these spray sub-surface sweeps, which are installed on the surface of the filter media and rotate, agitate, and clean between filter runs, through water jets during filter backwash. If placed in the position that they were designed to be in, underneath the media, there is considerable loss of media in the backwash process. Therefore, the Authority is forced to replace a lot of media each year.

Mr. Pihera passed around to the Board members some of this media that he is referring to, which is granular carbon. Mr. Pihera stated that in each of the filters, at all of our plants, there is 18 inches of media. Mr. Pihera added that the cost of this media, which is reusable, is five dollars a cubic foot, so the Authority wants to keep as much as possible in the filters. The new S-Type Surface Sweeps that we are proposing to buy are designed to mount on top of the media and to agitate the top layer of the media and not disturb the rest of the media enough so that we are not spilling media out of the filter during the backwash process. Mr. Pihera explained that the "S" design helps to clean the corners of the filters better than the old, straight design did.

Mr. Pihera stated that staff recommends the purchase of thirty-eight (38) new S-Type Surface Sweeps for twenty-seven thousand one hundred thirty-two dollars (\$27,132) from The Roberts Filter Group, which provided the lowest bid amount while meeting CCWA's specifications. The budgeted amount was fifty thousand dollars (\$50,000), which is a cost savings of twenty-two thousand eight hundred sixty-eight dollars (\$22,868). Mr. Pihera stated that a year ago one filter was replaced at the Hooper plant to see how well this filter would perform and now nine of the ten filters will be replaced.

CLAYTON COUNTY WATER AUTHORITY  
38 (Thirty-Eight) New S-Type Surface Sweeps  
Tab Sheet  
November 2003

Vendor	Bid
Principle Environmental, Inc. F.B. Leopold Company Atlanta, GA	\$39,976.00 Total
CMC Cummings, GA	No Bid Received
The Roberts Filter Group Darby, PA	\$27,132.00 total

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Recommendation: Staff recommends purchasing thirty-eight (38) new s-type surface sweeps from The Roberts Filter Group for \$27,132.00, which provided the lowest bid amount while meeting CCWA's specifications.

Budgeted amount \$50,000.00      Cost Savings of \$22,868.00

Upon Motion by Robbie Moore and seconded by Wes Greene it was unanimously

RESOLVED: to authorize the purchase of thirty-eight (38) new S-Type Surface Sweeps from The Roberts Filter Group for twenty-seven thousand one hundred thirty-two dollars (\$27,132).

Engineering Scanner Bid Recommendation: Chairman McQueen called on Mike Thomas, Manager of Program Management & Engineering, who explained to the Board that the Authority received bids for a copier/scanner/printer for the Engineering Department. Mr. Thomas stated that the reason the Authority budgeted this piece of equipment is that currently we have a blue line copy machine, that no longer can be supported because of the age of the piece of equipment, which produces very poor quality copies. Mr. Thomas added that the machine also does not have the ability to mass-produce large plan size-engineering sheets. Mr. Thomas stated that currently one set of plans is printed and then outsourced for mass-producing. This machine will give us the ability to mass-produce in house and also give us the ability to scan the large engineering drawings, which we currently do not have the ability to do. Mr. Thomas added that the Authority has a lot of older plan sets, that were produced twenty or thirty years ago, and the paper is deteriorating. We will have the capability to scan those images and store them electronically and also be able to store easements electronically and associate them with a pipe. Mr. Thomas stated also that the Authority will be able to scan new construction sheets for our field crews to use that are not available till after we create an electronic as built. Mr. Thomas added that this would also free up a lot of paper filing space.

Mr. Thomas stated that the CCWA staff recommends the low bidder, Standard Office Systems, for the copier/scanner/printer plus warranty for the total price of twenty-two thousand eight hundred forty-three dollars (\$22,843). Mr. Thomas stated that this copier/scanner/printer would meet our needs and this machine also has options as listed on the tab sheet.

