

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, June 5, 2003

Chairman 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, Wesley E. Greene, Sr., J. Alan Horton, Robbie Moore and John L. Westervelt, General Manager, M. Wade Brannan, Deputy Manager, Terry R. Hicks, Department Managers, Frank Conort, Jim Poff, Dennis Hammock, Herbert Etheridge, Jr., Teresa Adams, Guy Pihera and Mike Thomas, Assistant Manager of Administration, Scott Bailey, Project Manager, Mike Buffington, Human Resource Director, Ed Durham, Contract & Procurement Administrator, Karen Riser, Information Services Supervisor, Rodney Crowell, Network Administrator Chris Sims, Executive Secretary, Janet Matthews and Administrative Secretary, Dianne Hammock. Also present were: Steve Fincher, Fincher & Hecht, L.L.C., Bob Vilker, of CH2M Hill, Farrar Wood, of Jim Wood & Associates Public Relations, Visitors: Darrell Thomas, Environmental Engineer with Williams-Russell & Johnson, Incorporated and Stephen Fusco with Smith, Gambrell, Russell, LLP along with CCWA employees: Jennifer Flewellen, Richard London, Steve Dooley, Wayne Paris, Tony Ferrari, Charles Carter and Jack C. Wood.

Chairman McQueen called on Richard London, Meter Reader, to give the invocation.

Chairman McQueen called for any omissions or additions to the regular and executive session board meeting on May 1, 2003, hearing none these minutes stand approved as presented.

Financial and Statistical Report: Chairman McQueen called on Frank Conort, Manager of Administration, who presented the monthly financial and statistical report. This report was received for information. There was discussion concerning this information.

GFOA Award Presentation: Chairman McQueen called on Wade Brannan, General Manager, who congratulated Frank Conort and his staff for having received, for the seventeenth consecutive year, the GFOA Award. This Government Finance Officers Award is presented each year for excellence in the field of financial reporting. Mr. Conort received a round of applause and Chairman McQueen on behalf of the Board added his congratulations.

Regular Board Meeting
June 5, 2003
Page Two

American Cancer Society Update: Chairman McQueen called on Tony Ferrari, Maintenance Coordinator, to give the Board an update on the American Cancer Society fundraiser. Mr. Ferrari stated that this year the Authority raised a total of fourteen thousand three hundred ninety-three dollars (\$14,393). Over a four-month period, funds were raised by events such as “dress down”. Mr. Ferrari stated that for a dollar an employee could purchase a sticker for the day and “dress down” for that day. This event made three hundred ninety-three dollars (\$393).

Mr. Ferrari added that Frank Conort was good enough to head the “Buddy Bass Tournament” again this year. This netted five hundred five dollars (\$505).

Mr. Ferrari explained that this year he did something a little different. One of the Authority’s vendors, All Weather Heating & Air, in past years, had their own team for the fundraiser. However, this year, All Weather was not planning on having a company team. Mr. Ferrari asked All Weather if they would like to be a part of the Authority’s team. The employees of All Weather raised for the Authority’s team, five hundred fifty dollars (\$550).

Mr. Ferrari added that his team tried to come up with some activities that the employees liked such as lunches, the car smash, and other events. The lunches netted us about a thousand dollars (\$1,000). The Authority also sells, year round, one-dollar (\$1) candy bars. Through the sale of these candy bars the Authority earned eleven hundred forty-five dollars (\$1,145) this year. Mr. Ferrari stated that the Authority asked their employees to participate in the relay for life through relay walk sponsorships. This netted eighteen hundred dollars (\$1,800).

Mr. Ferrari also stated that Mike Thomas did an outstanding job with the Authority’s “Jail & Bail”. There were fundraising efforts for getting Mike **out** and also efforts to keep Mike **in** jail all day. Through this tug of war nine thousand dollars (\$9,000) was raised. Mike Thomas commented that credit needed to be given to Frank Conort, Mike Buffington, Herbert Etheridge, and Sean Sterling along with Karen Riser.

Mr. Ferrari thanked each and every one of those that raised money for this worthy cause. Mr. Ferrari wanted to make a note that this is the fourth consecutive year that the Authority has received an award for the most money raised by any organization. Over a four year period, the Authority has raised forty-six thousand nine hundred ninety-three dollars (\$46,993). Mr. Ferrari commented that all this money stays right here in Clayton County to help our people that are affected by cancer.

Mr. Ferrari added that he had one more item to bring up. Mr. Ferrari commented that Karen Riser has done an outstanding job in assisting not only Mike Thomas, but also

Regular Board Meeting
June 5, 2003
Page Three

helping Mr. Ferrari with raising funds for this cause. Tony was able to acquire an additional team captain hat. Karen received a round of applause as she accepted the hat from Tony.

Mr. Brannan added that Tony is humble, but Tony is the one that drives this fundraiser every year. Mr. Brannan stated that he is real proud of our staff that participates in this each year, but Tony is our master chef, he builds the "Jail & Bail", and he gets behind everyone and gets involved in this. Mr. Brannan thanked Tony and stated how much he appreciated what Tony does for the Authority to organize the employees to help them be successful in what they do for this fundraiser. Management recognizes who is behind this effort. Tony thanked Mr. Brannan and stated that what really drives him is his daughter, who is a survivor of six years. Mr. Ferrari received a round of applause.

Chairman McQueen stated that is one thing that he has always said about this Authority is the work that our employees do for each other. Chairman McQueen told Mr. Ferrari how much the Board appreciates the work that he has done in the efforts to raise funds for the American Cancer Society.

Health Fair Update: Chairman McQueen called on Ed Durham, Human Resources Director, to give an update to the Board on the recent Health Fair. Mr. Durham stated that the Authority schedules the yearly Health Fair to help prevent or detect potential diseases or conditions of our employees. Mr. Durham added that early detection would have a great impact on the Authority's Health Insurance costs and more importantly the Authority wants to take good care of our employees.

Mr. Durham also wanted to give special recognition to Michelle Mirzaiee, Compensation & Benefits Coordinator, for all her hard work in making the Health Fair such a success. Mr. Durham added that every year Michelle has made the Health Fair bigger and better at no cost to the Water Authority. Free is always something that the Board likes to hear and especially when early detection can prevent or eliminate potential diseases that could result in long term cost savings.

This year Michelle worked with St. Joseph's Hospital and was able to have a mobile mammography bus on our premises. The Authority had twenty-one (21) people that had mammograms done at no cost to them. The Health Fair also included glucose screenings, cholesterol and high blood pressure testing and vision testing. Also, the Authority was able to have a doctor on hand that consulted with the employee after the different tests were complete.

Mr. Durham stated that one of our employees, that was identified with a potential diabetes problem, sat down and talked with the doctor for quite some time and when he

Regular Board Meeting
June 5, 2003
Page Four

was through, wanted to change his primary care physician to the doctor that was at the Health Fair because she had spent more time with him than his own primary care physician had ever done. Because of the Health Fair, conditions such as diabetes, high blood pressure, and high cholesterol were discovered. Mr. Durham added that the big focus is to make sure we can prevent some of these symptoms from developing into a serious medical condition. The doctor that attended this year has committed to coming back next year and also to come in and do some “lunch & learns” for our employees free of charge. Mr. Durham stated that the Authority is going to take the doctor up on that and continue to educate our folks and hopefully prevent some conditions that could result in high medical care costs. Mr. Durham added that the Authority had a little over one hundred ten (110) employees that participated in the Health Fair.

