

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting April 4, 2002

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 H. Lindy Rogers, Board Members, Marie Barber, Wesley E. Greene, Sr., J. Alan Horton and Robbie Moore, Jr., General Manager, M. Wade Brannan, Deputy Manager, Terry R. Hicks, Department Managers, Neal Wellons, Dennis Hammock, Herbert Etheridge, Jr., Guy Pihera and Mike Thomas, Executive Secretary, Patricia Groover, Assistant Manager of Administration, Scott Bailey, Project Manager, Mike Buffington, Contract & Procurement Administrator, Karen Riser, Engineering Services Supervisor, Bruce Taylor, Administrative Secretary, Dianne Hammock, IS Supervisor, Rodney Crowell, Human Resources Generalist, Randy Shreiner, Maintenance Coordinator, Tony Ferrari, Wastewater Lab Supervisor, Jim Poff, Administration Secretary, Gabi LaFleur. Also present were: Murray Weed, Fincher & Hecht, L.L.C., Rick Hirsekorn, of CH2M Hill, Todd Mason, of Jim Wood & Associates Public Relations, Marcia Bost, The Clayton Review and Visitor, Visitor, Melissa Barnett Castillo.

Chairman McQueen called on Gabi LaFleur, Administration Secretary, to give the invocation.

Chairman McQueen called for any omissions or additions to the minutes of the regular and executive board meeting and committee meeting on March 7, 2002, hearing none the minutes stand approved as presented

Financial and Statistical Report: Wade Brannan, General Manager, announced that the financial report would be presented at the called meeting on April 17, 2002.

Industrial Pretreatment Ordinance Report: Chairman McQueen called on Neal Wellons, who introduced Jim Poff, Wastewater Lab Supervisor, and stated that the Industrial Pretreatment Ordinance is the most important document that the Authority has in order to operate the wastewater system efficiently. Mr. Wellons stated that he would like to give Mr. Poff recognition for making revisions to the Industrial Pretreatment Ordinance by working with the Authority's staff, County staff, Georgia EPD, attorneys and with the different industries that are affected by this ordinance. Mr. Wellons called on Mr. Poff, who gave the Board information on two reasons why the Authority's Industrial Pretreatment Ordinance needed to be changed. Mr. Poff said that one of the reasons is the Authority's construction of new wastewater treatment facilities and upgrades to existing wastewater facilities. Mr. Poff stated that these wastewater treatment facilities will require new local limits. Mr. Poff stated that the second reason is the Authority's implementation of a stronger grease management program. There was discussion with questions concerning this information. Mr. Wellons and Mr. Poff answered questions and gave additional information.

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

RESOLVED: to approve the Authority's updated Industrial Pretreatment Program Ordinance.

Repair of Vertical Turbine Pumps Proposals: Chairman McQueen called on Guy Pihera, Manager of Water Production, who stated that the Authority advertised and received bids for replacement parts to repair two vertical turbine pumps located at the Authority's Garner Pump Station. Mr. Pihera recommended that the low bid from Smith-Gray Electric Company be approved.

**Clayton County Water Authority**  
**Replace Parts for Repairs to Vertical Turbine Pumps**  
**Tab Sheet**  
**March 2002**

Vendor	Bid
Tampa Armature Works Atlanta Service Center 6945 Oakridge Parkway, Suite G Austell, GA 30268	No Bid
Johnston Pump Company 3400 Meador Drive Mobile, AL 36607	\$54,400.00
Pumping Systems Incorporated 1100 Vijay Drive Atlanta, GA 30341	\$55,787.00
Smith-Gray Electric Company 23 Busch Drive LaGrange, GA 30241	\$45,922.50
Rome Electric Motor Works, Inc. 36 Westside Industrial Boulevard Rome, GA 30165	\$54,500.00

Staff recommends approving the low bid of \$45,922.50 from Smith-Gray Electric Company. These equipment parts will repair both vertical turbine pumps at Garner Pump Station used for transferring raw water from Big Cotton Indian Creek to Hooper Reservoir. Funding from FY2002 Contingency Fund.

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

RESOLVED: that the bid from Smith-Gray Electric Company to furnish replacement parts needed to make major repairs to two vertical turbine pumps located at Garner Pump Station for the low bid amount of forty five thousand nine hundred twenty two dollars and fifty cents (\$45,922.50), be approved, contingent upon approval of insurance as required by the specifications.

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Water and Wastewater Chemicals Bids and Filter Media Bids: Chairman McQueen called on Guy Pihera, Manager of Water Production, who stated that the Authority advertised and received bids for treatment chemicals. Mr. Pihera discussed the information in the Water and Wastewater Treatment Chemicals Bid Tabulation Sheet and Treatment Chemicals Bid Results Price Comparison FY 2002 and 2002A that was distributed to the Board. Mr. Pihera stated that the Authority's treatment chemicals cost comparison between FY 2002 and 2002A shows that there was a total annual cost increase of 6.4%. Mr. Pihera recommended that the water/wastewater treatment chemical bids be awarded to the low bidders, which are highlighted in yellow on the following bid tabulation sheet. There was discussion concerning this information with questions. Mr. Pihera answered questions and gave additional information.

**Clayton County Water Authority**  
**Water/Wastewater Treatment Chemicals**  
**Bid Tabulation sheet**  
**March 19, 2002**

CHEMICALS ↓	Allied Univ.	Altivia	CALCIQUEST	Carus	Cheney	DPC Enterprises	Dravo	E & C	Fini Enterprises	Gen. Chemical
Liquid Aluminum Sulfate										\$148.00 ton
Dense soda Ash										
Bulk Hydrated Lime					**\$88.70 ton		\$96.49 ton			
Chlorine	\$238.05 ton					\$284.00 ton				
Powdered Activated Carbon										
Sodium Silica Fluoride										
Potassium Permanganate				\$1.32 lb						
Copper Sulfate Med. Cry.			\$0.65 lb.							
Caustic Soda								\$0.20 lb.		
Sodium Chlorite		\$1,775 tote								
Ortho Phosphate			\$1.46 gal	\$1.35 gal						
Ferric Chloride										
Sodium (12.5%) Hypochlorite	\$0.84 gal							\$0.85 gal		
Calcium Hypochlorite	1.15 lb							\$1.05 lb		
Ferric Sulfate									\$0.70 lb ee	
Sodium (15%) Hypochlorite	\$0.48 gal					\$0.65 gal		\$0.70 gal		
Ferrous Chloride										

CHEMICALS ↓	GEO Speciality	Harcros	Industrial Chemicals	Kem Iron/Midland Resources	LCI, Ltd.	Brenntag	Shannon Chemicals	Southern Lime	Sweetwater	Vulcan Performance Chemicals
Liquid Aluminum Sulfate	\$179.58 ton			\$151.13 ton						

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Dense soda Ash		\$0.116 lb	.106lb			\$0.124 lb				
Bulk Hydrated Lime								\$82.00 ton		
Chlorine		\$300.00 ton	\$335.00 ton			\$298.00 ton				
Powdered Activated Carbon		\$0.4085 lb	\$0.38 lb							
Sodium Silica Fluoride		\$0.2525 lb	\$0.26 lb		\$0.28 lb	\$0.29 lb				
Potassium Permanganate		\$1.47 lb	\$1.44 lb			\$1.494 lb.				
Copper Sulfate Med. Cry.		\$0.599 lb	\$0.564 lb							
Caustic Soda		\$0.1425 lb	\$.0978 lb.			\$0.11 lb				
Sodium Chlorite		\$1760 tote								\$1,551 tote
Ortho Phosphate							\$1.77 gal		\$1.57 gal	
Ferric Chloride				\$0.5427 lb ee						
Sodium (12.5%) Hypochlorite		\$0.79 gal	\$0.85 gal			\$0.92 gal				
Calcium Hypochlorite		\$0.95 lb	\$0.92 lb			\$1.00 lb				
Ferric Sulfate				\$0.543 lb. ee						
Sodium (15%) Hypochlorite		\$0.62 gal				\$0.59 gal				
Ferrous Chloride				\$0.5427 lb. ee						

\*\* \$88.70 Hampton; \$86.55 Jonesboro; \$87.18 Stockbridge  
 No Bid: Fort Bend - Ciba – Polymer Systems – Stiles-Kem

Upon Motion by Lindy Rogers and seconded by Alan Horton it was unanimously

RESOLVED: to approve all the low bids that are highlighted in yellow on the Water/Wastewater Treatment Chemicals Bid Tabulation Sheet March 19, 2002 to supply the Authority's water/wastewater treatment chemicals, contingent upon approval of insurance as required by the specifications.

Mr. Pihera stated that the next bid for the Board's consideration is for Filter Media. Mr. Pihera stated that bids were received for two different types of filter media, one cubic foot bags and super sac. Mr. Pihera recommended that the bid to supply the Authority with both types of Filter Media be awarded to the low bidder Carbonite Filter Corp.

**Clayton County Water Authority  
 Filter Media  
 Bid Tabulation  
 March 2002**

BIDDER	Bid: 1 cu/ft bag	Bid: Super Sac
<b>CMC Inc.</b> 2625 Bald Ridge Drive Cumming, GA 30131	No Bid	No Bid

<b>Anthrafilter (US) Inc.</b> 4992 Sweet Home Road Niagara Falls, NY 14305	\$4.98	\$183.30
<b>Carbonite Filter Corp</b> P.O. Box 1 Delano, PA 18220	\$4.74	\$182.33
<b>Reading Anthracite Company</b> 200 Manhantongo Street P.O. Box 1200 Pottsville, PA 17901	No Bid	No Bid
<b>The F.B. Leopold Company, Inc.</b> 227 South Division Street Zelienople, PA 16063	\$6.10	\$211.49
<b>Unifilt</b> P.O. Box 389 Zelienople, PA 16063	No Bid	No Bid
<b>CMC Central Minerals Corp.</b> 290 Paradise Blvd. Suite 36 Indialantic, FL 32903	No Bid	No Bid

Staff recommends awarding the bid to Carbonite Filter Corp

Upon Motion by Robbie Moore and seconded by Lindy Rogers it was unanimously

RESOLVED: to accept the bid from Carbonite Filter Corp to supply Filter Media for the low bid amount of four dollars and seventy four cents (\$4.74) for 1 cu/ft bag and one hundred eighty two dollars and thirty three cents (\$182.33) for super sac, contingent upon approval of insurance as required by the specifications.

Chlorine Dioxide Generators Bids: Chairman McQueen called on Guy Pihera, Manager of Water Production, who stated that the Authority advertised and received bids for two Chlorine Dioxide generators to be used at the additions to the Authority's J.W. Smith and Freeman Road WPP. Mr. Pihera recommended that this bid be awarded to the low bidder International Dioxide, Inc. for the purchase of two Chlorine Dioxide generators.

**Clayton County Water Authority  
 Chlorine Dioxide Generators  
 Tab Sheet  
 March 2002**

Vendor	Bid
<b>AKZO Nobel</b> 1775 West Oak Commons Court Marietta, GA 30062	\$38,000.00*
<b>CDG Technology</b> 140 Webster Street Bethlehem, PA 18015	\$52,000.00*

<b>International Dioxide, Inc.</b> 554 Ten Rod Road North Kingstown, RI 02852	\$23,400.00
<b>PureLine Treatment Systems</b> 10 Red Locust Littleton, CO 80127	\$33,000.00
<b>Sterling Pulp Chemicals</b> 302 The East Mall, Suite 200 Toronto, Ontario M9B6C7	No Bid
<b>Vulcan Performance Chemicals</b> 1200 Urban Center Drive Birmingham, AL 35242	\$39,264.00
<b>Water Solution's LLC</b> 1503 Wood Thrush Way Marietta, GA 30062	No Bid

Staff recommends approving the bid of \$23,400 from International Dioxide, Inc. Budgeted in FY2002 Capitals for \$40,000. (\* Did not meet specifications.)