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CLAYTON COUNTY WATER AUTHORITY  
Request for Bids  
One (1) New Xerox 510 DP or Equivalent  
Copier/Scanner/Printer plus Various Accessories

The Program Management & Engineering Department issued a request for bids for a large plan size copier/scanner/printer. This machine will replace an aging blue-line copier that produces poor quality copies and is too old to maintain efficiently. The new machine is proposed for the following purposes:

- We currently do not have the ability to copy large size construction plans in-house because of the poor quality of the existing blue-line machine. An engineering technician or surveyor will take plans to an outside vendor and pay to have them copied.
- Ability to efficiently print and copy large quantities of construction design plans prepared by the Water Authority. When plans are prepared for construction, numerous sets are needed to distribute to contractors bidding the job, to permitting agencies for review and to CCWA staff for inspection and construction management. For example, the recently completed design for the second phase of the Hooper Water Line replacement was 18 pages and required over 25 sets to be distributed – this is 450 sheets which had to be copied by an outside vendor for up to one dollar per page.
- Ability to scan and electronically store old construction plans and other drawings. Although most of our infrastructure is now in the GIS, it is still valuable to have the old construction drawings to refer to for specific details. These are currently stored in paper files and are difficult to retrieve. The scanner capabilities will allow us to more efficiently store these plans electronically making them easier to access and protecting them for the long term. We will also be able to link them to a location in the GIS for easy reference.
- Ability to scan existing easement documents and give them a location in GIS for efficient retrieval.
- New construction plans can be scanned for use by our field crews for locating meters during the time it takes to convert these plans to GIS format (electronic as-builts).
- Reduction in filing space needed to maintain paper files.

The low bid is within the amount budgeted in the Program Management & Engineering FY2003 budget.

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CLAYTON COUNTY WATER AUTHORITY  
COPIER/SCANNER/PRINTER PLUS VARIOUS ACCESSORIES

TAB SHEET

Oct-03

VENDOR	BASE BID	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6	TOTAL
Allman Works P.O. Box 2023 Forest Park, GA 30298	NO BID							NO BID
Charratte 6733 Jones Mill Court Suite F Norcross, GA 30092	\$25,350.00  Warranty \$2,500.00	\$1,995.00	\$2,700.00	\$450.00	Included	Included	\$33,845.00	
DLT Solutions 360 Herndon Parkway Suite 700 Herndon, VA 20170	NO BID							NO BID
Repro Products, Inc. 4479 Atlanta Road Smyrna, GA 30080	\$24,369.00	\$1,705.00	\$2,226.00	\$425.00	\$150.00	\$150.00	\$121.00	\$29,146.00
Standard Office Systems 1880 Beaver Ridge Circle Norcross, GA 30071	\$19,410.00 Warranty \$1,870.00	Included	\$1,155.00	\$358.00	Included	Included	\$50.00	\$22,843.00
Xerox Engineering Systems 6836 Austin Centre Blvd. Suite 300 Austin, TX 78731	\$22,250.00 Warranty 4-12 Mos \$170 1-3 Mos free	\$2,020.00	\$1,500.00	Included	Included	Included	\$145.00	\$25,255.00

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CCWA Staff recommends that we accept the low bid from Standard Office Systems for the total price of \$22,843.00 for the copier/scanner/printer plus warranty.

Upon Motion by Marie Barber and seconded by Alan Horton it was unanimously

RESOLVED: to authorize the Authority to accept the low bid from Standard Office Systems for the total price of twenty-two thousand eight hundred forty-three dollars (\$22,843) for the copier/scanner/printer plus warranty.

Inman Road Wetlands Project Summary: Chairman McQueen called on Mike Buffington, Project Manager, who stated that the following is an informational update on the recently completed project at the Inman Road Constructed Wetlands. Mr. Buffington stated that construction was started on this project in October of 2001 with Gary's Grading & Pipeline, General Contractor. Mr. Buffington added that construction is complete and all the facilities are in operation. Mr. Buffington stated that the system is also in compliance. The EPD conducted a final inspection yesterday at both the Shoal Creek Plant and also at the Inman Road facilities. All went well and the Authority should receive a final approval letter soon.

Mr. Buffington stated that the bid amount for the Inman Road Constructed Wetlands project was four million nine hundred nineteen thousand seven hundred forty-one dollars and eighty cents (\$4,919,741.80). The final cost was four million eight hundred seventy-five thousand four hundred forty-seven dollars and seventy cents (\$4,875,447.70) or forty-four thousand two hundred ninety-four dollars and ten cents (\$44,294.10) less than the bid price. Mr. Buffington added that the Authority is also in the process of applying for a sales tax refund, which will result in additional savings of approximately forty-five to fifty thousand dollars. Our Series 2000 and 2001 Bond Issues funded this project. Mr. Buffington gave a slide presentation showing the facilities.