Chairman McQueen thanked Ed for the update and added that the Health Fair helps on the Authority’s health insurance costs with this early detection.

GWPCA Laboratory Quality Assurance Award Recognition: Chairman McQueen called on Guy Pihera, Manager of Water Production, who stated that the Authority’s Water Quality laboratory has once again received the GWPCA Laboratory Quality Assurance Award. Mr. Pihera added that the Authority could only receive this award two years in a row before we would have to sit out. Mr. Pihera explained that of the eight years the Authority has attempted this award, they have achieved it five times. The Authority has had to sit out two years and has been beaten once. This is one award that is given to the water system that serves a one hundred thousand population or greater. Mr. Pihera added that there are about twenty systems that are eligible to compete for this award and only one is given and our lab has received it five out of the last six times that they have been eligible to win.

Mr. Pihera stated that with us today is Jennifer Flewellen, lab analyst, along with Eric Osborne, Supervisor of the lab group. Mr. Pihera also mentioned Arden Stewart, who was not able to attend due to health concerns, but Mr. Pihera did want to congratulate her also in getting the Authority this recognition. Jennifer and Eric received a round of applause.

Chairman McQueen told Jennifer, Eric and Arden how much the Board appreciates what they have done to earn this award. Chairman McQueen also mentioned that someone had called him and this person attends a lot of Water Works meetings where awards are given and he mentioned that the Authority always receives those awards. Chairman McQueen added that today is just an indication of the awards that the Authority’s employees earn. Chairman McQueen stated that the Board is certainly proud of the awards that the Authority receives and proud of the employees.

Regular Board Meeting
June 5, 2003
Page Five

Employee Service Recognition: Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that today he has five to recognize for service to the Authority. Mr. Hicks asked Charles Carter to come forward. Mr. Hicks mentioned that this was kind of interesting since his pastor was Charles Carter for 27 years.

Mr. Hicks stated that Charles is in the Water Reclamation Department and has been with the Authority for fifteen years. Mr. Hicks added that Charles is one of the employees that is unheralded, unseen, and unheard of a lot of times from this area of the Authority. Charles works on the evening or night shift, and that may have been for the entire fifteen years. Mr. Hicks stated that Charles is one of the folks that are behind the scenes, that you don't see day to day, but Wade and I know they are out there, because you don't have problems with the facility where they work. Charles started in May of 1988, as Water Reclamation Plant Operator, and is Class III. Mr. Hicks stated that it is a comfortable feeling knowing that people like Charles and others that are here today who work behind that scene, kind of unrecognized through all these years, do such a great job. Mr. Hicks thanked Charles for his dedication. Charles received a round of applause.

Mr. Hicks then recognized Jack Wood, who works in Maintenance & Construction as a Maintenance Utility worker. Jack also has been with the Authority for fifteen years. Mr. Hicks stated that his first experience with Jack was a number of years ago. There had been some little accident and Jack had to give a disposition. Mr. Hicks mentioned to Steve Fincher, legal counsel, that that had been Jack's first experience with an attorney and that Jack was scared to death. There were chuckles from those in the room.

Mr. Hicks stated that Jack takes care of water leaks in the wintertime, or in the middle of the night, or any other condition. Jack is down there in that ditch, messing with that cold water, or blazing hot sun in the summertime. Mr. Hicks stated that Jack is another of those behind the scenes folks that you never see but you know they are out there. Mr. Hicks added that these folks are the core of the Authority and makes us successful. Mr. Hicks thanked Jack for his years with the Authority. Jack received a round of applause.

Chairman McQueen recognized Mr. Wood who wished to say a few words. Mr. Wood stated that he had worked in construction most of his life, but a friend told him to come to the Water Authority. Mr. Wood stated that he has enjoyed working for the Authority. Mr. Wood added that this job is the best job he has ever had and tries to do his best each day, does what his boss tells him to do, and doesn't give his boss any static.

Chairman McQueen thanked Jack for his comments and for all his hard work and congratulated Jack on his fifteen years with the Authority.

Regular Board Meeting
June 5, 2003
Page Six

Mr. Hicks next brought up Eric Osborne who also has been with the Authority for fifteen years. Mr. Hicks stated that Eric is the Supervisor of the Authority's water lab. Mr. Hicks added that under Eric's leadership and guidance the lab has received numerous awards as Mr. Pihera mentioned. Mr. Hicks stated that Eric has worked his way through the ranks in the lab and along with Arden and Jennifer is checking the quality of our water on a constant basis, not only at the plant but also out in the system. Mr. Hicks stated that there are hundreds of tests that are performed on a monthly basis. Mr. Hicks thanked Eric for all his hard work and congratulated him on completing fifteen years with the Authority. Mr. Hicks added that Eric is heavily involved with GWPCA, as are a lot of the Authority's people. Mr. Osborne received a round of applause.

Mr. Hicks introduced Wayne Paris, who works in Water Reclamation. Mr. Hicks stated that Wayne has been with the Authority for twenty years and is one of those night shift workers, that you seldom see, who works at the Northeast plant. Mr. Hicks added that the Northeast plant is the Authority's only discharging plant and sometimes the Northeast plant has had a harder road to hold. Mr. Hicks stated how much he appreciates Wayne's efforts through the years and congratulated him on twenty years with the Authority. Wayne received a round of applause.

Mr. Hicks next introduced Steve Dooley, Supervisor in Meter Reading & Repair, who has been with the Authority for thirty years. When Mr. Hicks started at the Authority, two of Steve's brothers were also here. Mr. Hicks added that one brother didn't stay too much longer after that, but the other one stayed and worked in the warehouse, then worked with Tony for a number of years, and retired from the Authority.

Mr. Hicks stated that through Steve's thirty years with the Authority he has mainly been in the meter reading section. Steve was a field service rep, so he's been out there. Mr. Hicks added that when he was in engineering, they looked to the meter reading area to rob employees from because they knew if they came through there, they were quality employees. Mr. Hicks stated that that is a reflection of Steve and his predecessor. Mr. Hicks added that he appreciated the thirty years of time that Steve has given to the Water Authority. Steve received a round of applause.

Chairman McQueen, on behalf of the Board, thanked Charles, Jack, Eric, Wayne and Steve for all their hard work and their many years of service to the Authority.

Falcon Drive Impact Fee Request: Chairman McQueen called on Wade Brannan, General Manager, who stated that the Authority has a request from a development on Falcon Drive, off Frontage Road, just north of the Farmers Market. Mr. Brannan stated that Mr. Stephen Fusco would like to come and speak in reference to the impact fees of that development.

Regular Board Meeting
June 5, 2003
Page Seven

Mr. Fusco introduced himself to the Board, stating that he was with Smith, Gambrell, & Russell, and was here on behalf of Falcon One. Mr. Fusco wanted to make the Board familiar with the facility being proposed. The facility is a transition facility that is being partnered with the State Department of Corrections for juvenile individuals. The detention center, where youth stay on a permanent basis, is located next door. The transition center would allow youth to come, stay there, and leave the facility at some point in time. They earn money for their services but have to give that money back into the center so it is like a rent type situation for them.

Mr. Fusco wanted to ask the Board if there is some kind of way that the impact fees could be prorated out over a period of time or if there is some kind of reduction they could get on the impact fees. Mr. Fusco asked the Board for anything that would help this project. Mr. Fusco stated that the project is at the point unless they get water, they would not be able to do the remainder of the project to get it to where it would be ready to open. Mr. Fusco requested some kind of waiver or reduction or proration of the impact fees, if at all possible.