Upon Motion by Lindy Rogers and seconded by Wes Greene it was unanimously

RESOLVED: to accept the bid from International Dioxide, Inc. for the purchase of two Chlorine Dioxide Generators to be used at the Authority's J.W. Smith and Freeman Road WPP, for the low bid amount of twenty three thousand four hundred dollars (\$23,400) for both generators, contingent upon approval of insurance as required by the specifications.

Dragline Services Bids: Chairman McQueen called on Guy Pihera, Manager of Water Production, who stated that the Authority advertised and received bids for dragline services. Mr. Pihera stated that this dragline service would be used to clean out the upper channel coming into the W.J. Hooper Reservoir and the channel coming into the Garner Pump Station. Mr. Pihera stated that Bellamy Brothers, Inc. was the only company that could meet the Authority's specifications for a 90' boom length. Mr. Pihera recommended that this bid be awarded to the only bidder Bellamy Brothers, Inc. There was discussion with questions. Mr. Pihera answered questions and gave additional information.

**Clayton County Water Authority  
 Dragline Services  
 Tab Sheet  
 March 2002**

Vendor	Bid
Bellamy Brothers, Inc. P.O. Box 218 Ellenwood, GA 30049	\$120 - 1 hour \$700 - 1 mobilization & demobilization
Larry Potts Dragline Services 3181 Monroe Highway Watkinsville, GA 30677	No Bid

Stockbridge Environmental Services, Inc. 176 Shallowford Road Kennesaw, GA 30144	No bid
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Staff recommends approving the bid from Bellamy Brothers, Inc. Our specifications required a 90' boom length. This boom length is necessary to effectively reach areas needing sediment removal. Budgeted in FY2002 Operational Fund

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

RESOLVED: that the contract for dragline services be awarded to the only bidder Bellamy Brothers, Inc., for the bid amount of one hundred twenty dollars (\$120) per one (1) hour and seven hundred dollars (\$700) per one (1) mobilization & demobilization, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Tandem Axle Hoist Truck Bids: Chairman McQueen called on Guy Pihera, Manager of Water Production, who stated that the Authority advertised and received bids for a tandem axle hoist truck to be used to remove the dewatering solids from W.J. Hooper WPP. Mr. Pihera recommended accepting the low bid from Peach State Truck Sales for the bid amount of seventy five thousand eight hundred two dollars (\$75,802). Mr. Pihera stated that he is also asking the Board to approve the purchase of a tarp cover system that was not included in the specifications. Mr. Pihera gave the Board information concerning why the tarp cover system is needed. Mr. Pihera stated that the cost of the tarp cover system would be four thousand six hundred dollars (\$4,600). Mr. Pihera stated that the total cost for the tandem axle hoist truck and optional tarp cover system would be eighty thousand four hundred two dollars (\$80,402). There was discussion concerning this information with questions. Mr. Pihera and Mr. Brannan answered questions and gave additional information on the W.J. Hooper solids and how this truck will be used to transport these solids.

**Clayton County Water Authority  
 Tandem Axle Hoist Truck  
 Tab Sheet  
 March 2002**

Vendor	Bid
<b>Consolidated Disposal Systems, Inc.</b> P.O. Box 813154 5595 Oakdale Road Smyrna, GA 30081	No Bid
<b>Bill Heard Chevrolet</b> 6301 Veterans Parkway Columbus, GA 31909	\$78,616.00
<b>Wextran Truck Center – Atlanta</b> 780 Memorial Drive, SE P.O. Box 18027 Atlanta, GA 30316	\$81,000.00

<b>Nalley Motor Trucks</b> 2560 Moreland Avenue Atlanta, GA 30315	No Bid
<b>Peach State Truck Sales</b> P.O. Box 808 Norcross, GA 30091	\$75,802.00
<b>Atlanta Freightliner</b> 5884 Frontage Road Forest Park, GA 30297	\$78,295.00

Staff recommends approving the bid of \$75,802 from Peach State Truck Sales. We also recommend purchasing an optional tarp cover system for \$4600 from Peach State Truck Sales. This was not included in the original specifications. Total price including truck and tarp cover system: \$80,402. Budgeted in FY2002 Capitals for \$85,000

Upon Motion by Robbie Moore and seconded by Marie Barber it was unanimously

RESOLVED: to accept the low bid from Peach State Truck Sales for the purchase of a Tandem Axle Hoist Truck with an optional tarp cover system for a total cost of eighty thousand four hundred two dollars (\$80,402)

Chairman McQueen called on Guy Pihera, Manager of Water Production, to update 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 April 1, 2002 that was distributed to the Board. Mr. Pihera stated that the Authority's raw water reserve is now at 91% capacity due to the recent rain, which has allowed the Authority to pump 40 MGD from the Flint River. Mr. Pihera stated that he is still confident that the Authority's Reservoirs will be at full capacity before the summer demand for additional water begins. There was discussion and questions concerning the status of the Authority's well drilling program. Mr. Pihera answered questions and gave additional information.

Warehouse Expansion Bids: Chairman McQueen called on Tony Ferrari, General Services Maintenance Coordinator, who stated that the Authority advertised and received bids for materials and construction of a metal building, which is needed for the expansion of the Authority's warehouse. Mr. Ferrari recommended that the contract for materials and construction of a metal building be awarded to the low bidder Tom's Ornamental Iron for the bid amount of twenty three thousand two hundred eighty dollars (\$23,280). Mr. Ferrari discussed the information in the Warehouse Expansion summary, which shows the total cost of the 2,200 square foot warehouse expansion including the materials and construction of the metal building, concrete finishing contractor and all in-house work. Mr. Ferrari stated that he is also asking the Board to approve the total project cost of forty eight thousand eighty dollars (\$48,080) for the construction of a 2,200 square foot warehouse expansion.



**Clayton County Water Authority  
 Warehouse Expansion  
 Tab Sheet  
 March 2002**

Vendor	Bid
<b>C.S. Britton, Inc.</b> 3430 W. County Line Road Douglasville, GA 30135	No Bid
<b>Hughes Company, Inc.</b> 6275 Georgia Highway 85 Building E Riverdale, GA 30274	No Bid
<b>Southern Builders, Inc.</b> 209 Wallis Street Jonesboro, GA 30236	\$28,660.00
<b>Tech Built Systems, Inc.</b> 224 Upland Road Decatur, GA 30030	No Bid
<b>Tom's Ornamental Iron</b> 4155 Old Dixie Highway Hapeville, GA 30354	\$23,280.00

Staff recommends the low bidder Tom's Ornamental Iron be accepted for this expansion.

**WAREHOUSE EXPANSION SUMMARY  
 04-04-02**

**SECTION I: Contracted Services:**

Metal Building	\$23,280.00
Concrete Finishing Contractor	\$ 1,500.00

**SECTION II: In-house Work:**

Electrical	\$3,000.00
Assorted Materials	\$7,000.00
Pallet Racks	\$4,500.00
In-house Equipment Cost	\$ 800.00
In-house Labor	\$8,000.00

**TOTAL ALL COST: \$48,080.00**

**Please Note:** This will be a 2,200 square foot building addition at a cost of \$22.00/sq. ft.

Upon Motion by Robbie Moore and seconded by Lindy Rogers it was unanimously

RESOLVED: to award the contract for materials and construction of a 2,200 square foot metal building be awarded to Tom's Ornamental Iron for the low bid amount of twenty three thousand two hundred eighty dollars (\$23,280), contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents, and approve the total project cost of forty eight thousand eighty dollars (\$48,080) for the construction of a 2,200 square foot warehouse expansion.

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Annual M&C Services Bids: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that the Authority advertised and received bids for the annual Maintenance and Construction services. Mr. Etheridge stated that a copy of these bid tabulation sheets were distributed to the Board. Mr. Etheridge stated that the first bid for the Board's consideration is for masonry block/brick work. Mr. Etheridge stated that he was not satisfied with receiving only one bid and that it is his recommendation that the masonry block and brickwork be rebid.

**Clayton County Water Authority  
 Masonry Block/Brick Work  
 Tab Sheet  
 March 2002**

Vendor	Bid
A&L Underground, Inc. 3308 Hospital Drive Pell City, AL 35215	No Bid
Blend Construction Co., Inc. 951 Klondike Court, Suite 102 Conyers, GA 30094	\$26,000.00
C&M Masonry Contractors Group, Inc. 174 Bellamy Place Stockbridge, GA 30281	No Bid
Larry Ford Construction P.O. Box 95 Ellenwood, GA 30294	No Bid
Martin's Masonry, Inc. 5156 E. Fairview Road, S.W. Stockbridge, GA 30281	No Bid
Meadows Masonry 196 West Mill Road Jonesboro, GA 30236	No Bid
S&W Masonry Construction, Inc. P.O. Box 1345 Forest Park, GA 30298	No Bid
Southern Builders, Inc. P.O. Box 550 Jonesboro, GA 30237	No Bid

Staff recommends that we re-bid this contract due to receiving only one bid.

Upon Motion by Lindy Rogers and seconded by Lloyd Joiner it was unanimously

RESOLVED: that the only bid from Blend Construction Company, Inc. be rejected and that the masonry block/brick work be rebid.

Mr. Etheridge stated that the next bid for the Board's consideration is for masonry curbing and flatwork. Mr. Etheridge stated that there were two bids received and that it is his recommendation that the Board approve using both vendors that submitted bids. Mr. Etheridge stated that each job would be evaluated and the work would be assigned to the

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bidder with the lowest price on a job-by-job basis. There was discussion concerning this information with questions. Mr. Etheridge and Mr. Brannan answered questions and gave additional information.

**Clayton County Water Authority  
 Masonry Curbing/Flatwork  
 Tab Sheet  
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Vendor	Bid
A&L Underground, Inc. 3308 Hospital Drive Pell City, AL 35215	No Bid
Blend Construction Co., Inc. 951 Klondike Court, Suite 102 Conyers, GA 30094	\$125,300.00
C&M Masonry Contractors Group, Inc. 174 Bellamy Place Stockbridge, GA 30281	No Bid
Larry Ford Construction P.O. Box 95 Ellenwood, GA 30294	\$191,400.00
Martin's Masonry, Inc. 5156 E. Fairview Road, S.W. Stockbridge, GA 30281	No Bid
Meadows Masonry 196 West Mill Road Jonesboro, GA 30236	No Bid
S&W Masonry Construction, Inc. P.O. Box 1345 Forest Park, GA 30298	No Bid
Southern Builders, Inc. P.O. Box 550 Jonesboro, GA 30237	No Bid

Staff recommends approval of both vendors and that we be authorized to evaluate each job and assign work to the bidder with the lowest price on a job-by-job basis.

Upon Motion by Alan Horton and seconded by Lindy Rogers it was unanimously

RESOLVED: to approve using both of the vendors who submitted bids for masonry curbing and flatwork with the low bidder Blend Construction Company, Inc. being the primary vendor and Larry Ford Construction being the backup vendor, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Annual M&C Materials Bids: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that the Authority advertised and received bids for the annual Maintenance and Construction materials. Mr. Etheridge stated that a copy of these bid tabulation sheets were distributed to the Board. Mr.

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Etheridge stated that the first bid for the Board's consideration is for concrete products picked up and delivered. Mr. Etheridge recommended that the Board approve both bids and authorize purchasing from the lowest vendor depending on availability and job requirements. Mr. Etheridge stated that he would always attempt to purchase from the lowest bidder GMS Select Products. Mr. Etheridge stated that he would only use Leach Sand and Gravel, Inc. in the event that GMS Select Products cannot meet the Authority schedule and needs.