Board member, Robbie Moore asked if more wetlands are being planned.

Mr. Buffington stated that the Authority has started the first phase of the Huie Wetlands, which will be complete in the fall of next year, and we are in the process of looking at the design of the next phase.

Chairman McQueen asked how many acres of wetlands are at the Huie site.

Mr. Buffington stated that the Huie site would provide roughly the same flow capacity as the Inman Road Wetlands. Mr. Buffington added that a little less than four million gallons a day would come from that facility. Mr. Buffington stated that the

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Authority would eventually have a total of fifteen million gallons per day in wetlands at the Huie site and nine million gallons a day going to the conventional spray irrigation.

Board member, Robbie Moore, asked if the spray irrigation is saturated and is that why the Authority went to the wetlands.

Mr. Buffington added that the spray irrigation is saturated, so what the Authority is doing by adding the constructed wetlands at the Huie site is to get more flow on less space, so the conventional land application that we have left can be applied at a lower application. At some point the Authority may add more wetlands to Huie, and get completely out of the conventional land application. Mr. Buffington explained that the plants up-take the nutrients, where in the conventional land application we depend on the soil.

Chairman McQueen stated that he would like to commend Rick Hirsekorn, Mike Thomas and Mike Buffington. Chairman McQueen stated that since he has been on this Board, the Authority's projects have lately been completed at or below bid price. Chairman McQueen stated that these fellows are doing a good job. The Authority has saved a lot of money coming in under budget on projects. On behalf of the entire Board, Chairman McQueen wanted to commend Rick, Mike, and Mike for doing such a good job, which takes good planning and a little luck also.

Rick Hirsekorn of CH2M Hill stated that at WEFTEC there was a display of Inman Road Wetlands at one of the poster sessions that received special recognition from WEFTEC for being an outstanding project that won one of their awards.

Mr. Thomas stated that the project would be displayed at the Wetland Center.

Board Member, Wes Greene, stated that the project should be displayed in the lobby of the Main Office for a while.

### **SUMMARY INMAN ROAD CONSTRUCTED WETLANDS**

The project includes construction of the Inman Road Constructed Wetlands facility including all site work, piping, wetland cells and plantings, flow distribution structures, pumping station and electrical building.

Treated wastewater is pumped from the Shoal Creek WRF to the wetlands site and split into three separate flow paths. After passing through the wetland cells the effluent is

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collected and pumped to the upper end of Shoal Creek reservoir, upstream of raw water intakes, providing indirect potable reuse

**Project Managers:**

- CH2M Hill, Engineers (Design) – Brad Inman
- CH2M Hill, Engineers (Construction Manager) – Dave Goddeyne
- Clayton County Water Authority – Mike Buffington

**Construction Contract Summary:**

- General Contractor – Gary’s Grading & Pipeline Company, Inc., Monroe, Georgia
- Bid Amount – \$4,919,741.80
- All construction work complete – October 2003
- Final Contract Amount – \$ 4,875,447.70
- Final Amount Under Bid Amount – \$ 44294.10

**Funding:**

Series 2000 and 2001 Bond Issues

FY 2002A Construction Services Summary: Mr. Buffington continued with another informational summary on a task order that CH2M Hill recently completed. Mr. Buffington explained that this is the Services During Construction, which are all the people that work in trying to keep projects going under budget and on time. Mr. Buffington reviewed this information with the Board.