Chairman McQueen thanked Mr. Fusco and told him that the Board would get with Mr. Brannan and get back with him. Mr. Fusco thanked the Board for their time.

Vulnerability Assessment & Emergency Response Plan Grant Update: Chairman McQueen called on Guy Pihera, Manager of Water Production, who stated that in March of this year, the Authority completed a Vulnerability Assessment of our water system. Mr. Pihera added that this study was funded by an EPA grant of one hundred fifteen thousand dollars (\$115,000). Mr. Pihera explained that the Authority is frugal with the spending of that grant money and the Authority has a little over fifty-five thousand dollars (\$55,000) remaining.

Mr. Pihera added that an additional requirement that the Authority has is an update of our emergency response plan by the end of September 2003. This is another federal requirement similar to the Vulnerability Assessment. The Authority currently has an emergency response plan in place, but the Authority wants to receive professional guidance in updating our current plan. Mr. Pihera asked the Board to approve a task order with CH2M Hill in the amount of forty thousand dollars (\$40,000) to assist the Authority in updating our emergency response plan. Mr. Pihera commented that that would leave about fifteen thousand dollars (\$15,000) of the grant, which the Authority intends to use to reimburse the Authority for our staff time. This will not completely reimburse the Authority, but would effectively use up the EPA one hundred fifteen thousand dollar (\$115,000) grant.

Regular Board Meeting
June 5, 2003
Page Eight

Vulnerability Assessment/Emergency Operations Plan

Task Order

CCWA completed a vulnerability assessment of the water supply system on March 31, 2003. The assessment was required of all large water systems and funded by an \$115,000 USEPA grant, of which \$55,052 remains unused.

An additional requirement is the detailed revision of our emergency operations plan. We are proposing to use the remaining grant funds to assist with this revision. We have prepared a draft task order with CH2MHill for your consideration.

Under the task order, a team of CH2MHill and CCWA staff through a series of workshops will review our current plan and make significant upgrades and revisions. The plan will be completed by September 30, 2003 and will include procedural enhancements identified in the vulnerability assessment.

The task order is for the amount of \$40,000 and will be funded by the existing EPA grant. We will apply to have the remaining \$15,052 grant funds paid to CCWA for internal personnel involvement.

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

RESOLVED: to approve the task order with CH2M Hill in the amount of forty thousand dollars (\$40,000) for the detailed revision of the Authority's emergency response plan to be completed by September 30, 2003 and authorize the General Manager to sign the Task Order. This Task Order would be funded by the existing EPA grant.

Line 12 Update (Noah's Ark Road to Fielder Road @ SR 138): Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who updated the Board on additions and improvements that the Authority made to the distribution system and why those improvements were made. Mr. Etheridge stated that four years ago the Authority started on a hydraulic model with CH2M Hill to develop a path to guide the Authority in the future, for capital improvements and to identify current problems and recommend solutions. Mr. Etheridge stated that CH2M Hill was not told of the Authority's areas of concern ahead of time because the Authority wanted to see if CH2M Hill would identify the same areas of concern as the Authority had already identified, which they did.

Regular Board Meeting
June 5, 2003
Page Nine

Mr. Etheridge stated that the biggest problem was at the Noah's Ark pump station. Mr. Etheridge explained that about the same time that construction started on the Freeman Road Plant, Mike Gaylor was the new supervisor at that location and I was the new Manager in Maintenance and Construction. Mr. Gaylor explained to Mr. Etheridge that even though twenty-one million gallons a day could be pumped into the Noah's Ark pump station, only fifteen million gallons a day could be pumped into the distribution system. Mr. Gaylor added, that of the two plants that pump into the Noah's Ark pump station, one could be run at full capacity and the other would have to be run at half capacity. Mr. Etheridge stated that caused the Authority at times to buy water from DeKalb or the City of Atlanta when we really didn't need to. The Authority had the capacity to produce the water, but could not get all of the water into the distribution system.

Mr. Etheridge added that our staff worked with CH2M Hill using an electronic model, which enables you to play "what if". "What if" you put a line from here to here and add a pump here, and you run the model and it will tell you if it works or not. This is a simple way to explain it, because it is difficult behind the scenes, but the Authority developed a plan that we thought was practical and cost effective also.

Guy Pihera stated that the following would be a review for some Board members and new information for the newer members. Mr. Pihera explained that the Authority has three water plants, which produce the water, but to get the water to the majority of our customers, the water has to travel through what we call a re-pump station. In that re-pump station the Authority has ground level storage tanks that store water for use during the day and also pump that water out during the day as needed. Mr. Pihera pointed out from the slide presentation that the Noah's Ark pump station receives flow from Freeman, from Smith, and it can also receive from Hooper. Mr. Pihera stated that Noah's Ark is a key element in the Authority's distribution system. On a regular basis, Noah's Ark has the capability of receiving twenty-one million gallons a day of water from Smith and Freeman Road, but only about fifteen million gallons could get out.

Mr. Pihera explained that from the Noah's Ark pump station the water is pumped out into our distribution system, which is connected in a grid. All of the three re-pump stations pump into the same common distribution system at different points and Noah's Ark station is of utmost importance in our system.

Mr. Etheridge stated that the recommendation on Line 12, that was just finished, consisted of a twenty-inch and sixteen-inch pipe beginning at Noah's Ark and ending up at Fielder Road-Highway 138 and a twenty four-inch line along Tara Boulevard from Flint River Road to North Avenue. Those were contractor jobs. The Authority's crews installed a 16-inch main under State Route 54 from Lee Street over to Morrow Road,

Regular Board Meeting
 June 5, 2003
 Page Ten

right in front of Morrow City Hall. The Authority then had to build some bypasses with our crews around the Morrow and Jonesboro pump stations. Mr. Etheridge added that the Authority put in a line four years ago from the Jonesboro pump station to the Morrow pump station. It is built to take plant water (produced water) from one station to another for it to be re-pumped. Mr. Etheridge stated that was one of the “what ifs” of the electronic model from CH2M Hill. The Authority already had that line in place, so “what if” we converted it from a feed line to the tanks to a discharge line and that is what worked. The Authority added an additional pump at the Noah’s Ark pump station, which was done with our staff and a little contract work. Mr. Etheridge indicated from the slide presentation where the lines were located.

Mr. Pihera stated that adding the pump at the Noah’s Ark pump station was key in redundancy at that pump station and also being able to fully use that station. Approximately six months ago, the Authority completed the project with bond funds.

Mr. Etheridge stated that Line 12 is the only job that is not finalized, but is in service. Mr. Etheridge added that the Authority was projecting this job at twenty-three thousand six hundred dollars (\$23,600) over what we estimated. Most of that additional cost is additional driveway replacements and re-grassing stated Mr. Etheridge. On June 22 the Authority was able to get twenty-two million gallons a day out of that station. Mr. Etheridge added that a month ago the Authority would have only gotten sixteen million gallons a day and would have had to buy seven million gallons of water that day if this project had not been done. Mr. Etheridge stated that this summer when the Authority gets into a very high demand period that we will be able to get twenty-five million gallons a day out of this station which is an improvement of ten million gallons a day. Mr. Etheridge stated that the Master Plan does call for an additional pump at the Jonesboro station which will be sometime in the future.