**Clayton County Water Authority  
 Concrete Products Picked Up & Delivered  
 Tab Sheet  
 March 2002**

Vendor	Bid
Allied Ready Mix P.O. Box 728 Decatur, GA 30031	No Bid
C&J Carriers, LLC P.O. Box 490 Lovejoy, GA 30350	Incomplete
Evans Sand & Gravel, Inc. 114 Quarry Road Stockbridge, GA 30281	No Bid
GMS Select Products 1940 Highway 42 South McDonough, GA 30253	\$25,275.00
Leach Sand and Gravel, Inc. 379 Lees Mill Road Forest Park, GA 30050	\$25,790.00
Paul Martin Utility Grading 951 Klondike Court, Suite 102 Conyers, GA 30094	No Bid

Staff recommends authorization to purchase from the lowest qualified vendor depending on availability and job requirements. We will always attempt to use the lowest bidder and will use other vendors only in the event that the low bidder cannot meet our schedule/needs.

Upon Motion by Lindy Rogers and seconded by Marie Barber it was unanimously

**RESOLVED:** to approve using both of the vendors who submitted bids for concrete products picked up and delivered, purchasing from the lowest bidder GMS Select Products whenever possible, purchasing from Leach Sand and Gravel, Inc. only in the event that GMS Select Products cannot meet the Authority schedule and needs, both bids contingent upon approval of insurance as required by the specifications.

Mr. Etheridge stated that the next bid for the Board's consideration is for ready mix concrete. Mr. Etheridge recommended that the Board authorize purchasing from all three vendors who submitted bids. Mr. Etheridge stated that Walker Concrete Co. would be the primary vendor, with Allied Ready Mix as first backup and Lafarge Building Materials as second backup.

**Clayton County Water Authority  
 Ready Mix Concrete  
 Tab Sheet  
 March 2002**

Vendor	Bid
Allied Ready Mix P.O. Box 728 Decatur, GA 30031	\$123,025.00
Lafarge Building Materials 1800 Parkway Place SE, Suite 1100 Marietta, GA 30067	\$141,350.00
Thomas Concrete of Georgia 2700 Cumberland Parkway, Suite 500 Atlanta, GA 30339	No Bid
Walker Concrete Co. P.O. Box 2637 Stockbridge, GA 30281	\$122,450.00

Staff recommends authorization to purchase from all vendors that submitted bids. We will always attempt to use the lowest bidder and will use other vendors only in the event that the low bidder cannot meet our schedule/needs. We will use the additional vendors in the order of their bid amount (2<sup>nd</sup> lowest bid next, and so on).

Upon Motion by Lindy Rogers and seconded by Marie Barber it was unanimously

RESOLVED: to approve using all three vendors who submitted bids for the purchase of ready mix concrete with the low bidder Walker Concrete Company being the primary vender, purchasing from Allied Ready Mix as first backup and Lafarge Building Materials as second backup, only in the event that Walker Concrete Company cannot meet the Authority schedule and needs, all three bids contingent upon approval of insurance as required by the specifications.

Mr. Etheridge stated that the next bid for the Board's consideration is for the purchase of quarry products to be picked up. Mr. Etheridge recommended that the Board approve the only bid from Florida Rock Industries. Mr. Etheridge stated that he would also like for the Board to authorize using Vulcan Materials in Stockbridge based on the geographical location of the worksite where the quarry products would be needed. Mr. Etheridge stated that any purchases from Vulcan Materials would be paid at market price.

**Clayton County Water Authority  
 Quarry Products Picked Up  
 Tab Sheet  
 March 2002**

Vendor	Bid
C&J Carriers, LLC P.O. Box 490 Lovejoy, GA 30350	No Bid
Florida Rock Industries 100 Lee's Mill Road Forest Park, GA 30297	\$84,100.00

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Vulcan Materials Co. P.O. Box 80730 Atlanta, GA 30366	No Bid
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Staff recommends that we use Florida Rock Industries for the purchase of these materials. We would also ask for authorization to use Vulcan Materials in Stockbridge based on the geographical location of a worksite. Purchases from Vulcan Materials would be paid at a rate determined through a quote or market prices.

Upon Motion by Robbie Moore and seconded by Lindy Rogers it was unanimously

RESOLVED: to approve the only bid from Florida Rock Industries for the purchase of quarry products to be picked up, in the event that Florida Rock Industries cannot meet the Authority's schedule needs and depending on the geographical location of the worksite where the quarry products would be needed, the Authority is authorized to use Vulcan Materials in Stockbridge with materials being paid at market prices, both vendors contingent upon approval of insurance as required by the specifications.

Mr. Etheridge stated that the next bid for the Board consideration is for the purchase of quarry products to be delivered. Mr. Etheridge recommended that the Board approve all five of the vendors who submitted bids. Mr. Etheridge stated that he would purchase from the lowest bidder C&J Carriers, LLC. depending on availability and job requirements. Mr. Etheridge stated that he would only use the other vendors starting with the next lowest bidder on down the line in the event that the low bidder cannot meet the Authority's schedule and needs.

**Clayton County Water Authority  
 Quarry Products Delivered  
 Tab Sheet  
 March 2002**

Vendor	Bid
C&J Carriers, LLC P.O. Box 490 Lovejoy, GA 30350	\$99,850.00
Concrete Supply P.O. Box 113 Fayetteville, GA 30214	\$100,535.00
Evans Sand & Gravel, Inc. 114 Quarry Road Stockbridge, GA 30281	No Bid
Florida Rock 100 Lee's Mill Road Forest Park, GA 30297	Incomplete
GMS Select Products 1940 Highway 42 South McDonough, GA 30253	\$126,950.00
Harris Walker Trucking P.O. Box 803 Conley, GA 30027	\$108,990.00

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Greg Holland, Inc. 100 Howell Avenue Fairburn, GA 30213	\$100,825.00
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Staff recommends authorization to purchase from the lowest qualified vendor depending on availability and job requirements. We will always attempt to use the lowest bidder and will use other vendors only in the event that the low bidder cannot meet our schedule/needs.

Upon Motion by Lindy Rogers and seconded by Marie Barber it was unanimously

RESOLVED: to approve all five vendors who submitted bids for the purchase of quarry products to be delivered with the low bidder C&J Carriers, LLC. being the primary vendor, purchasing from Concrete Supply as first backup, Greg Holland, Inc. second backup, Harris Walker Trucking third backup and GMS Select Products as fourth backup, in the event that the low bidder cannot meet the Authority's schedule and needs, all vendors contingent upon approval of insurance as required by the specifications.

Mr. Etheridge stated that the next bid for the Board consideration is for the purchase of plant mix asphalt. Mr. Etheridge recommended that the Board approve the only bid from Baldwin Paving Company, Inc. Mr. Etheridge stated that he would also like for the Board to authorize him to purchase plant mix asphalt from a local vendor, paying market price, in the event that Baldwin Asphalt cannot provide materials when needed.

**Clayton County Water Authority  
Plant Mix Asphalt  
Tab Sheet  
March 2002**

Vendor	Bid
Baldwin Paving Company, Inc. 1014 Kenmill Drive Marietta, GA 30060	\$24,088.75
Couch Construction , L.P. P.O. Box 2129 Peachtree City, GA 30269	No Bid
Metro Materials, Inc. 1318 Henrico Road Conley, GA 30288	No Bid
Moore Brothers Paving 54 Old Griffin Road Hampton, GA 30228	No Bid
Riverdale Paving, Inc. 328 Lee's Mill Road Forest Park, GA 30050	No Bid

Staff recommends that we purchase these materials from Baldwin Asphalt and to use a local vendor-paying market price in the event that Baldwin Asphalt cannot provide materials when needed.

Upon Motion by Lindy Rogers and seconded by Lloyd Joiner it was unanimously

RESOLVED: to approve the only bid from Baldwin Paving Company, Inc. for the purchase of plant mix asphalt and authorize the Authority to purchase plant mix asphalt from a local vendor, paying market price, in the event that Baldwin Asphalt cannot provide materials when needed, contingent upon approval of insurance as required by the specifications.

Mr. Etheridge stated that the last Maintenance and Construction materials bid for the Board consideration is for the purchase of pre-cast manhole products. Mr. Etheridge recommended that the Board approve the only bid from Cole Products.

**Clayton County Water Authority  
 Pre-cast Manhole Products  
 Tab Sheet  
 March 2002**

Vendor	Bid
Cole Products P.O. Box 666 Forest Park, GA 30051	\$7,150.00
Foley Products 5526 Schatuga Road Columbus, GA 31908	No Bid

Staff recommends that we purchase these materials from Cole Products.

Upon Motion by Lindy Rogers and seconded by Lloyd Joiner it was unanimously

RESOLVED: to approve the only bid from Cole Products for the purchase of the Authority's pre-cast manhole products, contingent upon approval of insurance as required by the specifications.

Mr. Etheridge stated that for the Board's information the Authority renewed three of their contracts this year with no changes in terms and conditions, asphalt concrete and sawing contract, sewer and water line repair contract with Tom Davidson and sewer televising contract. There was discussion concerning this information.

There was Board discussion concerning the Authority's installation of backflow preventers. Mr. Etheridge gave the Board information on backflow preventers, how the backflow preventers work and how the Authority's installation of backflow preventers on customer's homes benefit the Authority. Mr. Etheridge also gave the Board information on how the installation of backflow preventers, on customer's homes, might cause the homeowner problems and how these problems can be prevented or corrected.

Repainting Forest Park Ground Storage Water Tank Summary: Chairman McQueen called on Mike Buffington, Project Manager, who gave the Board a final



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summary on the repainting of the Forest Park ground storage tank interior. Mr. Buffington gave an informational slide presentation showing pictures of the Forest Park ground storage tank and discussed the following information that was distributed to the Board. There was discussion concerning this information.

#### **REPAINTING FOREST PARK GROUND STORAGE TANK INTERIOR**

The existing 1.0 MG capacity steel ground storage tank, located on Forest Avenue in Forest Park, was acquired as a part of the Forest Park system. This project includes cleaning and recoating the interior only of the tank.

The project was awarded to Llamas Coatings, Douglasville, Georgia and all work has been completed including cleaning, recoating, sterilizing and returning the tank to service.

**Project Manager:** Clayton County Water Authority – Mike Buffington

**CCWA Estimated Cost:** \$100,000

**Contract Amount:** \$89,827

**Final Cost:** \$89,827

**Funding:** Water Production Operations Budget (\$100,000)

Terry Hicks, Deputy Manager, gave the Board information on why some of the items on the agenda refer to Fiscal Year (FY) 2002A. Mr. Hicks stated that in the financial software that the Authority has installed and is now using uses the beginning month in the FY as the FY date instead of the ending month. Mr. Hicks stated that the Authority is now coming off of a system that uses the ending month which means that the Authority's FY ending April 30, 2002 and is referred to as FY 2002. Mr. Hicks stated that the Authority is starting the FY in May but the JD Edwards system uses the beginning month this is the reason for the FY 2002 and FY 2002A. Mr. Hicks stated that this would be cleared out by May of 2003.

Construction Management Task Order for FY 2002A: Chairman McQueen called on Mike Buffington, Project Engineer, who stated that he would like to give the Board information on the CH2M Hill Construction Management Task Order No. BO-01-06 for services during construction in Fiscal Year 2002A. Mr. Buffington gave an informational slide presentation and discussed the following information that was distributed to the Board. Mr. Buffington stated that in the recent past the Authority had a separate Task Order for Construction Management and Construction Services for each project. Mr. Buffington stated that the Authority is now going to consolidate these into one Task Order that will be renewed on an annual basis. Mr. Buffington stated that in order for the Authority to save money and reduce the cost of consultants the Authority is adding a Construction Engineer (Field Inspector) position to the Program Management & Engineering Department. Mr. Buffington gave the Board information on how this

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Construction Engineer would benefit the Authority and what the job requirements will be. There was discussion with questions concerning the consolidation of Task Orders and what the primary function of the new Construction Engineer position is. Mr. Buffington and Mr. Hirsekorn answered questions and gave additional information.