Mr. Buffington stated that the construction management team included an overall construction manager, resident engineers at each of the facilities, office support from CH2M Hill and field inspectors at each of the sites. Mr. Buffington added that CH2M Hill’s construction management team provided coordination of all these construction projects, contract administration, project controls, change management. Their office support team answered requests for information and design clarification, and produced as-built drawings and documents. Field inspection was a joint venture between the

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CH2M Hill staff and the Water Authority staff. The Water Authority hired a full time inspector and who was assigned to one of these projects, working with CH2M Hill and reporting to us. The Authority also did some part time inspection with some other of our staff. This provided some additional cost savings during the year. The task order amount was a not-to-exceed lump-sum contract in the amount of two million one hundred seventy-one thousand dollars (\$2,171,000). Our final cost was one million eight hundred thirty-nine thousand nine hundred twenty dollars and forty-three cents (\$1,839,920.43) or three hundred thirty-one thousand seventy-nine dollars and fifty-seven cents (\$331,079.57) under our original budget amount. The 2001 Bond Issue funded this project.

**TASK ORDER SUMMARY  
SERVICES DURING CONSTRUCTION  
FISCAL YEAR 2002A  
TASK ORDER NO. BO-01-06**

This task order includes services during construction provided by CH2M Hill during Fiscal Year 2002A (May 1, 2002 through April 30, 2003). These services include construction management and inspection for *Inman Road Wetlands, Hooper Improvements Phase 1, UV Disinfection Facilities for Hooper Freeman and Smith, and W. B. Casey Expansion and Upgrade*.

Services provided included construction management and administration; document management; site coordination; preparation of as-built documents; project controls; field inspection; shop drawing and samples review and approval; monthly pay request approval; design clarifications; and closeout for each of the above construction projects.

**Project Managers:**

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

**Task Order Summary:**

- Original Task Order Amount – \$ 2,171,000 (not to exceed amount)
- Final Task Order Amount – \$1,839,920.43
- Under Original Task Order Amount – \$ 331,079.57

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**Funding:**

Series 2001 Bond issue.

Levelized Billing Policy Update: Chairman McQueen called on Wade Brannan, General Manager, who stated that the Levelized Billing policy had been adopted at the June 5, 2003 Board meeting, with a January 1, 2004 implementation date. Mr. Brannan explained that this program would allow a customer with a twelve-month good pay history to average out their monthly payment. The Customer would sign an agreement and as long as they keep a good payment history, the Authority would average out their payments and at the end of the year, the Authority would balance their account for the next year. Mr. Brannan stated that this program would only be for residential customers and would provide a consistent payment each month for water and sewer service.

**CLAYTON COUNTY WATER AUTHORITY  
LEVELIZED BILLING  
POLICY AND PROCEDURES**

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Levelized billing allows the customer to pay the same amount each month for twelve months, regardless of the actual amount used each month. The difference between actual volume used for the twelve months and the volume billed for the twelve months will be prorated equally over the subsequent twelve months and billed in addition to the new established levelized bill.

This Policy in no way alters any Policies of the Clayton County Water Authority regarding the provision of service to customers. This Policy only provides for an alternative method of payment by the customer.

**POLICY:** Levelized billing will begin each May 1 and end each April 30. Eligible customers may select levelized billing at any time.

Levelized billing is based on volume, not on rates.

Customer must have at least twelve months good billing history to be eligible.

Customer must keep account current. Three consecutive late fees and/or one disruption of Service for non-payment disqualifies customer.

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Customer may be reinstated to levelized billing after twelve months good payment history. Good payment history is no more than three late payments and/or no service interruption for non-payment.

Customer's over or under payment as determined at April 30 each year will be prorated equally over the next twelve months beginning May 1 of each year.

Rate adjustments affect current year billing only. Rate adjustments may be implemented any time during the twelve months period.

Customer must bring the account to a zero balance when:

- A. Customer leaves the Clayton County Water Authority system
- B. Customer's service is terminated for non-payment
- C. Customer elects to go off of levelized billing

In the event that the Clayton County Water Authority Board elects to discontinue levelized billing, such termination will be effective at the end of the current levelized billing period. In such an event the difference between actual usage and usage billed may be prorated equally over the succeeding twelve months with one twelfth added to the actual monthly bill.

**PROCEDURE:** Customer's difference between actual volume and volume billed may be moved from account to account.

Customer's usage history from old account and new account may be combined to establish twelve months history for subsequent year.

Customer will be mailed a statement on the reminder notice warning them of removal from levelized billing.

Customer must indicate their desire to use levelized billing and acceptance of the conditions of levelized billing by signing a levelized billing agreement.