Line 12 – Projected Final Cost

2000 Master Plan Estimate \$1,549,000.00

	CCWA Estimate	Projected	Variance
Contracted Services	\$498,460.00	\$525,061.75	+\$26,601.75
Complete Job (Including Contracted Services)	\$1,148,558.69	\$1,172,216.04	+\$23,657.35

Note – These numbers do not include cost of restoring parking lot or easement costs for SR 138.

Regular Board Meeting
June 5, 2003
Page Eleven

Vice-Chairman Lloyd Joiner commented that this is a great project.

Chairman McQueen also thanked Mr. Pihera and Mr. Etheridge for the work they do and stated how much the Board appreciates the amount of money saved in our system by in-house work that is done and the expertise that we have here at the Authority and through our relationship with CH2M Hill.

Purchase Card Program Recommendation: Chairman McQueen called on Frank Conort, Manager of Administration, who first wanted to give credit to Scott Bailey, Assistant Department Manager, who spent a great deal of time and effort working on this project.

Mr. Conort explained that the Purchase Card Program or what is called the “P” Card Program is a method by which the Authority can purchase more efficiently and more effectively certain types of items which are essentially small, frequently used items and the occasional emergency “after hours” type items. Mr. Conort stated that these items do not lend themselves well to a purchase order system, causing it to bog down.

Mr. Conort explained that the “P” Card acts and looks like a credit card with the exception of being able to give it a limited type of purchase. Mr. Conort stated that the limitations could include the amount per purchase on any given card, as well as the number of transactions in a day, the vendor being used, and the limits can vary from one card to the next.

Mr. Conort added that the Authority can eliminate the preparation of over two thousand one hundred sixty purchase orders per year and that will free up personnel to do more meaningful things both time, effort, and cost wise. It is the intention that we will monitor this program at three levels:

- 1) The employee has to reconcile their monthly charge statement.
- 2) Reconciliation then gets passed on to their department manager, who will oversee the transactions and make sure that all entries look correct.
- 3) From there it gets passed on to Accounting, who once again, will do an overview before the bill gets paid.

Mr. Conort stated that employees would be instructed on the use of the card. Meetings will be scheduled with each employee that receives a card explaining exactly what the conditions and circumstances and the various restrictions are. The State of Georgia is using this program in all their official capacities and various offices. This program is being administered under state bid through the Bank of America.

Regular Board Meeting
June 5, 2003
Page Twelve

The policies that the Authority has proposed and has distributed to the Board, is what the Authority is asking approval for today. The purpose of these policies will give the Authority the internal strength and authority that the Water Authority needs to administer in-house. Mr. Conort added that one of the requirements of the program, from Bank of America, that can affect this program, is any misuse or abuse of this card results in automatic termination. The Authority will have to agree to this also. The staff has bought into this program and the Authority is proposing it to the Board on that basis. Mr. Conort added that this "P" Card program would save us countless dollars, vast amount of time, and improve the efficiency and effectiveness of our people, especially in the field. There was discussion as to who would receive these cards. Mr. Conort explained that the department managers, and in Maintenance & Construction from foreman-level and up would receive a card, in other words, decision-making people throughout the organization. Approximately one hundred cards would be issued, initially.

Mr. Brannan stated that currently an employee in uniform could go into a business that we currently have an account with and purchase items and have it charged to the Water Authority. Mr. Brannan added that this "P" Card program would give the Authority better control of who buys what, where and how much. There was discussion concerning the "P" Card Program.

Vice-Chairman, Lloyd Joiner, stated that the information that was sent to the Board prior to the Board meeting covered the issues in the question and answer section and the training and the disciplinary measures in place along with the three step control of the card makes this appear to be an excellent move.

Board Member, Wes Greene, added that since this was like a credit card, what rate of interest was the Authority paying. Mr. Conort stated that there is no interest added because the entire balance is paid each month and Ms. Barber reminded the Board that the Authority is tax exempt.

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

RESOLVED: that the Authority approves the policies and procedures as presented in the Purchase Card Program Recommendation.

Ductile Iron Pipe Bid Recommendation: Chairman McQueen again called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that the annual contract for Ductile Iron Pipe was up for renewal.

Regular Board Meeting
 June 5, 2003
 Page Thirteen

Clayton County Water Authority
 Ductile Iron Pipe
 Tab Sheet
June 2003

Vendor	Bid
U.S. Pipe & Foundry Birmingham, Alabama	\$777,489.50
American Cast Iron Pipe Company Birmingham, Alabama	\$840,765.50
McWayne Pipe Company Birmingham, Alabama	No Bid
Griffin Pipe Company Lynchburg, Virginia	No Bid

Staff recommends that U.S Pipe & Foundry be awarded the annual contract for Ductile Iron Pipe.

Mr. Etheridge stated that the amount of pipe that the Authority uses in a year varies. This bid is based on a general formula that the staff uses from prior years and prior usage.

Mr. Etheridge added that the staff recommends that the contract be awarded to U. S. Pipe & Foundry for the bid of seven hundred seventy-seven thousand four hundred eighty-nine dollars and fifty cents (\$777,489.50). This contract will be effective July 1, 2003.

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

RESOLVED: that the Authority approve the recommendation of staff to award the annual contract for Ductile Iron Pipe to U. S. Pipe & Foundry effective July 1, 2003 for

Regular Board Meeting
June 5, 2003
Page Fourteen

the bid of seven hundred seventy-seven thousand four hundred eighty-nine dollars and fifty cents (\$777,489.50) and authorize the General Manager to sign the contract documents.

Hooper Water Line Replacement Phase II Bid Recommendation: Chairman McQueen called on Mike Thomas, Manager of Program Management & Engineering, who discussed with a slide presentation, Phase II of the Hooper Water Line Replacement. Mr. Thomas explained that the Authority would eventually replace over thirty thousand feet of a 16-inch steel water line that is over forty years old that is becoming a maintenance issue because of corrosion and frequent breaks. This water line carries water from the Hooper Plant to the north part of Clayton County.

**Hooper Water Line Replacement – Phase 2
Bids for Installation Labor**

The 2000 Master Plan identified the need to replace an aging steel water line that carries water from the Hooper WPP into the north part of Clayton County. This 16-inch water line is becoming a maintenance issue because of corrosion and frequent breaks. We are also providing for future capacity increases by upsizing this line to 24-inches while replacing it. Over 30,000 feet of line will be replaced in up to four phases. Phase One was completed in 2002. This is Phase two and will consist of the installation of 11,525 feet of 24-inch ductile iron pipe between the Highway 138 and 42 split to East Atlanta Road in Stockbridge. This project is funded by the 2001 Bond Series.

Preliminary Budget: \$1,000,000

Materials Cost Estimate:	\$475,000.00
Low Bid for Labor:	<u>\$338,929.10</u>
Total Project Estimate:	\$813,929.10

The CCWA staff recommendation for the labor contractor is attached.