**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, W. B. Casey Expansion and Upgrade and Huie Wetlands Phase 1.

Services provided will include 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 – Lee Davis
- Clayton County Water Authority – Mike Buffington

**Task Order Amount:**      \$ 2,171,000 (time and materials, not to exceed amount)

**Funding:**      The project will be funded by the Series 2001 Bond issue.

Rick Hirsekorn, of CH2M Hill gave an informational slide presentation and discussed the information in the following Task Order BO-01-06 for Management Construction Services provided by CH2M Hill during FY 2002A from May 1, 2002 through April 30, 2003 that was distributed to the Board.

**TASK ORDER NO. BO-01-06**

This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for the project generally described as Services During Construction for CCWA Inman Road Wetlands, Hooper Filters & Dewatering and Hooper, Smith & Freeman Advanced Disinfection, W.B. Casey, and Huie Wetlands Projects.

**ARTICLE 1 — SCOPE OF SERVICES**

This scope of services is for fiscal year 2002A (May 1, 2002 through April 30, 2003) and provides services during construction for the projects listed above during this time period. Additional task orders will be developed for subsequent fiscal years to cover services during construction for the above projects as well as additional projects that enter construction.

**1.0      GENERAL**

The ENGINEER will provide Services during Construction (SDC) as defined below. These SDC are intended to assist the OWNER to administer the contract for

construction, monitor the performance of the construction Contractor, verify that the Contractor's work is in substantial compliance with the contract documents, and assist the OWNER in responding to events that occur during the construction. These SDC are based upon the understanding that the OWNER will contract directly with the Contractor and will be actively involved in the construction process to make decisions, provide approvals, and perform other actions necessary for the completion of the construction. These SDC are also based upon the OWNER executing a contract for construction with the Contractor that is consistent with the ENGINEER's Agreement and with these SDC, and which provides the requisite authority for the ENGINEER to fulfill its SDC responsibilities.

The ENGINEER's SDC are based upon the schedule or duration of construction anticipated at the time that these services are agreed. Deviations from the anticipated schedule or duration of construction will materially affect the scope of these SDC and the ENGINEER's compensation for the SDC, and will require an adjustment to the ENGINEER's compensation.

The ENGINEER will not be responsible for the means, methods, techniques, sequences or procedures of the Contractor, nor shall ENGINEER be responsible for the Contractor's failure to perform in accordance with the contract documents.

## **2.0 SERVICES DURING THE CONSTRUCTION PHASE**

The ENGINEER will provide services to assist in coordinating the site activities, administering the contract for construction, monitoring the contractor's performance, responding to design and technical submittals, and closing out the contract for construction.

### **2.1 Project Management Services**

2.1.1 Management/Administration: The Engineer will provide overall project management and consultation support to CCWA for the entire project except as specifically assigned to others.

2.1.2 Workplan: The ENGINEER will develop a general workplan that defines the ENGINEER's delivery approach, staffing, responsibilities, and project deliverables.

2.1.3 Reporting: The ENGINEER will keep the OWNER advised of the progress of the construction. This includes submitting monthly progress reports to the OWNER and holding periodic meetings and consultations with the OWNER.

### **2.2 Document Management System and Procedures**

The ENGINEER will establish a system and set of procedures for managing, tracking and storing relevant documents between the Contractor, the ENGINEER and the OWNER produced during the Construction and Closeout phases of the project. The ENGINEER will utilize an appropriate computer based document management system selected by the ENGINEER. The ENGINEER will, in coordination with the OWNER, maintain hard copy records, suitably organized, of all relevant documentation.

The ENGINEER will implement procedures for the logging and tracking of relevant correspondence and documents. The ENGINEER will assist the OWNER in monitoring all outstanding decisions, approvals or responses required from the OWNER.

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### **2.3 Site Coordination**

- 2.3.1 Pre-Construction Conference: The ENGINEER will attend one pre-construction conference with each Contractor to review the project communication, coordination and other procedures and discuss the Contractor's general workplan and requirements for the project.
- 2.3.2 Mobilize On-Site Team: The ENGINEER will mobilize a team on site for the assumed construction duration to provide site coordination, contract administration and monitoring the performance of the Contractor. The on-site team will mobilize in field offices to be provided by the Contractor or OWNER in accordance with the terms of the contract for construction.
- 2.3.3 Communications: The ENGINEER will implement and maintain regular communications with the Contractor during the construction. The ENGINEER will receive and log all communications from the Contractor and will coordinate the communications between the OWNER and Contractor. The ENGINEER will not communicate directly with the Contractor's subcontractors.
- 2.3.4 Project Site Meetings: The ENGINEER will conduct meetings with each Contractor as required and will prepare the minutes of these meetings.
- 2.3.5 Field Instructions and Orders: The ENGINEER will issue field instructions, orders or similar documents during construction as provided in the contract for construction.

### **2.4 Construction Contract Administration**

- 2.4.1 Permits, Bonds and Insurance: The ENGINEER will verify that the required permits, bonds, and insurance have been submitted by each Contractor.
- 2.4.2 Payments to Contractor:
- 2.4.2.1 The ENGINEER will receive and review each Contractor's requests for payment. The ENGINEER will determine whether the amount requested reflects the progress of the Contractor's work and is in accordance with the contract for construction. The ENGINEER shall provide recommendations to the OWNER as to the acceptability of the requests. The ENGINEER will advise the OWNER as to the status of the total amounts requested, paid, and remaining to be paid under the terms of the contract for construction.
- 2.4.2.2 Recommendations by the ENGINEER to the OWNER for payment will be based upon the ENGINEER's knowledge, information and belief from its observations of the work on site and selected sampling that the work has progressed to the point indicated. Such recommendations do not represent that continuous or detailed examinations have been made by the ENGINEER to ascertain that each Contractor has completed the work in exact accordance with the contract for construction; that the ENGINEER has made an examination to ascertain how or for what purpose the Contractor has used the moneys paid; that title to any of the work, materials or equipment has passed to the OWNER free and clear of liens, claims, security interests, or encumbrances.
- 2.4.2.2 Correspondence and Communications: The ENGINEER will coordinate all written communications among the Contractor, the ENGINEER and the OWNER during the construction. The ENGINEER will prepare written communications to the Contractor and

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provide recommendations to the OWNER for written communications between the OWNER and the Contractor.

## **2.5 Changes**

2.5.1 Minor Variations in the Work: The ENGINEER may authorize minor variations in the work which do not involve an adjustment in the Contractor's contract price nor time for construction and are consistent with the intent of the contract documents.

2.5.2 Coordinate Issuance of Changes: The ENGINEER will assist the OWNER with the issuance of changes to the contract for construction. Design and engineering services to prepare drawings, specifications and other information for significant scope changes shall be considered as Additional Services, and shall entitle the ENGINEER to additional compensation.

The ENGINEER will receive and review the Contractor's response to the request for change and will obtain such further information as is necessary to evaluate the basis for the Contractor's proposal. The ENGINEER will assist the OWNER with negotiations of the proposal and, upon approval by the OWNER, prepare final change order documents for execution by the OWNER and Contractor.

2.5.3 Review of Contractor's Requested Changes: The ENGINEER shall review reasonable Contractor -requested changes to the contract for construction. The ENGINEER will make recommendations to the OWNER regarding the acceptability of the Contractor's request and, upon approval of the OWNER, assist the OWNER in negotiations of the requested change. Upon agreement and approval, the ENGINEER will prepare final change order documents.

Design and engineering services of the ENGINEER to review Contractor initiated changes and to prepare drawings and specifications for issuance to the Contractor shall be considered as Additional Services, entitling the ENGINEER to additional compensation.

2.5.4 Change Order Reports: The ENGINEER will provide periodic reports to the OWNER about the status of Change Orders. The report shall include issued Change Orders, pending change orders, and change order amounts.

## **2.6 Interpretations of Contract Documents**

The ENGINEER will provide written responses to the Contractor's request for interpretation or clarification of the contract documents.

## **2.7 As Built Documents**

The ENGINEER will coordinate the Contractor's submittal of as-built drawings, specifications and other as-built or record documents. The ENGINEER will utilize these and incorporate all changes electronically and produce a conformed set of as-built drawings for the OWNER. The ENGINEER will submit to the OWNER one full size copy of conformed as-built drawings, and one electronic copy of the conformed drawings on a CD.

## **2.8 Claims and Disputes**

The ENGINEER will receive, log, and notify the OWNER about all letters and notices

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from the Contractor concerning claims or disputes between the Contractor and OWNER pertaining to the acceptability of the work or the interpretation of the requirements of the contract for construction. The ENGINEER will review all such letters and notices and will discuss them with the Contractor as necessary to understand each such claim or dispute. The ENGINEER will advise the OWNER regarding the Contractor's compliance with the contract requirements for such claims and disputes. The ENGINEER will assist the OWNER in discussions with the Contractor to resolve claims and disputes.

The ENGINEER will not issue decisions on Contractor claims or disputes. The ENGINEER will not, except as part of Additional Services, undertake comprehensive and detailed investigation or analysis of Contractor's claims and disputes, nor participate in judicial or alternative dispute resolution procedures for the claims or disputes.

## **2.9 Project Controls**

2.9.1 Contractor's Schedule Submittal: The ENGINEER will review the Contractor's construction schedule and verify that it is consistent with the requirements of the contract for construction. The ENGINEER will advise the Contractor of any areas where the schedule is not in compliance with the contract for construction. The ENGINEER will provide comments to the OWNER to assist the OWNER in approving, accepting or taking other action on the contractor's schedule, in accordance with the contract for construction.

The ENGINEER's review and comments shall not be considered as a guarantee or confirmation that the Contractor will complete the work in accordance with the contract for construction.

2.9.2 Contractor's Schedule Updates: The ENGINEER will review the Contractor's periodic schedule updates or other schedule submissions. The ENGINEER will advise the Contractor if the updates or other submissions are not in accordance with the contract for construction. The ENGINEER will provide comments to the OWNER regarding the updates or other submissions.

2.9.3 Effect of Change Orders: The ENGINEER will review information submitted by the Contractor regarding the effect of proposed or issued Change Orders upon the construction schedule, duration and completion date. The ENGINEER will advise the OWNER as to the potential impact of proposed or issued Change Orders. The ENGINEER will assist the OWNER in discussions with the Contractor concerning the potential impact of proposed or issued Change Orders.

2.9.4 Periodic Reports: The ENGINEER will provide periodic reports to the OWNER as to the status of the construction schedule, date of completion, contract price, retainage, pending changes to the contract price or completion date and other issues material to the cost and time for completion of the construction.

## **2.10 Field Inspection**

2.10.1 Field Office: The ENGINEER will staff a field office on the project site for purposes of providing inspectors to observe the work of the Contractor.

2.10.2 Independent Testing, Inspection and Survey Services: The OWNER will employ, or cause the Contractor to employ, independent firms for the material testing, specialty inspection, survey, or other services related to verifying the quality of the Contractor's

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work. The ENGINEER will assist in coordinating OWNER provided testing, inspection and survey services. The ENGINEER will review the reports and other information prepared by the independent firms that are provided to the OWNER. The ENGINEER will assist in coordinating their schedules and the transmittal of their reports, findings or other information to the Contractor and/or the OWNER. The ENGINEER shall not be responsible for the accuracy or completeness of the work and reports of the independent testing, inspection and survey firms.