2004-2005 Financial Recommendation: Mr. Brannan stated that last month the Authority made a presentation to the Board and Board member, Wes Greene, was not able to see the staff's recommendation for the next two years, 2004 and 2005. Mr. Brannan added that each year the Authority will review the Authority's status based on financial history of the Authority over the past twelve months and forecast out another

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two years so that apartment complexes and others who need to set their fees and rates, based off what our charges may be for water and sewer service, may be able to incorporate that into their payment structure and also give our general residential customers up-front knowledge of what's happening as far as the Water Authority's rates are concerned.

Mr. Brannan asked Emory McHugh to come forward and give a slide presentation of the Authority's financial picture to the Board. The Authority will make a recommendation after Mr. McHugh's presentation.

Mr. McHugh stated that the first thing he did was an environmental scan, which means to know your customers, background and trends, so that you can make some intelligent observations and some assumptions about what is going on. Mr. McHugh reviewed the population trends, which showed that the population is increasing. One of the other things that was interesting from the census data since 1970 to the year 2000 the average number that lives in a household is actually on the decline, which means that for an average water customer you have less people using water per house and as you look at 2003 and beyond that trend is likely to continue.

Mr. McHugh stated that he went back and looked at the number of gallons used per capita on an average day. Since 1997 to the year 2003 the number has decreased thirteen gallons per day. Mr. Moore brought up an interesting subject just a few minutes ago that Mr. McHugh had not thought about. If you take thirteen gallons a day and multiply it by a quarter of a million people that live here at 365 days a year the number is something like 1.2 billion gallons. What that translates into is lost revenue of about seven million dollars.

Mr. McHugh stated that next he took a look at the customer base. It is important to identify the trend that is going on and to look at the attributes of our customer base. The number of water customers has increased every year. The trend for water usage is flat or down. Mr. McHugh stated that the next thing he did was to take the financials and the balance sheet for the last couple of years. What you want to do is see what's going on and why is your balance sheet changing. First thing you want to do is look at your assets. What you see going up is fixed assets like plant equipment. The other thing that you see is your restricted assets, cash or money that the Authority borrowed. In looking at our liabilities you will see how the projects were paid for in borrowing money. The reason that your assets have gone up is that you had to borrow money to pay for it and in the future we are going to have to pay the money back. We did a trend analysis of the revenues and you see that it is on an upward trend. However, if you actually look at what

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has happened to revenues and back out the rate adjustments that occurred over the last few years, you see that it is almost static. The usage of water has remained static.

For the financial operation analysis, you want to see the bottom line and what expenses are. Since 1998, the bottom line was improving until around the year 2000. The bottom line began to decrease slightly as a result of the Board putting in program management. So you had a little more operating expenses, but if you look at 2001 to 2003 it is flattening out and we think it is going to continue. This is your debt service trend. The difference tells you how much you have available to pay your debt service requirement. That is very important because we have a bond covenant that says that we have to have a 1.5 debt coverage ratio.

The Authority has done a great job in identifying those needs in our ten-year program. Mr. Brannan stated that when we go back into the bond market the Authority would be looking at approximately a fifty million dollar issue (\$50,000,000). Rick Hirsekorn and the Authority's staff will be finalizing the number.

Mr. McHugh explained to the Board that the staff did a rate adjustment analysis of all the information that had been gathered and put it on a spreadsheet to see what the final numbers look like. Mr. McHugh added that what the staff did was project water revenues and sewer revenues based on historical patterns and applied a guess of what operating expenses were going to do. We provided some schedules of debt service and took what the bond market may look like in a year or so and applied some assumptions and came out with a debt service number of \$3,800,000. Mr. McHugh stated that the lowest rate adjustment that we can get by with for our needs was about 5% for the next two years. That would keep us at 1.5 debt coverage ratio.

Mr. Brannan stated that the Authority is trying to cover our costs and keep maintaining the 1.5 debt coverage ratio without the impact fees since we do not know what that number will be each year. Mr. Brannan added that we are trying to maintain our bond requirement and not rely on impact fees, whatever they are. We are still going to have some impact fees, but they are dependent on the economy. We can look out two years and make a recommendation right now for the next two years, but we do not want to go two years on that recommendation. We will come back in the next twelve months with another analysis and adjust the rates as needed. We may have to come back and change our recommendation to make sure we meet our requirements to go to the bond market for the fifty million dollars.