Regular Board Meeting
 June 5, 2003
 Page Fifteen

Clayton County Water Authority
 Hooper Water Line Replacement Phase 2
 Tab Sheet
 May 2003

Vendor	Bid
Wade Coats Company 298 Six Flags Parkway Austell, GA 30168	\$1,243,391.60
Gary's Grading & Pipeline Co., Inc. 7434 Highway 81 Monroe, GA 30656	\$628,238.00
Gordy Construction P.O. Box 4 Columbus, GA 31902	\$576,686.52
Richard R. Harp Excavation P.O. Box 1195 Fayetteville, GA 30214	No Bid
Ronny D. Jones Enterprises 315 Millard Farmer Industrial Blvd. Newnan, GA 30263	\$388,929.10
Mid-South Builders P.O. Box 878 Lithonia, GA 30058	\$848,404.00
Paramount Contracting 7314 Southlake Parkway Morrow, GA 30260	\$926,625.60
Reynolds, Inc. 121 Roberts Street Fairburn, GA 30213	\$448,893.31
Ruby-Collins P.O. Box 2476 Smyrna, GA 30081	No Bid

CCWA staff recommends that the contract for this project be awarded to the lowest qualified bidder – Ronny D. Jones Enterprises – for the bid price of \$388,929.10

Regular Board Meeting
June 5, 2003
Page Sixteen

Mr. Thomas stated that this project has been broken up into four phases to make it more manageable. Phase I was completed last year. Today we bring before you, Phase II, which consist of the installation of eleven thousand five hundred twenty-five feet (11,525) of 24-inch ductile iron pipe between the Highway 138 and 42 split to East Atlanta Road in Stockbridge. Mr. Thomas added that the Authority is also increasing our capacity in the line at the same time that we are replacing it.

Mr. Thomas stated that the Authority's preliminary project cost estimate was one million dollars (\$1,000,000) and was funded by the 2001 Bond Issue. Mr. Thomas added that our current estimate, now that the design is complete, is four hundred seventy-five thousand dollars (\$475,000) for materials and the low bid for labor at three hundred eighty-eight thousand nine hundred twenty-nine dollars and ten cents (\$388,929.10) for a total project estimate of eight hundred sixty-three thousand nine hundred twenty-nine dollars and ten cents (\$863,929.10).

Mr. Thomas explained that recently the Authority opened bids for the installation of this pipe and that there was quite a wide range of bids. The low bidder, Ronny D. Jones, has done work for the Authority before, sewer and large water line work. Mr. Thomas stated that the cost per foot that Ronny D. Jones bid was about three dollars more than Phase I. Costs are in line with what we have experienced in the past.

Mr. Thomas stated that the recommendation of the staff is that the contract for this project be awarded to the lowest qualified bidder, Ronny D. Jones Enterprises, for the bid of three hundred eighty-eight thousand nine hundred twenty-nine dollars and ten cents (\$388,929.10).

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

RESOLVED: to approve this contract by the lowest bidder, Ronny D. Jones Enterprises, for the Hooper Water Line Replacement Phase 2 labor and equipment in the amount of three hundred eighty-eight thousand nine hundred twenty-nine dollars and ten cents (\$388,929.10), contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents

Huie Wetlands Phase I (Permitting & Design Task Order Summary):

Chairman McQueen asked Mike Thomas to continue. Mr. Thomas stated that today he wanted to summarize three task orders of CH2M Hill that are related to the Huie Wetlands construction.

Regular Board Meeting
 June 5, 2003
 Page Seventeen

SUMMARY OF HUIE WETLANDS RELATED TASK ORDERS

The Huie Constructed Wetlands project includes the first phase of constructed wetlands at the Huie Land Application Site that will receive treated wastewater from the Casey WRF. The three task orders summarized below included the permitting, preliminary design and detailed design task orders.

The Huie Land Application System and the Casey WRF currently operate under a State Land Application System Permit. The discharge from the wetlands requires an NPDES discharge permit. The process for obtaining a discharge permit is very complex and took two years to complete. As part of the permitting process, CH2M Hill conducted water quality modeling of the discharge and prepared the necessary documents including an Environmental Information Document and Antidegradation Analysis Report.

The Preliminary Design Task Order included identification of the basic design assumptions and the preparation of the Design Development Report.

The Detailed Design for Phase I included:

- a splitter box that will split the flow from the Casey WRF between the land application ponds and the wetlands, the splitter box was designed to handle the planned build out for the wetlands of 15 mgd;
- a pipeline to carry water from the splitter box to the constructed wetlands that will be able to serve the first three phases of wetlands construction; and
- approximately 55 acres of wetlands which will provide 3.6 mgd of treatment capacity when the new Casey WRF is completed.

The task orders were all completed under or at budget. The project has been bid and construction should begin this month.

	<u>TASK ORDER</u>	<u>BUDGET</u>	<u>EXPENDED</u>
BO-00-01	Huie Wetlands Permitting	\$244,400.00	\$208,325.49
BO-00-09	Huie Preliminary Design	\$344,929.00	\$344,758.49
BO-01-03	Huie Wetlands Detailed Design	\$563,318.00	\$563,318.00

Mr. Thomas stated that the permitting task order was required because now the Authority is going from just a land application system to a discharging system which

Regular Board Meeting
June 5, 2003
Page Eighteen

requires a NPDES discharge permit. The Authority developed a permit that would take care of our twenty year plan where the Authority plans ultimately to have 15 million gallons per day of wetland treatment at the Huie site and nine million gallons per day of land application that would provide enough capacity for the new Casey Plant. Mr. Thomas added that it took almost two years, but the Authority has received that permit.

Mr. Thomas stated that the Preliminary Design Task Order included identifying basic design elements of the project and the kind of equipment the Authority would be using.

Mr. Thomas stated that the Detailed Design includes a large splitter box, concrete structure at the holding ponds at the Huie site where the Authority will take all the flow from the Casey Plant and eventually split 15 million gallons off to the wetlands and 9 million gallons to the holding ponds to be spray irrigated. Mr. Thomas stated that this also includes a pipeline from the splitter box down to the first three phases of the wetland cells to be constructed. Mr. Thomas added that the first phase of the actual wetland cells (55 acres) would treat 3.6 million gallons per day. Mr. Thomas stated that the Authority's final expenditures were just under budget and this was funded by the 2000 bond series.

Levelized Billing Recommendation: Chairman McQueen called on Wade Brannan, General Manager, who explained to the Board that the Authority has had requests from some of our customers in regard to levelized billing which would really impact our senior citizens and those on a fixed income.

Proposed Levelized Billing Program

1. Levelized Billing – Same amount every month
2. Based on prior year's total usage
3. Settle up at end of year, roll difference forward
4. Settle up in total at any time service is terminated
5. Adjust for line breaks, etc. For actual volume use
6. Deposits still based on two months bill for 9,000 Gallons
7. Available to residential customers only
8. First year customer billed on system average
9. Account moves with customer to new address

Mr. Brannan stated that in setting up a levelized billing program within the company, the Authority would look at usage from the previous year and balance that out with twelve equal payments. At the end of the year, the Authority would look at the

Regular Board Meeting
June 5, 2003
Page Nineteen

account and adjust for the next twelve months. Mr. Brannan explained that if the Authority charged the customer a little too much, we would lower their monthly bill and if they owed us, we would increase it. Mr. Brannan added that if the customer were to stop an account in the middle of the year, the customer would have to balance up at the time of termination of the account. A new customer would be billed on a system average of nine (9) thousand gallons per month. This program is primarily aimed at people that are on a fixed income or senior citizens.

The recommendation from staff is implementation to be effective January 1, 2004, as this would involve a computer re-programming. There was discussion concerning this information. Mr. Brannan stated that this program would be available to anyone who would like to set his or her account up in this way. Mr. Hicks emphasized that this would be a residential account customer only.

Upon Motion by Alan Horton and seconded by Wes Greene it was unanimously

RESOLVED: to approve the Proposed Levelized Billing Recommendation to be effective January 1, 2004 on residential customer accounts only using the criteria as outlined in the recommendation with the exception of not allowing a customer to participate in the program until they had at least 12 months of billing history.