- 2.10.3 Review of Work: The ENGINEER will conduct daily on-site observations of the Contractor's work for the purposes of determining if the work generally conforms to the contract for construction and that the integrity of the design concept as reflected in the contract for construction has been implemented and preserved by the Contractor. The ENGINEER will supervise a team of field inspection staff, who will prepare written reports, diaries or other records of their observations.

The ENGINEER's inspection staff will arrange for monthly photographs of the work in progress by the Contractor, which will be made available to the OWNER.

The ENGINEER's observation of the work is not an exhaustive observation or inspection of all work performed by the Contractor. The ENGINEER does not guarantee the performance of the Contractor. The ENGINEER's observations shall not relieve the Contractor from responsibility for performing the work in accordance with the contract for construction, and the ENGINEER shall not assume liability in any respect for the construction of the project. The ENGINEER shall, with the assistance of the OWNER, obtain written plans from the Contractor for quality control of its work, and will monitor the Contractor's compliance with its plan.

- 2.10.4 Deficient and Non-conforming Work: Should the ENGINEER discover or believe that any work by the Contractor is not in accordance with the contract for construction, or is otherwise defective, or not conforming to requirements of the contract or applicable rules and regulations, the ENGINEER will bring this to the attention of the Contractor and the OWNER. The ENGINEER will thereupon monitor the Contractor's corrective actions and shall advise the OWNER as to the acceptability of the corrective actions.

- 2.10.5 Design Team Visits: The ENGINEER will coordinate visits to the site by the design team members to review progress and quality of the work. The visits shall observe the general quality of the work at the time of the visit and review any specific items of work that are brought to the attention of the design team members by the Contractor or the OWNER.

- 2.10.6 Factory and Off-Site Tests and Inspections: The ENGINEER will coordinate tests and inspections of work, materials and equipment for the project at off-site facilities and suppliers, as specified in the contract for I & C equipment.

- 2.10.7 Performance and Witness Testing: The ENGINEER will attend and witness field and factory performance tests for the I & C equipment as specified in the contract for construction and the ENGINEER contract scope.

- 2.10.8 Regulatory and Third Party Testing and Inspections: The ENGINEER will monitor the Contractor's coordination of inspection and testing by regulatory and third party agencies that have jurisdiction over the project.

- 2.10.9 Subsurface and Physical Conditions: Whenever the Contractor notifies the ENGINEER

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of subsurface or physical conditions at the site which he believes differs from the contract documents, the ENGINEER will advise the OWNER and inspect the conditions at the site. The ENGINEER will advise the OWNER as to the appropriate action(s), and will assist the OWNER in responding to the Contractor.

Engineering and technical services that are required to investigate the subsurface or physical conditions shall be considered an Additional Service.

2.10.10 Substantial and Final Completion: The ENGINEER will assist the OWNER with inspections at substantial and final completion, in accordance with the contract for construction. The ENGINEER will prepare up to two (2) separate punch lists of items requiring completion or correction. The ENGINEER shall make recommendations to the OWNER regarding acceptance of the work based upon the results of the final inspection.

2.10.11 Specialty Inspections: The ENGINEER and OWNER will agree as part of the ENGINEER's scope of work any specialty inspections or testing services that the OWNER requires from the ENGINEER for the work. The ENGINEER shall perform the agreed specialty inspections and testing in accordance with the contract for construction.

## **2.11 Shop Drawings, Samples and Submittals**

2.11.1 Submittal Schedule: The ENGINEER will obtain from the Contractor a proposed shop drawing and submittal schedule, which shall identify all shop drawings, samples and submittals required by the contract for construction, along with the anticipated dates for submission.

2.11.2 Review of Shop Drawings, Samples and Submittals: The ENGINEER will coordinate with the design team for the reviews of the Contractor's shop drawings, samples, and other submittals. The ENGINEER will log and track all shop drawings, samples and submittals.

The ENGINEER and design team's review of all shop drawings, samples and submittals shall be for general conformance with the design concept and general compliance with the requirements of the contract for construction. Such review shall not relieve the Contractor from its responsibility for performance in accordance with the contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples and submittals is free of errors, inconsistencies or omissions.

2.11.3 Scope of Review: The ENGINEER's scope shall be based upon the scope of work in the contract for construction and shall include for a maximum of two submissions by the Contractor for each shop drawing, sample or submission. Should there be additional reviews required of the ENGINEER and design team, the ENGINEER shall be entitled to additional compensation.

## **2.12 Design Clarifications**

2.12.1 Requests for Information: The ENGINEER will review the Contractor's requests for information or clarification of the contract for construction. The ENGINEER will coordinate such review with the design team and with the OWNER as appropriate. The ENGINEER will coordinate and issue responses to the requests. The ENGINEER will log and track the Contractor's requests.

2.12.2 Proposed Substitutions: The ENGINEER will assist the OWNER in reviewing and



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responding to the Contractor's requests for substitution of materials and equipment. The ENGINEER will review such requests and will advise the OWNER as to the acceptability of such substitutions.

### **2.13 Safety**

2.13.1 The ENGINEER will manage the health, safety and environmental activities of its staff and the staff of its subcontractors to achieve compliance with applicable health and safety laws and regulations.

2.13.2 The ENGINEER will coordinate its health, safety and environmental program with the responsibilities for health, safety and environmental compliance specified in the contract for construction. The ENGINEER will coordinate with responsible parties to correct conditions that do not meet applicable federal, state and local occupational safety and health laws and regulations, when such conditions expose the ENGINEER staff, or staff of the ENGINEER subcontractors, to unsafe conditions.

2.13.3 The ENGINEER will notify affected personnel of any site conditions posing an imminent danger to them, which the ENGINEER observes.

2.13.4 The ENGINEER is not responsible for health or safety precautions of construction workers. The ENGINEER is not responsible for the Contractor's compliance with the health and safety requirements in the contract for construction, or with federal, state, and local occupational safety and health laws and regulations.

### **3.0 SERVICES DURING THE CLOSE-OUT PHASE**

The ENGINEER will assist the OWNER in closing out the contract for construction and commencement of the OWNER's use of the completed work. The ENGINEER's services shall include the following.

#### **3.1 Substantial Completion**

3.1.1 The ENGINEER will assist the OWNER in issuing documents for substantial completion and acceptance of the work. The ENGINEER will advise the OWNER on payment, and partial release of retention.

#### **3.2 Final Completion**

3.2.1 The ENGINEER will assist the OWNER in issuing documents for final completion and acceptance of the work. The ENGINEER will advise the OWNER on final payment, release of retention, and release of insurance and bonds.

### **4.0 ASSUMPTIONS**

The scope of work outlined above is based on the following assumptions:

4.1 The construction period for each project is based on the schedule as follows:

- Inman Road Wetlands – 01 Nov 01 through 01 Dec 02 (14 Months)
- Hooper Filters and Dewatering – 01 Jul 01 through 01 Jul 02 (12 months)
- Hooper, Smith and Freeman Advanced Disinfection – 01 Feb 02 through 15 Mar 03 (13.5 months)

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- W.B. Casey – 01 Jul 02 through 15 Apr 05 (33 months)
  - Huie Wetlands – 02 Jan 03 through 01 Nov 03 (10 months)
- 4.2 For this scope of services for fiscal year 2002A, the above projects are expected to be active as follows:
- Inman Road Wetlands – 01 May 02 through 31 Dec 02 (8months)
  - Hooper Filters and Dewatering – 01 May 02 through 01 Jul 02 (2 months)
  - Hooper, Smith and Freeman Advanced Disinfection – 01 May 02 through 15 Mar 03 (11.5 months)
  - W.B. Casey – 01 Jul 02 through 30 Apr 03 (10 months)
  - Huie Wetlands – 02 Jan 03 through 30 Apr 03 (4 months)
- 4.3 The CONTRACTOR will provide a field office structure, furniture, telephone, facsimile, and computer equipment, and security services for resident ENGINEER staff. The CONTRACTOR will pay monthly utility, telephone, and cleaning charges.
- 4.4 The OWNER will not be providing pre-purchased equipment or materials.
- 4.5 The ENGINEER will attend one pre-construction meeting per construction contract with the OWNER, CONTRACTOR and other interested parties in the OWNER's office or at the project site.
- 4.6 Weekly construction progress meetings will be attended at the project site. The ENGINEER will have one person attend each meeting.
- 4.7 The number of original submittals and re-submittals expected during the first fiscal year for each project is as follows:
- Hooper, Smith and Freeman Advanced Disinfection – 62 submittals and 38 re-submittals
  - W.B. Casey – 515 Submittals and 309 re-submittals
  - Huie Wetlands – 15 Submittals and 5 re-submittals
- 4.8 The ENGINEER will review one baseline construction schedule and one updated monthly schedule for each project.
- 4.9 Requests for Interpretation from the CONTRACTOR, expected during the first fiscal year, will be reviewed and responded to as follows:
- Inman Road Wetlands – 10 RFIs and 5 Clarifications.
  - Hooper, Smith and Freeman Advanced Disinfection – 50 RFIs and 14 Clarifications.
  - W.B. Casey – 500 RFIs and 65 Clarifications
  - Huie Wetlands – 20 RFIs and 5 Clarifications
- 4.10. The ENGINEER will review one contractors' monthly pay request per project.
- 4.11. The ENGINEER will not provide surveying to provide baseline control for construction.
- 4.12. CCWA will provide one experienced inspector from May 02 through May 03.
- 4.13. Field staff, with the exception of B. Wood, C. Salters, and co-op, works 50 hrs/week.
- 4.14. No other construction contracts will be ongoing from May 1, 2002 to May 1, 2003 other than those listed above.

**5.0 ADDITIONAL SERVICES**

The services enumerated herein will be performed only as authorized by CCWA. Authorization

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to proceed with such additional services will be in the form of a Task Order Amendment specifying the scope of work to be performed and basis of compensation.

5.1 Provide services during construction that are outside the services described in this task order, such as:

- Process engineer or Technicians to assist CCWA with startup of the treatment process equipment.
- Process training to CCWA staff in operating the PROJECT.
- Operational support for the biological reactor basin facilities after startup of these facilities.
- Process engineer to optimize treatment plant performance.
- Investigations, meetings, and negotiations with the Contractor involving claims and legal disputes, or a significant amount of defective or neglected work of the contractor.
- Additional work resulting from default, delinquency, or insolvency of the Contractor; or as a result of damage to the construction caused by the fire, flood, earthquake, or other acts of God, all exclusive of additional work resulting from litigation.
- Additional work resulting from strikes, walkouts, or other acts of trade labor unions or work required to resolve disputes or goals involving minority involvement. Additional work resulting from significant delays or acceleration of the work by the Contractor, changes or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
- Unusual requirements for assistance to legal, financial, scheduling, or other consultants engaged for the PROJECT by CCWA.
- Assistance in investigating the cause of accidents.
- Warranty performance review services during construction Contractor's 1-year warranty period and to assist CCWA in coordinating corrections of Contractor deficiencies in equipment or construction during this period.

Due to the nature of construction projects, the Scope of Work described in Article 1 is not entirely within the control of the ENGINEER and cannot be exactly predicated. The fee estimate attached as Appendix A defines the limit of the level of efforts to be provided.

## **ARTICLE 2 — COMPENSATION**

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified in Attachment B. Compensation shall be cost-reimbursable-per diem (time and expenses), with a maximum, not to exceed amount of \$2,171,000 without written approval from the OWNER.

## **ARTICLE 3 — INSURANCE**

The insurance coverage required for this "Task Order" is shown on the attached insurance Exhibit A.