Mr. McHugh added that some key considerations for a rate adjustment are the tremendous growth and drought conditions that have been experienced in the Atlanta

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region over the last few years. There will be a large number of unfunded capital improvements that we are going to need in the future just to maintain the system and provide water service. You are going to have depreciation expense increases on the balance sheet in the future. The Authority is one of the smallest systems that has an AA bond rating. We need to maintain that rating which will be beneficial to our customers because it will cost less to borrow money. The incremental rate adjustments are a plus when you go to the rating agencies.

Chairman McQueen asked for a motion on the five per cent (5%) rate adjustment as recommended by Management and staff of the Authority. Chairman McQueen stated that there are a lot of systems in the metro area that would love to say that all they need is 5%.

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

RESOLVED: to authorize the Authority to adjust the water and sewer rates by five per cent (5%) to be effective January 1, 2004.

There was discussion concerning comparative rates in the metro area. Mr. Brannan stated that the Authority still has the lowest rates of any self-supporting system.

Board member, Wes Greene, complimented Mr. McHugh on his presentation and stated that the strength of our Authority has been a result of our forecasting to stay ahead of the curve, which has kept us in the position we are today. Mr. Greene added that it is important that the Authority stay at the 1.5 debt coverage ratio or better, without the impact fees, which the Authority is doing.

Hoovers Exchange Sewer Request: Mr. Brannan stated that the Hoovers Exchange project is one that the Board had discussed earlier and through a slide presentation refreshed the Board on this project. Mr. Brannan stated that initially this development was going to have a tie-in to the sewer on the east side of Tara Boulevard. Mr. Brannan added that the developer tried to make that tie-in and had utility conflicts and conflict of grade that would not allow them to complete the tie-in. Mr. Brannan explained that the Board had agreed to assist the developer with this tie-in at 50% of the costs not to exceed thirteen thousand dollars (\$13,000).

Mr. Brannan stated that now the developer has come back and asked for the Authority to assist them with the tie-in, which would include boring under Tara Boulevard. Mr. Brannan stated that the developer obtained three estimates with the

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lowest being seventy-four thousand dollars (\$74,000) and request that the Authority assist them on this tie-in. Mr. Brannan added that it would take five to seven years, depending on the use, for the Authority to get a return on our money if the Authority contributes up to 25% of the cost of this project based on the estimates. Mr. Brannan stated that the Authority has been assisting developers with tie-ins in the past and the Authority was asked to bring this back before the Board for consideration. There was discussion concerning this request with Mr. Brannan stating that the Authority would work with this developer to keep costs as low as possible.

Upon Motion by Wes Greene and seconded by Robbie Moore it was unanimously

RESOLVED: to authorize the Authority to assist with the Hoovers Exchange Sewer Request at twenty-five per cent (25%) of the total cost of seventy-four thousand dollars (\$74,000), not to exceed eighteen thousand five hundred dollars (\$18,500) and not pay for any rock excavation.

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

RESOLVED: that the Board adjourns into executive session. The Board reserved the right to return to the open session.

Chairman McQueen called the regular Board meeting back into open session.

Chairman McQueen called on Board member, Wes Greene, who stated that he would like to make a motion.

Upon Motion by Wes Greene and seconded by Robbie Moore it was unanimously

RESOLVED: that the Board authorizes a salary increase for Wade Brannan, General Manager, by three per cent (3%), which is over and above the 1.5% cost of living which is already included in his current salary.

Chairman McQueen asked Mr. Brannan to continue. Mr. Brannan asked Mr. Hicks to discuss the retiree insurance.

Mr. Hicks stated that in the past the Authority has offered our retirees life insurance, with the retiree paying 100% of the cost, the value of which has always been fifty per cent (50%) of their salary at retirement.

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Several years ago, one of the companies that provided life insurance for our regular employees capped it at seventy-five thousand dollars (\$75,000).