Board Member, Robbie Moore, wanted to add to the motion that if the account is a "slow pay" that the customer would not qualify for the levelized billing.

Vice-Chairman, Lloyd Joiner, stated that the Levelized Program is really designed for the stable person and not for the person that moves around in the system.

Board member, Robbie Moore, asked that Mr. Brannan update the Board before the implementation of the program.

Conservation Water Rate Proposal: Chairman McQueen called on Mr. Brannan to discuss the Conservation Pricing Recommendation. Mr. Brannan stated that this is one of the items from the Metropolitan North Georgia Planning District that is being recommended in the document that the District is developing. Mr. Brannan explained that some form of water conservation pricing is being proposed for customers that are using an excessive amount of water. Customers with excessive water usage would pay a different price for water per thousand gallons used. Mr. Brannan added that some other counties, DeKalb, Cobb and Henry, have already implemented a similar program. Mr. Brannan stated that if the Board approves this recommendation for conservation pricing, it would become effective January 1, 2004. Mr. Brannan stated that

Regular Board Meeting
 June 5, 2003
 Page Twenty

less than 2% of the Authority's residential customers would be affected by these conservation water rates.

Date 6/05/03

Conservation Water Rate Proposal

Volume	Current Rate	Conservation rate	Difference
0 – 20	\$3.24	\$3.24	0
20 – 30	\$3.24	\$4.05	\$0.81
30+	\$3.24	\$4.86	\$1.62

Note: **Volume shown in 1000 Gallons**

All rates given in price per 1000 Gallons.

Conservation rates only apply above 20,000 Gallons

January 2004 Recommended Implementation Date

Upon Motion by Lloyd Joiner and seconded by Alan Horton it was unanimously

RESOLVED: to approve the Conservation Water Rate Proposal with the criteria as outlined for the Board to be effective January 1, 2004.

Chairman McQueen called on Bob Vilker of CH2M Hill to be next. Mr. Vilker was taken by surprise. There were chuckles from the Board. Mr. Brannan stated that the Authority and Board do not get to see Bob very much, but Mr. Brannan wanted the Board to know that Mr. Vilker scored some points with Mr. Brannan early on. Mr. Vilker was

Regular Board Meeting
June 5, 2003
Page Twenty-one

helping Mike Thomas and Mike Buffington in regard to the Master Plan Program and he came back with some advice to the Authority that was beneficial to the Authority. Mr. Brannan added that he thinks a lot of Bob. Mr. Vilker thanked Mr. Brannan for his comments.

Chairman McQueen added that he wanted to recognize Mr. Vilker. Chairman McQueen explained that Rick Hirsekorn was not in attendance because his son was graduating. Chairman McQueen stated that he appreciates Bob coming to the meeting today and added that the Board also appreciates Rick and the work he does.

Chairman McQueen stated that Board member, Alan Horton, was going to have back surgery next week and the Board would be thinking of him.

Chairman McQueen asked if there were any other announcements. Vice-Chairman, Lloyd Joiner, added that Pete was having surgery also. Chairman McQueen stated that he was not sure if the surgery would be next week, but hoped so.

Chairman McQueen asked if there was anything else to bring up at this time. Wade Brannan, General Manager, asked if Alan had a birthday yesterday. Mr. Brannan stated that we had a birthday cake for him. Alan admitted that he was 50.

Chairman McQueen stated that he would entertain a motion for the Board to go into executive session to consult with legal counsel and personnel issues.

Upon Motion by John Westervelt and seconded by Marie Barber 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 Wade Brannan, General Manager, who wanted to bring the Board up to date on the construction at the Casey Plant. Mr. Brannan called on Mike Buffington to give the Board this information. Mr. Buffington explained that the Authority started on this project in September of last year. The contract completion date is September 29, 2005, with the original contract amount being fifty-five million one hundred ninety-one thousand dollars (\$55,191,000). The contractor is ahead of schedule and currently projects that the new plant will be in service by December of 2004. Mr. Buffington stated that the demolition and all other work would be approximately complete by April of 2005, several months ahead of schedule.

Regular Board Meeting
June 5, 2003
Page Twenty-two

Mr. Buffington presented a slide presentation that showed the new Casey Plant, just north of the existing facility off Flint River Road with our new central wastewater laboratory and control building, preliminary treatment and primary clarifiers, biological reactor basins and secondary clarifiers. The liquid portion of the old plant will be taken out of service after the new plant is in operation and these structures will be demolished. The solids handling facility will remain in operation including the dissolved air flotation thickeners, sludge storage, sludge dewatering and pelletizing facility. The current contractor, under this contract, will do some work at this facility including some mixing and odor control at the storage tanks, and some covers and odor control at the dissolved air flotation thickeners. This facility was upgraded in the late 70's as part of the last substantial upgrade project. Some of this equipment is more than twenty years old and in need of replacement.

Mr. Buffington stated that the dissolved air flotation thickeners, include two thirty-eight foot diameter concrete tanks, with a masonry building housing equipment between the tanks. If you recall a couple of years ago, Neal Wellons asked for approval and then purchased mechanical replacement equipment for the two thickeners. The cost of that equipment is one hundred ninety-four thousand fifteen dollars (\$194,015). At that time, we had planned to install this equipment as a separate contract prior to starting the new Casey Plant. We had some budgeting delays and we did not get the equipment replacement started and under construction. Then Mr. Wellons' plan was to work with the general contractor and have him install the equipment when the contractor did the initial work at the thickener tanks.

Mr. Buffington stated that the Authority has worked with the general contractor and has negotiated a lump sum price of two hundred twenty-four thousand eight hundred thirty-six dollars (\$224,836). This lump sum amount includes installation of the equipment that the Water Authority would furnish, which has been delivered. It would also include all electrical work, certain other repairs, including repairs to some handrails, concrete repairs at the tanks, pressure injection grout to seal cracks.

The roofing on the building between the tanks is over twenty years old and needs replacing which would include removing the roof and replacing it with new built-up roof, with new expansion joints between the building and the tanks. This proposed change order amount is within the amount that Mr. Wellons projected with the purchased equipment. The Authority had CH2M Hill to review the estimate and they worked with us in negotiating the price. CH2M Hill believes that it is a fair price and Mr. Buffington has quite a bit of backup to show this. Mr. Buffington stated that there are certain benefits to the Water Authority to do this as a change to the contract rather than a separate bid. We believe that all of these will result in savings for the Water Authority.

Regular Board Meeting
June 5, 2003
Page Twenty-three

The Authority would not have to have a separate set of bid construction documents. The current contractor is mobilized and has insurance in place. Mr. Buffington added that the contractor could install the equipment at the same time that he is installing the odor control and the covers. Mr. Buffington stated that the most important thing is to minimize the down time where the Authority might run into potential problems with handling the solids, which might result in a permit violation. Mr. Buffington stated that the Authority is bringing this to the Board for their consideration as a change to the current contract. There was discussion concerning this information.

Chairman McQueen called on Steve Fincher, legal counsel, asking if the Authority could legally do this transaction as a change order. Mr. Fincher stated that he and Mr. Brannan had discussed this and that this is not totally risk free behavior but the risk is nominal. Mr. Fincher added that change orders are allowed in the scope of the project.