This Task Order will become part of the referenced AGREEMENT when executed by both parties.

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2002



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In the alternative, the ENGINEER may substitute claims made policy in the same amounts and for the same coverage's, provided that it has full prior acts coverage and a five (5) year Extended Reporting Period included in the current policy.

(d) Professional liability insurance to include coverage for the Owner and all Subs, Engineers and Design Consultants, with a minimum limit of \$10,000,000 per claim and in the aggregate. The OWNER may increase the limit requirements where in the opinion of the OWNER such increase is desired. The policy shall contain an eight (8) year Extended Reporting Period or the Engineer will furnish the Owner evidence of continuing coverage for that same period of time after completion. The Retroactive date under the policy will predate any work for the Owner. Sixty (60) days prior written notice of cancellation or non-renewal shall be given to the OWNER in the event of termination or non-renewal.

The Owner may elect to obtain a PROJECT policy on a primary or excess basis. The Engineer will amend their PRACTICE policy to provide primary or excess coverage to increase the combined limits of coverage. Deductibles included in the policies will be the responsibility of the Engineer.

(e) An Umbrella policy, including Excess following form, will be provided with a minimum limit of \$25,000,000 Per Occurrence and Aggregate (Per Project) and will apply over underlying policies for Automobile Liability, Commercial General Liability and Employers Liability. The Umbrella policy limits may be combined with the underlying limits to obtain the total limits required.

(f) The ENGINEER will furnish a Certificate of Insurance to the Owner for coverages (a) Workers' Compensation/Employers Liability; (b) Automobile Liability; (c) Commercial General liability; (d) Professional Liability; and (e) Umbrella Liability. The certificates will include a copy of the endorsement on each policy, which requires written notice to the Owner in the event, or termination or non-renewal of at least sixty (60) days.

The certificates for the Commercial General Liability will also include a copy of the endorsement naming the Owner as an Additional Insured, providing primary coverage for Operations and Products/Completed Operations.

Waiver of Subrogation – ENGINEER waives subrogation against Owner as to Workers' Compensation including Employment Practices Liability, Automobile and Commercial General Liability Policies.

(g) Each and every policy required by this contract shall be with a company that is rated by Best as A- or better. Further, the OWNER shall not be responsible for any deductibles established by such policies.

Upon Motion by Robbie Moore and seconded by Lindy Rogers it was unanimously

RESOLVED: that CH2M Hill Task Order BO-01-06 for Fiscal Year 2002A (May 1, 2002 through April 30, 2003 for Construction Management Services During Construction of the Authority's Inman Road Wetlands, the W.J. Hooper WPP Filters and Dewatering, the W.J. Hooper WPP, J.W. Smith WPP and Freeman Road WPP Advanced Disinfection and the W.B. Casey WRF and Huie Wetlands Projects, in the not to exceed amount of two million one hundred seventy one thousand dollars (\$2,171,000) be approved.

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Geographic Information System Services Task Order for 2002A: Chairman McQueen called on Rick Hirsekorn, CH2M Hill, who presented information concerning Task Order RE-02A-01 for CH2M Hill services to assist the Authority in the continued development and implementation of a world class Geographic Information System (GIS), continue development of the foundation GIS data layers and GIS application-software. Mr. Hirsekorn gave an informational slide presentation and discussed the following information that was distributed to the Board.

**Geographic Information System Services  
 Fiscal Year 2002A  
 Task Order No. RE-02A-01**

This task order includes CH2M Hill Services to assist CCWA in the continued development and implementation of a world class Geographic Information System (GIS). The GIS will replace our paper map books and paper files with electronic maps and databases that can be updated quicker and are much more efficient and easy to use. Tasks to be completed in the coming fiscal year with the assistance of CH2M Hill include:

- Development of a “Geodatabase” that efficiently links infrastructure information to geographic locations;
- Digitizing sewer tap locations – the CCWA GIS currently includes all sewer lines and manholes; this task would add the location of existing sewer taps so field crews could use the software to quickly locate taps in the field – this will involve putting thousands of taps into an electronic format;
- Development of a CAD conversion tool which will convert surveyed as-built construction drawings to the GIS system and save significant staff time for doing these conversions; and
- Field tool identification – assisting CCWA with the selection of field tools such as “Palm” type computers or field tough laptops to put the GIS in the hands of our field crews and enable wireless or downloadable updates from field crews directly to the GIS and enable field crews to use the GIS in the field to locate CCWA infrastructure.

**Project Managers:**

- CH2M Hill, Engineers – Bridget Lawler
- Clayton County Water Authority – Bruce Taylor

**Task Order Amount:**      \$ 214,000 (time and materials, not to exceed amount)

**Funding:**      The project will be funded by the Renewal & Extension Fund.

**TASK ORDER RE-02A-01**

This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for the project referred to as Enterprise GIS Development, as generally described on the Strategic Information Management Plan document. The purpose of this Task Order is to continue construction of the enterprise-wide Geographic Information System (GIS), continue development of the foundation GIS data layers and GIS

application-software.

Implementation of the overall GIS spans several years. The first year (FY2000) involved the development of a prototype GIS system to demonstrate the value of GIS in decision support, and the collection of preliminary data layers that will serve as the groundwork for future, more refined data layers. This initial effort was called "GIS Lite". The second year (FY2001) was focused on compiling an extensive needs analysis and implementation strategy plan for the GIS at CCWA, developing more refined data layers specific to the OWNER's assets, and moving towards an enterprise GIS implementation. In the third year (FY2002), the sanitary sewer system pipe and node network was digitized along with the edge of pavement; a Meter Reader application for ArcView 3.2 was developed; and, the water pipe, node, point data was spatially refined to match the edge of pavement. This coming year (FY2003) will continue development of the GIS at CCWA based on needs of the GIS as identified and prioritized by CCWA. GIS development will include geodatabase development and implementation, digitization of sewer taps; development of CAD conversion tools; and, identification of field tools.

This document outlines the general aspects of the GIS Task order for FY2003. A detailed task scope of work will be prepared by the ENGINEER with the OWNER's assistance and approved by the OWNER before work begins on any of the tasks outlined below.

#### **ARTICLE 1. SCOPE OF SERVICES**

The scope of services for fiscal year 2003 includes:

##### **1. Geodatabase Development and Implementation**

Staff: Bridget Lawlor/ATL; subcontractor to be named

The ENGINEER will provide one-on-one consulting to assist the OWNER in developing and implementing its geodatabase. The OWNER has requested that CH2M HILL identify staff with previous experience developing enterprise geodatabases using ESRI technology. The OWNER and the ENGINEER have agreed that the ENGINEER will name a subcontractor to develop the geodatabase with design and implementation input from the ENGINEER and the OWNER's staff. The ENGINEER will research and interview other organizations that have experience in developing and implementing water/waste water geodatabases. Based on these findings, the ENGINEER will recommend an appropriate subcontractor that will work with the ENGINEER in the geodatabase design and implementation.

The ENGINEER will work with the subcontractor and OWNER in designing and implementing the geodatabase. By having the ENGINEER directly involved in the geodatabase task, this will provide the ENGINEER with the knowledge and understanding of the geodatabase design for future tasks, specifically the sewer tap digitization, CAD conversion tools and field tools.

Specifics of this task include the following:

- A. The ENGINEER will research and interview subcontractors. The ENGINEER will provide findings and recommendation to the OWNER.
- B. The start, and therefore finish, dates of this task will depend upon the selected subcontractor availability.
- C. The ENGINEER and subcontractor with the OWNER will evaluate the suitability of the ESRI water and sewer geodatabase models and modify them as necessary to accommodate the specific features and attributes of the OWNER's water and sewer systems.

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- D. The ENGINEER and subcontractor with the OWNER will assist the OWNER to optimize ArcSDE for Microsoft SQL Server.
- E. The ENGINEER and subcontractor will load the GIS layers into the geodatabase. GIS layers that will be loaded are sewer system and water system. If feasible within the current budget, street centerlines will be considered in the geodatabase design and implementation.

## 2. Sewer Tap Digitization

Staff: Bruce Helton/ORO; Jerald Overstreet/MGM; Gary Perdew/MGM; Bridget Lawlor/ATL

Prior to beginning the task, any requirements expected by the OWNER will need to be explicitly stated in the detailed scope of work.

The ENGINEER will digitize sewer system tap data into the geodatabase. A pilot area of four small subdivisions with approximately 50 taps will be completed in the first phase.

Upon review of the pilot area by the OWNER, any acceptance criteria that were omitted during the initial detailed task description will be identified and documented by the OWNER and will be addressed at this time.

Upon receiving OWNER approval on ENGINEER-provided pilot area dataset, the ENGINEER will complete the remaining sewer taps (approximately 52,165).

It is the responsibility of the ENGINEER to verify that the final deliverable meet the requirements outlined and agreed upon by the OWNER in the detailed task description and conform to accepted GIS practice.

The sewer system tap lines will snap to the existing sewer lines and conform to the rules developed for the geodatabase and data dictionary in Task 1.

For each sewer tap, the parcel address or lot number and catch line will be captured as attributes. Parcel address or lot number will be acquired from the source maps, the catch line from the existing sewer GIS data.

The ENGINEER may work with the OWNER to divide the county into sections and the ENGINEER may deliver the sewer tap data as each section is completed.

## 3. CAD Conversion and Import Tools

CH2M HILL staff: Derek Magee/ATL

A set of tools developed with ArcObjects are desired that will facilitate the conversion of submitted CAD water and sewer as-builts (in either dxf or dwg format). Submitted CAD files will be required to follow the OWNER's *As-Built CAD Standards*.

If commercially available off the shelf (COTS) software is available, the OWNER may choose to use part or all of the COTS software to convert CAD data. It will be the OWNER's responsibility to research, select and procure the COTS software.

Most likely a hybrid approach will be used with the COTS software being used for the initial data conversion and the ENGINEER-developed tools being used for the final incorporation into the feature classes in the geodatabase. A possible approach to completing this task is as follows:

- A. Data in the CAD file will need to be imported into multiple geodatabase datasets (e.g. water lines, sewer lines, parcel lines). The OWNER desires that the import time be less than 5 minutes.



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- B. The conversion tool needs to check that the CAD file follows the OWNER's *As-Built CAD Standards*. If the CAD file does not follow the standards, the conversion tool needs to notify the user and not convert the file.
- C. Rules will be developed in the geodatabase to ensure that data is valid (e.g. polygons are closed; sewers connect at a manhole; pipes flow in the correct direction, circles for manholes are centered on the end point of the line, etc.)
- D. In addition to importing the CAD data, the tool will need to validate the final connection between the existing and new lines. The final connection may be made through a tool that allows the user to interactively identify the connection point between the existing and new lines.
- E. The input data will need to be QC'ed upon import and a report generated if errors are discovered.

#### 4. Field Tools

Staff: Alisa Sposato/ATL; Bridget Lawlor/ATL

Various data collection tools are desired for the field workers:

- A. Inspection Tools – to document inspection results for non-CCWA construction and existing facilities and transfer information to geodatabase. The inspection tools should accommodate the following:
  - 1. Inspectors – inspect non-CCWA new construction work
  - 2. Rehab – inspect existing facilities
- B. Construction Tools– to document new construction features that that are not inspected because work is completed by CCWA personnel (e.g. new tap into the house, short lines)
- C. Maintenance – to document repair, maintenance, turnings of existing features (e.g. line breaks, turning a valve, replacing a valve)
- D. Ad hoc data collection – to document other information directly into a digital format

In accomplishing this task, the ENGINEER will do the following:

- A. The ENGINEER will research similarly functioning COTS products currently available and provide a technical memorandum summarizing findings.
- B. Based on these research findings, the OWNER will make a decision to either use an existing COTS product or have the ENGINEER develop a tool.
- C. If an acceptable product is available, the ENGINEER will work with the OWNER in procuring the product. Costs incurred purchasing the COTS product(s) are not covered in this task order.
- D. If an acceptable COTS product is not available, then the ENGINEER is willing to work with the OWNER to define a change order to this task order. This change order will include the details and a cost of conducting a detailed user needs analysis and developing of tools.