In that process, the Authority changed companies about that time and the carrier that picked up on the retirees saw that seventy-five thousand dollars (\$75,000) cap and knew that the Authority did fifty per cent (50%), so they capped the retirees life insurance at fifty per cent (50%) of the seventy-five thousand dollars or thirty-seven thousand five hundred dollars (\$37,500). The Authority actually had some people who retired earlier than last year that have a higher life insurance than two that did last year. Mr. Hicks added that the Board has to understand that this life insurance is paid one hundred per cent (100%) by the employee, and other than administration, it is nothing out of the Authority's pocket. The Authority invoices the retirees one time a year and the retiree pays that fee and their life insurance is paid for a year.

The Authority staff is recommending, that with the concurrence of our carrier, this cap of thirty-seven thousand five hundred dollars (\$37,500) is deleted and we go back to fifty per cent of their salary at the time they retire. This is what it was for all those years, but the Authority has two retirees that got caught and those were two who retired last January. Those two are the only two that would get a bump up if they choose. They do not have to choose to take this if they do not want to. The Authority checked with the insurance company, and because it is just two retirees they do not see a problem with it since it is such a minor amount in the total dollars that they would insuring.

Upon Motion by Robbie Moore and seconded by Wes Greene it was unanimously

RESOLVED: that the Board authorizes the retiree insurance to be fifty per cent (50%) of the employee's salary at the time of retirement with the understanding that the retiree pays 100% of the premium cost.

Chairman McQueen asked Mr. Brannan to continue. Mr. Brannan, with a slide presentation, showed the route of the Hooper Plant Phase II water line replacement from the Hooper Plant going through Stockbridge along Georgia Highway 42 and 138. The Authority had some conflict with utilities where the Authority wanted to run the line on one section of this line. The street had been resurfaced and widened since the time the Authority designed it. Because of the conflict with other utilities and that additional paving, it has required the Authority to get out in those streets and do some work. Mr. Brannan added that Stockbridge agreed for the Authority to do the work, but they wanted the Authority to overlay the streets and Mr. Brannan agreed with overlaying the streets, because you would not want half old and half new asphalt. Mr. Brannan stated that in order to complete the work needed, it will require an additional nineteen thousand eight

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hundred dollars (\$19,800) on Duvall Street and about twenty-nine thousand dollars (\$29,000) on Oakland for a total of forty-eight thousand eight hundred dollars (\$48,800). Mr. Brannan stated that the Authority is currently under budget for this project on boring and driveways at seventy-three thousand dollars (\$73,000). Mr. Brannan stated that he wanted the Board to be aware of the additional expense, and to make the Board aware that the project will still be under budget. This was presented as information for the Board.

Mr. Brannan next discussed that the Authority had agreed to go to a different meter supplier and is replacing some of our meters. The person that actually sells the Authority the old Invensys meters offered to purchase some of the old meters back at five dollars (\$5.00) a meter. Mr. Brannan did not want to dispose of the Authority's property without Board authorization, even at five dollars (\$5.00) for an old meter that is not of any value to the Authority. Mr. Brannan stated that with the Board's authorization he would dispose of the old meters. There was no objection to this plan.

Mr. Brannan stated that internally the Authority has most of its business operation information on the AS400 computer, plus the information from the GIS infrastructure information all of which needs a back up plan in case of a natural disaster.

Mr. Hicks stated that the backup tapes are taken off-site. As long as you still have the hardware, you can start business the next day if you lost your on-site software.

Mr. Brannan stated that the Authority would like to bring in a consultant to look at the Authority's backup plan for our information services, whether it be for the AS400 machine or the GIS information, someone externally looking at what the Authority comes up with, to make any recommendations on ways to improve that operation. Mr. Brannan added that he would be talking to some consultants who have already been identified, but have not had them come in to give the Authority a proposal. Mr. Brannan stated that if the consultant costs over twenty thousand dollars (\$20,000) he would bring this back to the Board, but if the cost is under twenty thousand dollars (\$20,000) he will probably go ahead and put the consultant to work to get the emergency operation plan in the works.

Mr. Brannan stated that the EPD sent the Authority a consent order saying that the Authority had to pay a sixty-nine thousand dollar (\$69,000) fine. Mr. Brannan went to the EPD with the check in hand and said is there some way that the Authority could get out of paying this money. The EPD told Mr. Brannan that if the Authority had a project that would enhance the environment the Authority could use some of those funds to offset some of the value of that consent order. Mr. Brannan stated that he brought the check for \$69,000 back and wrote a letter back to the EPD asking them to reduce that

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\$69,000. The EPD reduced the \$69,000 down to \$23,000 because of the money the Authority is spending in Morrow for the stream bank restoration. The Authority received that much credit because of the job.