Board member, Alan Horton, asked if this cost was a firm lump sum price. Mr. Buffington stated that it is a firm lump sum and is somewhat lower than what they asked for. Bob Vilker, of CH2M Hill, stated that they had an independent estimate worked up which is what the Authority based our assessment on of it being a fair and reasonable price. Mr. Buffington added that the good thing is that the general conditions of the document do outline the process of negotiating a bid. They allow so much for overhead and profit, so we had some guidelines within the existing documents that we were working with. The contractor is doing all the work that we have outlined. The Authority does have a document that CH2M Hill prepared and presented to Brasfield and Gorrie so we have defined specifically what they would do. Chairman McQueen stated CH2M Hill recommends this, staff recommends it, Steve Fincher, legal counsel, says that we can do it without any trouble-that answers Chairman McQueen's question.

Chairman McQueen asked if anyone had any questions. Chairman McQueen called on Board member, Robbie Moore. Mr. Moore stated that he was not for this change order and was concerned that the Board had not been informed of these negotiations sooner so that some direction could have been given. Board member, Alan Horton, asked if the Authority did bid this project, would that delay the project. Mr. Buffington stated that there are some concerns. Mr. Buffington said that there are some unknowns when we bid projects as you recall. We have certain insurance requirements. The Authority would not know whom the low bidder might be and how long it might take to get all those insurance and bond requirements in place. Brasfield & Gorrie has a very ambitious schedule, so the quicker they get out, the better off they are. Brasfield and Gorrie has on their schedule to install the covers on these things this fall. Logically and least expensive wise is to complete this repair work, install the equipment before you put the covers on. So depending on how long it took the Authority to go through the bid process and get a contractor could bring some delays.

Regular Board Meeting
June 5, 2003
Page Twenty-four

Vice-Chairman, Lloyd Joiner, asked Mr. Buffington what percentage is this amount of the total contract amount. Mr. Buffington stated that the amount would be about one-half of one percent. Mr. Buffington added that this is something that is not attractive to the contractor as change order work. Mr. Buffington stated that this would be an advantage and benefit to the Authority more so. Mr. Joiner stated that if we listed to the pros and cons, from a management decision-making standpoint, overwhelming, the logical thing to do is to go with it. Mr. Joiner added that the timing of the overall project would create fewer problems. Mr. Joiner stated that the Board would have to answer to themselves, and anybody else why we did not bid this work.

Mr. Brannan stated that the Authority has been working on this and he guessed that the Authority could have brought this philosophy to the Board. Mr. Brannan added that with Mr. Wellons discussing this earlier, and we knew what we were purchasing, this project had been progressing, the Authority felt before we could bring it back to the Board that the Authority had to get the Board more information. This is an option that we have and we feel that it is a good option, but if the board is more comfortable with bidding it, then we can do that as well. Mr. Brannan stated that the Authority was comfortable with what was brought to us from the contractor and the engineer's review. We will follow the direction of the Board.

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

RESOLVED: to accept the proposed change order in the amount of two hundred twenty-four thousand eight hundred thirty-six dollars (\$224,836) with the current general contractor and to allow the General Manager to sign any necessary documents. This motion passed with Robbie Moore opposing the motion.

Chairman McQueen called on Wade Brannan who stated that he had several items that had come up this month that he wanted the Board to be aware of. Mr. Brannan stated that he believed that the Board had heard of Storm Water Utility that will help pay for some of those issues like stream bank restoration and other things regarding storm water in the County. Some of this is the Authority's responsibility, but the majority of it is the County's responsibility. Mr. Brannan added that the Authority has been working with CH2M Hill to come up with a proposal for the County to consider a Storm Water Utility. Residential units would have a fixed value, but anything like a shopping center or industry would be based on the amount of impervious area on site. Mr. Brannan stated that if this were to be implemented in the County, some of that money would need to come to the Authority for some of the work that the Authority does and a portion of the money would need to go to the County. This would have to be worked out with an intergovernmental agreement. Mr. Brannan stated that he just wanted to let the Board

Regular Board Meeting
June 5, 2003
Page Twenty-five

know that the Authority is in dialog with the County trying to prepare a document that would act as a funding mechanism for both agencies.

Mr. Brannan next mentioned that he had previously talked to the Board with regard to duplicated checks on the Authority. Mr. Brannan added that the Authority had another duplicated check in the amount of eighty-three thousand dollars (\$83,000) that the bank paid. Mr. Brannan stated that with modern technology that is available today, that anyone could duplicate someone's checks. Mr. Brannan added that the Authority was not out any funds, while the bank is responsible for recovering their loss.

Mr. Conort explained that the person or persons with the duplicated check actually exchanged this check for a Cashier's check through our bank. Mr. Conort stated that the Authority's check was scanned and now our check was on their electronic file and they then altered whatever information they wanted to, left what they needed, and printed it on new check stock. Mr. Conort added that the Authority's check stock is blue and this particular check was printed on green check stock. There was discussion concerning this information. Mr. Brannan and Mr. Conort added that the authorities believe that they have good enough evidence to catch the person who is doing this.

Mr. Brannan commented that he thought that all of the Board had probably seen the conservation guidelines that the DNR had come out with about even/odd watering and no one watering on Fridays. Mr. Brannan added that the DNR's guidelines were not mandatory but recommended. The Authority is following their recommendation.

Mr. Brannan next discussed that Harold Reheis, with the EPD, is retiring. Mr. Brannan added that Mr. Reheis has been a good friend to the Water Authority and a good friend to the State of Georgia for a long time. Mr. Brannan added that Mr. Reheis is the best man in government that he has ever dealt with. Mr. Brannan stated that Mr. Reheis could tell you "no" and have you liking it.

Mr. Brannan stated that the Authority has a customer who historically has had late fees. The Authority has to regularly go out to this customer's residence. Anytime the Authority sends someone out, it cost the Authority. Our charge is twenty dollars (\$20) for each trip because our customer is requiring us to tag their account, or put something on their door, or turn the meter off or turn it back on, lock the meter, or take the meter out. In this case, we have done all to this customer. We have gone out and shut his water off, and he has turned it back on. We go out and lock the meter, and he goes out and takes it off. We have even taken the meter out. We charge him every time we go. Now he is complaining to Mr. Conort and made a scene down in the lobby about the twenty-dollar fees, stating that they were too excessive. Mr. Conort has worked with this man before and told him he needed to bring his account current. The customer refused to

Regular Board Meeting
June 5, 2003
Page Twenty-six

meet the requirements as outlined by Mr. Conort and asked that Mr. Conort bring this matter before the Board.

Vice-Chairman, Lloyd Joiner, asked if it would be beneficial for management to have a Board action giving management the authority to take appropriate action in cases such as this. There was discussion concerning the policies and procedures already in place and it was agreed to inform this customer that he must abide by the Authority's established policies and procedures.

Board member, Wes Greene, stated that normally your water bill is not that high, and the Authority's policies are in place in regard to trip charges, and if this customer paid his bill he would not have these trip charges on his bill. These are legitimate Board policies and he has to pay his bill. Mr. Greene added that if the Board waived these charges for him, whom else would we have to waive them for. Mr. Greene stated that the customer has to go with the offer Mr. Conort made and he has to pay his bill. Mr. Greene added that if the customer comes in and is belligerent, we call the police. There is no reason for changing what has been told to the customer.