#### 5. Manage the GIS activities

CH2M HILL staff: Bridget Lawlor/ATL

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The purpose of this task is to ensure that the activities identified are effectively implemented, on schedule and on budget, and that desired level of communication occurs between the task manager and the OWNER staff. Services and activities include planning, organizing, and directing GIS activities.

- Plan – Identify scope of activities, estimate and negotiate budgets, develop schedules, identify necessary/appropriate resources within both the ENGINEER and the OWNER, prepare task orders, identify dependencies between other currently or proposed IS and/or Engineering projects.
- Organize – Charter project execution and delivery teams (including subcontractors), establish communication framework, meetings, and logistics.
- Direct – Provide technical leadership, communicate project goals and objectives to project teams, coordinate activities of the execution and delivery teams, assist the OWNER with problem resolution.
- Close – Verify that all deliverables have been completed satisfactorily, the OWNER sign-off, determine status of open activities, assist with planning for next fiscal year.
- Report– Provide weekly task updates to Owner

#### **ARTICLE 2. COMPENSATION**

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified in Attachment B. Compensation shall be cost-reimbursable-per diem (time and expenses), with a maximum, not-to-exceed amount of **\$214,000** without written approval from the OWNER, based upon the task items on the table below.

#### **ARTICLE 3. SCHEDULE**

The duration of main activities is indicated in the tables below.

**Table 1 – Schedule for GIS Activities**

Activity / Month	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Geodatabase												
Sewer Tap												
CAD Conversion Tools												
Field Tools												
GIS Task Management												

#### **ARTICLE 4. INSURANCE**

The insurance coverage required for this “Task Order” is shown on the attached insurance Exhibit A.

This Task Order will become part of the referenced AGREEMENT when executed by both parties.

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2002

By: \_\_\_\_\_  
 Name Title

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For ENGINEER, CH2M HILL

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2002

By: \_\_\_\_\_  
 Name Title

**EXHIBIT A  
 INSURANCE REQUIREMENTS  
 TASK ORDER RE-02A-01  
 Enterprise GIS Development**

**ENGINEER's Insurance**

The Engineer will maintain throughout the completion of the above and any subsequent task orders in connection with this project and after completion as required in this Exhibit A.

(a) Workers' compensation as required by the State (Statutory) where the work is performed and Employers Liability in the amount of one million (\$1,000,000) Each Per Accident, Per Disease Each Employee and Per Disease Policy Limit. ENGINEER shall also indemnify and hold OWNER harmless for any such liability that may attach to OWNER as a "statutory employer" of any of ENGINEER'S employees, agents or subcontractors. "An Alternate Employer Endorsement" naming the Owner as a protected Alternate Employer will be added to the Workers' Compensation policy.

(b) Automobile Liability insurance covering claims for injuries to persons and/or property arising from the use of motor vehicles, including onsite and offsite operations, owned, non-owned or hired vehicles, with \$1,000,000 Combined Single Limit.

(c) Commercial General Liability, Occurrence Form, including Contractual Liability, per Project General Aggregate Limit of Liability, losses caused by explosion, collapse and underground (X,C,U perils). The Owner is added as an Additional Insured using ISO Form CG 20-10 extended to include Products/Completed Operations, or an equivalent Additional Insured endorsement, either form must be acceptable to the Owner. The coverage is primary as to the work of the ENGINEER for the Owner and includes separation of insured's (cross liability). Additional Insured status will be certified to the Owner for a period of five (5) years following completion of the project. The General Liability shall cover claims for injuries to persons or damage to property arising out of any covered negligent act or omission of ENGINEER or of any of its employees, agents, or subcontractors.

The limits of coverage shall be:

\$ 1,000,000	Per Occurrence
\$ 1,000,000	Personal or Advertising Injury
\$ 1,000,000	Fire Damage
\$ 5,000	Medical Payments
\$ 1,000,000	General Aggregate
\$ 1,000,000	Products/Completed Operations Occurrence and Aggregate

In the alternative, the ENGINEER may substitute a claims made policy in the same amounts and for the same coverage's, provided that it has full prior acts coverage and a five (5) year Extended Reporting Period included in the current policy.

(d) Professional liability insurance to include coverage for the Owner and all Subs, Engineers

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and Design Consultants, with a minimum limit of \$10,000,000 per claim and in the aggregate. The OWNER may increase the limit requirements where in the opinion of the OWNER such increase is desired. The policy shall contain an eight (8) year Extended Reporting Period or the Engineer will furnish the Owner evidence of continuing coverage for that same period of time after completion. The Retro-active date under the policy will predate any work for the Owner. Sixty (60) days prior written notice of cancellation or non-renewal shall be given to the OWNER in the event of termination or non-renewal.

The Owner may elect to obtain a PROJECT policy on a primary or excess basis. The Engineer will amend their PRACTICE policy to provide primary or excess coverage to increase the combined limits of coverage. Deductibles included in the policies will be the responsibility of the Engineer.

(e) An Umbrella policy, including Excess following form, will be provided with a minimum limit of \$25,000,000 Per Occurrence and Aggregate (Per Project) and will apply over underlying policies for Automobile Liability, Commercial General Liability and Employers Liability. The Umbrella policy limits may be combined with the underlying limits to obtain the total limits required.

(f) The ENGINEER will furnish a Certificate of Insurance to the Owner for coverages (a) Workers' Compensation/Employers Liability; (b) Automobile Liability; (c) Commercial General liability; (d) Professional Liability; and (e) Umbrella Liability. The certificates will include a copy of the endorsement on each policy, which requires written notice to the Owner in the event, or termination or non-renewal of at least sixty (60) days.

The certificates for the Commercial General Liability will also include a copy of the endorsement naming the Owner as an Additional Insured, providing primary coverage for Operations and Products/Completed Operations.

Waiver of Subrogation – ENGINEER waives subrogation against Owner as to Workers' Compensation including Employment Practices Liability, Automobile and Commercial General Liability Policies.

(g) Each and every policy required by this contract shall be with a company that is rated by Best as A- or better. Further, the OWNER shall not be responsible for any deductibles established by such policies.

Upon Motion by Lindy Rogers and seconded by Alan Horton it was unanimously

RESOLVED: that Task Order RE-02A-01 for CH2M Hill services to assist the Authority in the continued development and implementation of a world class Geographic Information System (GIS) and continue development of the foundation GIS data layers and GIS application-software, for the not to exceed amount for time and materials of two hundred fourteen thousand dollars (\$214,000) be approved.

Program Management Task Order for FY2002A: Chairman McQueen called on Rick Hirsekorn, CH2M Hill, who presented information concerning CH2M Hill Task Order BO-01-05 to provide Program Management Assistance for fiscal Year 2002A. Mr. Hirsekorn gave an informational slide presentation and discussed the following information that was distributed to the Board.

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**Program Management  
Fiscal Year 2002A  
Task Order No. BO-01-05**

This task order includes CH2M Hill Program Management Services for Fiscal Year 2002A. CCWA currently has CH2M Hill working under 20 active task orders with a total budget value close to \$7 million. This task order provides the resources of CH2M Hill senior staff and administrative assistance in order to insure that this work is conducted in an efficient, coordinated manner. CH2M Hill's Program Manager, Jim Hawley, works to ensure that proper staff resources are allocated for CCWA projects and that they are scheduled to be available when needed. They also help to insure that pricing policies are consistent, that projects are coordinated when they might impact other ongoing CH2M Hill or CCWA projects.

The scope of services for fiscal year 2003 includes:

1. Planning and Program Assistance
2. Scheduling
3. Estimating
4. Cost Control
5. Funds Management
6. Reporting
7. Baseline Change Control Management

**Project Managers:**

- CH2M Hill, Engineers – Jim Hawley
- Clayton County Water Authority – Mike Thomas

**Task Order Amount:**       \$294,000 (time and materials, not to exceed amount)

**Funding:**       The project will be funded by the Series 2001 Bond issue.

**TASK ORDER BO-01-05**

This is an attachment to the AGREEMENT between CH2M HILL ("ENGINEER") and CLAYTON COUNTY WATER AUTHORITY ("OWNER"), for the task order generally described as *CH2M HILL Program Management for Fiscal Year 2002A*.

The purpose of this Task Order is to provide program management assistance and to continue to implement the Program's fully integrated Project Control System (PCS) that combines scope, schedule, budget, actual, and forecast data for each of the Program's projects into one database. The PCS will implement processes and procedures that successfully drive program and project-critical activities to completion. The PCS includes planning, scheduling, cost control, and funds management, as well as the application of work processes such as the project accounting system, cost/schedule progress reporting procedures, and corrective action management.

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This task order is a continuation of the scope of the existing Task Order BO-01-01 that ended on April 30, 2002 and was for Program Management Services for Fiscal Year 2002.

#### **ARTICLE 1—SCOPE OF SERVICES**

The scope of services for fiscal year 2002A includes:

7. Planning and Program Assistance
8. Scheduling
9. Estimating
10. Cost Control
11. Funds Management
12. Reporting
13. Baseline Change Control Management

#### **TASK 1 – PLANNING AND PROGRAM ASSISTANCE**

The ENGINEER will continue to develop a project control plan for each project during the project-planning phase. The level of success of each project is closely related to early project planning. The ENGINEER uses the Work Breakdown Structure (WBS) process, a planning tool that provides a formal structure to identify all products and relate all work efforts. The appropriate level of detail for the WBS is dependent upon size, complexity, risk, and schedule constraints. All elements of scope must correlate to a WBS element, thus preventing any scope from being omitted in the planning process. Once completed and combined with the coding structure in the accounting system, the WBS provides a cross-walk from scope definition to the accounting system to allow proper charging of actual costs for each scope of work (SOW). All WBS elements will summarize to the higher level WBS identified in the SOW.

#### **TASK 2 – SCHEDULING**

The ENGINEER will create all schedules using the Critical Path Method (CPM), developed using Primavera Project Planner (P3), and will include network logic, and will be controlled and monitored by team members. The keys to scheduling include: direct integration with the previously-identified WBS, resource loading to assist with funding needs and budget “what-if” exercises, identification of any milestones or deliverables, logical depiction of work processes, and regular updates to assess project performance. The focus on scheduling events and performance provides project team members with information detailing resource and time balancing, cost trade-off relationships, and delivery of committed milestones.

#### **TASK 3 – ESTIMATING**

The ENGINEER will develop cost estimates at a predetermined level of the WBS. Elements of cost to be estimated include, but are not limited to: direct labor, materials, equipment, travel and expenses, and subcontracts. All applicable approved direct rates will be applied and the cost estimate will be loaded into the schedule to fully integrate scope, schedule, and budget by WBS element. This framework will support earned value reporting.

By integrating these elements, the schedule database will include the SOW, period of performance to accomplish that scope, and estimate to accomplish that scope. With this fully integrated system, the budget is time-phased over the schedule duration. When the schedule activities are updated, cost and schedule variances can be identified to assist in managing the project.

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#### **TASK 4 – COST CONTROL**

This task will provide the ability to control costs which is predicated on timely issue identification and the quality of the corrective management actions taken. The ENGINEER's project control tools provide a foundation of real-time cost and schedule information from which experienced project managers can forecast future results by applying various management action scenarios.

WBS responsibility assignments are issued to discipline leads who are held accountable for the scope, schedule, and budget for their assigned activity(s).