Mr. Brannan stated that also the city of Morrow sent the Authority twenty-five thousand dollars (\$25,000) of the fifty thousand dollars (\$50,000) that they agreed to pay the Authority.

Mr. Brannan stated that Lovejoy sent the Authority a check for three hundred twenty-four thousand one hundred seventy-five dollars and forty cents (\$324,175.40) that was half of what they agreed to pay. Mr. Brannan added that the Authority is going to look at the build-out in the city of Lovejoy. The Authority sized that lift station based off their current land use plan, but the city is evaluating other changes in their land use plan that may require that lift station to be upgraded. Mr. Brannan added that if the lift station is upgraded and as the Authority allows people to hook up to the lift station that have not already put money into it, the Authority will be charging a fee per acre to be sure that when that upgrade happens the Authority has the money to do the upgrade. Mr. Brannan stated that with these fees the upgrade will not cost the Water Authority anything, plus the Authority will get the money that the Authority has already put into the lift station.

Mr. Brannan stated that he has already talked with Steve Fincher, Legal Counsel, who recommended that the Authority have a policy regarding lift stations so that it is clear how to address the different criteria for each of the lift stations.

Chairman McQueen asked that Mr. Brannan and Mr. Fincher develop a policy for lift stations and then bring this back before the Board.

Mr. Brannan wanted to update the Board on the DP500 machine downstairs. Mr. Brannan stated that last month the Board authorized the purchase of this equipment and during the last thirty days the Authority has received three quotes. The quotes were for one hundred nine thousand dollars (\$109,000), one for one hundred twenty-eight thousand (\$128,000) and one for two hundred five thousand dollars (\$205,000). The Authority staff did some investigation of the low quote to make sure that machine would do what the Authority requires. The Authority had one hundred seventy-five thousand dollars (\$175,000) budgeted, but it looks like the Authority will be able to purchase this machine for one hundred nine thousand dollars (\$109,000). The Authority staff did an on-site visit where that machine was in service to ensure that the machine will operate as required by the Authority and our staff was satisfied by the performance of this machine. Mr. Brannan added that the machine will have to be ordered and should be here within ninety days.

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Mr. Brannan stated that the last payment for purchasing the Forest Park system is next month in the amount of four hundred ninety thousand dollars (\$490,000) plus interest.

Mr. Brannan stated that the Board instructed the Authority to consolidate all our property and casualty insurance through one agent. The Authority is about to write a letter stating that Hamilton, Dorsey, & Alston is the insurance agent of record for the Water Authority's property and casualty insurance.

Mr. Brannan stated that the regular Board meeting would be on January 1, 2004. Chairman McQueen asked if the Board would want to reschedule the January meeting to Thursday, January 8, 2004. The Board agreed.

Mr. Brannan informed the Board that the Authority Christmas Party would be held at the Atlanta Motor Speedway, on Saturday, December 13, at 7:00 p.m. and would like to extend an invitation to the Board.

Board member John Westervelt asked if the Authority gives preference to Clayton County businesses during the bidding process.

Chairman McQueen stated that the Authority has a policy and asked that Management copy this information and mail to each Board member.

Board Member, Alan Horton, stated that there was some discussion months ago about researching all the policies established by the Board and compiling those.

Mr. Brannan stated that a company in Florida had started that process, but added that Mr. Hicks is probably the best person to compile this information.

Chairman McQueen stated that when Mr. Hicks retires, he could come back and develop this policy manual for the Authority.

Board member, Wes Greene, asked that from today forward could the Authority start to develop a policy manual with the most current policies that have been approved and work back to the beginning of the Authority.

Steve Fincher, Legal Counsel, stated that this discussion is evident that a policy manual does need to be developed and maintained.

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Upon Motion by Robbie Moore and seconded by John Westervelt 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.

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Pete McQueen, Chairman

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Walter Marie Barber, Secretary/Treasurer