Mr. Brannan next brought before the Board another point of information in regard to sewer spills. Mr. Brannan added that the Authority had some sewer spills and is still trying to work through those. Mr. Brannan stated that now we had a sewer spill, we made some repairs, and now these people have come back and said that they have health problems because it was a sewer spill and they initially said that there were four people in the house when they had the sewer spill, they wanted to be compensated one hundred thousand dollars (\$100,000), twenty-five thousand dollars a piece. The Authority backed off of it and got the insurance company involved in it and said that we were not going to pay this. The customer then said that they really asked too much to start with, we really wanted eighty thousand dollars (\$80,000). Mr. Brannan stated that what he wants to do is have Steve Fincher, Legal Counsel, look at this along with our insurance company and see how we want to proceed with this. Mr. Brannan added that the reason he keeps bringing up these sewer spills is because these sewer spills are getting expensive. Mr. Brannan stated that you use to go in and clean up, and everyone was happy. Now, the homeowner gets on the Internet and looks at all this fungus and mold. Mr. Brannan stated that we have limited exposure because the insurance company picks it up at a certain point, but what will eventually happen is that the Authority's insurance premium is going to go up because they have to pay more to solve these things.

Mr. Brannan stated to the Board that some time back the Board instructed the Authority to work with the Municipal Code Corporation, along with Mr. Fincher's guidance, on a summary of the Authority's policies. Municode has done some initial

Regular Board Meeting
June 5, 2003
Page Twenty-seven

work on this and has sent some information back to us, but their information would still require someone on staff to go through our records back to 1955 and be sure that we had all policies that had been adopted through the years. Mr. Brannan stated that we have just not had the time to do this and he wished that he could tell the Board that we had that time. Mr. Brannan added that really the most appropriate person to do that is the person with the most tenure, Mr. Hicks. Mr. Brannan stated that we could give the Board a document but he would not be satisfied with the document.

Mr. Brannan's recommendation to the Board is until such time that we can get Mr. Hicks and some other employees in this more fully, that we just table this on an interim basis. It is not that this project is stopping the Board from doing anything, but just gives the Board a history of what the Authority has done. Mr. Brannan stated that he feels bad that the Authority has not been able to complete this, but it is just one of those things that priority wise just has not surfaced to the top. Board member, Wes Greene, asked Mr. Brannan who had been working on this project. Mr. Brannan stated that Municode, a firm in Tallahassee. The Authority sent Municode our documents, they looked through what we sent them, then they sent us some things back and asked what is this, what is that, and so forth. Mr. Brannan stated that there were several pages that would have required the Authority to have someone to go back into the minutes and search through again for policy. This would be very time consuming. With the Board's directive, the Authority could allocate someone to do that. Chairman McQueen stated that he agrees with Mr. Brannan that the Board should postpone this a little bit, until Mr. Hicks retires so that he can come back as a consultant and do this project. Mr. Brannan stated that as long as Mr. Hicks is around Mr. Brannan is comfortable because he has pretty good recall, but when he is gone that is really when this will come into play. The Authority will need a document with good history to it. Board member, Alan Horton, asked Mr. Brannan how much had the Authority spent on this project. Mr. Brannan stated that the Authority had already paid two thousand one hundred dollars (\$2,100) to Municode. The Board decided to postpone this on an interim basis.

Mr. Brannan stated that the next regular Board meeting is scheduled for Thursday, July 3, 2003. Mr. Brannan added that the last two years the Board has adjusted the Board meeting to accommodate vacations and time off around holidays.

Mr. Brannan mentioned that Ms. Barber has been coming and sitting with staff and going through some of the CH2M Hill task order reviews. Mr. Brannan felt that that has been beneficial to the Authority and to Ms. Barber. Mr. Brannan added that after seeing some of those invoices, Ms. Barber realized that with some of the work that is going on, that some of the Board might want to go on a tour of the Casey Plant and the Wetlands site off Panhandle Road. Mr. Brannan suggested that maybe the Board would

Regular Board Meeting
June 5, 2003
Page Twenty-eight

want to take this tour the morning of the next Board meeting and have lunch and then go right into the Board meeting at 1:30 p.m.

Mr. Brannan added that the Authority felt like the Board might want to change the date of the July Board meeting due to the July 4th holiday. The Board changed the regular Board meeting to Thursday, July 10, 2003 at 1:30 p.m. Mr. Brannan stated that if the Board would like to tour the facilities by van on July 10th, to be here at the Authority at 9:30 a. m. and after the tour, stop for lunch, then return to the Authority for the Board meeting at 1:30 p. m.

Mr. Brannan announced that the Authority has a public hearing at the Roberta T. Smith School on June 17, 2003 at 6:30 p.m. in regard to the Northeast Plant. Mr. Thomas stated that in the permitting process, a public hearing must be held. Mr. Thomas added that the Authority has advertised this public hearing in the newspaper. The Authority staff will be showing the plans for the Northeast Plant expansion.

Mr. Brannan stated that from July 7th through the 5th of September the Authority would be taking applications for this year's deer hunting season.

Mr. Brannan informed the Board that Dennis Hammock has announced that he will be retiring. Mr. Brannan stated that Mr. Hammock and Mr. Conort would be retiring right after January 1, 2004. Mr. Brannan added that the Authority staff would be bringing back to the Board a recommendation on what will need to be done at Land Management.

Mr. Brannan announced that the Authority had an employee in the IT shop that was very involved in the JD Edwards implementation that has left the Authority. Mr. Brannan stated the he did not feel that the Authority could replace him, but the Authority would have to hire someone else to train. Mr. Brannan added that that is always the risk you run when you train someone in software.

Mr. Brannan reminded the Board of the request from the developer, Furman Wood, who asked the Authority to waive the impact fees on Falcon Drive on a building that the Department of Corrections was going to use. Mr. Brannan stated that the impact fees total about one hundred twenty-five thousand dollars. Mr. Brannan added that in the past the Authority has allowed the customer to pay installments and only charge the customer the same interest rate as the Authority is earning on our money in the bank. So it is not costing the Authority any money. Mr. Brannan's recommendation to the Board is to let Mr. Wood maybe pay two payments, half now and the other half in a year.

Regular Board Meeting
June 5, 2003
Page Twenty-nine

Board member, Robbie Moore, stated that the Authority should not agree to any installments until the Authority saw a contract from the State. Mr. Moore stated that once Mr. Wood completes his deal with the State, Mr. Wood needs to bring the Authority a copy of his contract to verify the transaction and then the Authority could set up a payment plan. Chairman McQueen called on Mr. Hicks, Deputy Manager, who stated that there is a policy that was established about five years ago that states that only for impact fees of two hundred fifty thousand dollars (\$250,000) and above would the Authority entertain the idea of a impact fee payment plan. There was discussion concerning this information.

Chairman McQueen recapped what the Board had discussed and the Board advised Mr. Brannan to go with allowing Mr. Wood to make two payments in a twelve month period and charge him the same rate of interest as the Authority earns on the Authority's money in the bank.

Ms. Barber asked Mr. Brannan if he had an opportunity to contact previous Board member, Lindy Rogers, in regard to the Board scheduling some gathering to thank Mr. Rogers for all his contributions to the Water Authority's Board. Mr. Brannan stated that he made a special visit to verify that Mr. Rogers did not want any celebration. Board member, Robbie Moore, asked Mr. Brannan that when he locks down where the Board will be having lunch on July 10th, that some means is used to get Mr. Rogers there so that the Board could express their gratitude for all his hard work not only during his term on the Board, but also for his help on the Bond Issue that the Board just completed this year.

Chairman McQueen asked if any one had anything else they would like to bring up. Executive Secretary, Janet Matthews, mentioned to the Board that the Grand Jury Tour of the Authority's facilities would be on Wednesday, June 18th.

Upon Motion by Wes Greene and seconded by Lloyd Joiner 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