The ENGINEER maintains cost control via a process that combines the following critical elements: scoping, planning, scheduling, estimating, costs capture, accurate cost and performance reporting, cost and performance projections, and proactive task and project management.

The ENGINEER's cost control process includes the following elements:

- Accurately identifying all project SOW components
- Planning project activities for efficient execution
- Provides a basis for staffing and resource identification
- Establishes a cost and schedule baseline for each task
- Tracks cost, schedule and productivity performance against the established baseline
- Continually adjusts the baseline to reflect approved changes
- Documents and tracks committed costs
- Provides an audit of subcontract costs
- Produces management reports reflecting project status
- Forecasts costs at completion based on project historical productivity
- Evaluates performance data to determine alternative management action
- Determines the Cost Performance Index (CPI) and Schedule Performance Index (SPI)
- Identifies Budgeted Cost of Work Scheduled (BCWS), Budgeted Cost of Work Performed (BCWP), Actual Cost Work Performed (ACWP), and Estimate at Complete (EAC) values that are all critical to assessing a projects' performance

#### **TASK 5 – FUNDS MANAGEMENT**

The ENGINEER will monitor the amount of available funds per task order, a key component of the PCS. Because receipt of notification to proceed on a task order may not come with total funding, the PCS assists in the management of actual cost incurred to date, and provides a structure to forecast Estimate to Complete (ETC) values. These estimates will assist in identifying when additional funding is needed. For all task orders, actual cost incurred will be compared to actual funding received on a monthly basis.

#### **TASK 6 – REPORTING**

The ENGINEER will prepare monthly reports using the same format used for fiscal year 2002. As work is initiated, actual costs are captured in the accounting system at the appropriate level of the WBS. A labor distribution report will be downloaded weekly to allow the project manager to review and track charges by employee or WBS element.

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Also on a monthly basis, total costs incurred by task order, including accruals, will be downloaded from the accounting system and electronically imported into the schedule and budget baseline to further integrate the ENGINEER's PCS with scope, schedule, budget, and actual cost data. Once this information is compiled, the monthly performance report can be generated.

Monthly reporting will include the elements of a performance measurement system. Those elements include: BCWS (budgeted cost of work scheduled), BCWP (budgeted cost of work performed), ACWP (actual cost of work performed), cost and schedule variance analysis, and ETC calculations. All of the above-mentioned elements allow tracking and monitoring of each task order in a structured process that will provide real-time identification of potential problems and support tracking corrective actions that are developed.

The reporting process discussed above will be applied via a graded approach. The level of detail required will be evaluated on a case by case basis, and reporting established based on size (dollar value), complexity, risk, and schedule constraints.

#### **TASK 7 – BASELINE CHANGE CONTROL MANAGEMENT**

The ENGINEER will implement and maintain a baseline change control management process. It is imperative to maintain cost control throughout the life of the project. Changes to the scope, schedule or budget will not be made without proper contractual notification and approval. The ENGINEER will not perform any technical work that is outside the scope of the original SOW until proper authorization is received and the baseline is modified accordingly. Once approved, the original baseline will be updated, adhering to cost control, and the work will proceed. This ensures that all parties are in agreement with the scope, schedule, and budget, and when performance measurement applications are applied, performance is measured against a valid, contract-oriented baseline.

#### **ARTICLE 2—COMPENSATION**

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified in Attachment B. Compensation shall be cost-reimbursable-per diem (time and expenses), with a maximum, not to exceed amount of \$294,000 without written approval from the OWNER.

#### **ARTICLE 3—SCHEDULE**

The ENGINEER will begin this scope of work as soon as authorized by the OWNER and will continue through fiscal year 2002A. As each individual project is initiated, we will integrate each detailed project schedule to further develop the program schedule.

#### **ARTICLE 4—INSURANCE**

The insurance coverage required for this "Task Order" is shown on the attached insurance Exhibit A.

#### **OTHER PROVISIONS**

The ENGINEER will require the full cooperation of the OWNER to complete this scope of work. Specific assistance that we will need includes:

- Scope of Work definitions
- Timely schedule approvals
- Timely approval of change requests
- Availability of OWNER staff for meetings and conference calls





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In the alternative, the ENGINEER may substitute a claims made policy in the same amounts and for the same coverage's, provided that it has full prior acts coverage and a five (5) year Extended Reporting Period included in the current policy.

(d) Professional liability insurance to include coverage for the Owner and all Subs, Engineers and Design Consultants, with a minimum limit of \$10,000,000 per claim and in the aggregate. The OWNER may increase the limit requirements where in the opinion of the OWNER such increase is desired. The policy shall contain an eight (8) year Extended Reporting Period or the Engineer will furnish the Owner evidence of continuing coverage for that same period of time after completion. The Retroactive date under the policy will predate any work for the Owner. Sixty (60) days prior written notice of cancellation or non-renewal shall be given to the OWNER in the event of termination or non-renewal.

The Owner may elect to obtain a PROJECT policy on a primary or excess basis. The Engineer will amend their PRACTICE policy to provide primary or excess coverage to increase the combined limits of coverage. Deductibles included in the policies will be the responsibility of the Engineer.

(e) An Umbrella policy, including Excess following form, will be provided with a minimum limit of \$25,000,000 Per Occurrence and Aggregate (Per Project) and will apply over underlying policies for Automobile Liability, Commercial General Liability and Employers Liability. The Umbrella policy limits may be combined with the underlying limits to obtain the total limits required.

(f) The ENGINEER will furnish a Certificate of Insurance to the Owner for coverage's (a) Workers' Compensation/Employers Liability; (b) Automobile Liability; (c) Commercial General liability; (d) Professional Liability; and (e) Umbrella Liability. The certificates will include a copy of the endorsement on each policy, which requires written notice to the Owner in the event, or termination or non-renewal of at least sixty (60) days.

The certificates for the Commercial General Liability will also include a copy of the endorsement naming the Owner as an Additional Insured, providing primary coverage for Operations and Products/Completed Operations.

Waiver of Subrogation – ENGINEER waives subrogation against Owner as to Workers' Compensation including Employment Practices Liability, Automobile and Commercial General Liability Policies.

(g) Each and every policy required by this contract shall be with a company that is rated by Best as A- or better. Further, the OWNER shall not be responsible for any deductibles established by such policies.

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

RESOLVED: that CH2M Hill Task Order BO-01-05 to provide the Authority with Program Management Assistance for Fiscal Year 2002A, for the not to exceed amount for time and materials of two hundred ninety four thousand dollars (\$294,000) be approved.

Chairman McQueen gave recognition to Mr. Hirsekorn and the Authority Management Team and stated that on behalf of the Board he appreciates what they do for the Authority.

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Hastings Bridge Road Sewer Extension Summary: Chairman McQueen called on Mike Thomas, Manager of Program Management & Engineering, who gave the Board a summary of sewer line extension jobs. Mr. Thomas stated that these sewer line extensions were escrow jobs where the Authority shares the cost of these sewer line extensions with developers. Mr. Thomas gave the Board an informational slide presentation and discussed the following information concerning the Lovejoy – Hastings Bridge Road Sewer Extension summary that was distributed to Board.

### **LOVEJOY – HASTINGS BRIDGE ROAD SEWER EXTENSION**

This project included an 800-foot extension of an 8-inch gravity sewer in Lovejoy along Hastings Bridge Road. The sewer extension serves three residential developments including single-family detached homes, townhomes and apartments. Approximately 729 units are included in these developments resulting in flows of up to 210,000 gallons per day. Costs for this project are shared equally by the City of Lovejoy, CCWA and the private developer.

<u>Preliminary Construction Cost Estimate</u>	\$26,000
<u>Final Construction Cost Estimate</u>	\$32,000
<u>Actual Costs</u> - Materials & Contracted Services	\$31,858.22

Actual cost per linear foot = \$40

CCWA cost share = \$10,619.42

Sapphire Creek Sewer Extension Summary: Chairman McQueen called on Mike Thomas, Manager of Program Management & Engineering, who gave an informational slide presentation and discussed the following information concerning the Sapphire Creek Sewer Outfall Extension summary that was distributed to the Board.

### **SAPPHIRE CREEK SEWER OUTFALL EXTENSION**

This project included the extension of Upton's Creek sewer outfall with 3,370 feet of 12-inch gravity sewer. The construction route began at an existing manhole located near the west side of Highway 42 at Uptons Creek and ended at the southeast corner of the new Sapphire Creek Subdivision. This subdivision will include 127 residential lots that will be tied into the CCWA sewer system. This line extension will not only serve this new subdivision but will also serve other undeveloped and industrial property in this area.

Fifty percent of this project (excluding rock) is being funded by CCWA and private developers are funding fifty percent.

<u>Preliminary Estimate</u>	<b>\$200,000</b>
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Construction Estimate

Low Bid for Contracted Services (Labor & Misc. materials)	\$87,704
Materials Estimate	<u>\$30,000</u>
Projected Cost	<b>\$117,704</b>

Actual Cost

Materials	\$27,538.54
Contracted Services (Strack, Inc.)	\$110,333.21
Easement acquisition	<u>\$9,200.00</u>
<b>TOTAL COST</b>	<b>\$147,071.75</b>

The actual costs exceeded the construction estimate because of significant rock excavation. However, the total cost per linear foot was less than \$44.00, which is relatively low. The job was also completed very quickly, in approximately three weeks.

Lovejoy Road Sewer Improvements: Chairman McQueen called on Wade Brannan, General Manager, who gave the Board information concerning a request that the Authority provide sewer improvements for a proposed development located in the Lovejoy area on Lovejoy Road. Lindy Rogers, Board Member, stated that he is abstaining from any discussion and vote in regards to the Lovejoy Road sewer improvement request due to the fact that this proposed development is property he owned and recently sold to Cypress Development. Mr. Brannan gave a slide presentation showing pictures of the proposed 28-acre development requesting sewer improvement. Mr. Brannan stated that the Board authorized the Authority to do a study of the Tara Boulevard, Lovejoy area to determine the best location for a sewer lift station in order to provide this area with additional sewer improvements. Mr. Brannan stated that it would also require the installation of a lift station in order for the Authority to provide sewer improvements to the 28-acre proposed development. Mr. Brannan stated that Cypress Development has agreed to all of the Authority's requirements in regards to the installation of a lift station. Mr. Brannan stated that there is additional property, in the Lovejoy area located close to this proposed 28-acre development, which will eventually require sewer improvements. Mr. Brannan stated that the Authority determined that there is one central location for the installation of a lift station that would allow the Authority to provide sewer improvements to all of the property owners in this area. Mr. Brannan stated that the other property owners were contacted and these property owners indicated that they would participate with the Authority in the cost of sewer improvements. Mr. Brannan recommended the Board authorize the Authority to install one lift station in the location that he indicated which best benefits the Authority. Mr. Brannan also recommended that the Board authorize the Authority to proceed with engineering services needed for this project and to proceed with contacting all concerned property owners in order to secure reimbursement of any upfront cost to the Authority. There was discussion concerning this information.

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

RESOLVED: to authorize the installation of a lift station in the location, indicated by Mr. Brannan, that best benefits the Authority, the Authority is to proceed with engineering services needed for this project, the Authority is to proceed with contacting all concerned property owners in order to secure reimbursement of any upfront cost to the Authority associated with the implementation of this project, Mr. Brannan is to bring information back to the Board concerning the status of this project. This motion passed with Lindy Rogers and Robbie Moore both abstaining from the vote.

Capital Improvement Participation Policy: Chairman McQueen called on Murray Weed, Fincher and Hecht, who discussed the information in the proposed draft of the Policy for CCWA Participation in Expansion of System Improvement at the Request of Private Owners of Property which was distributed to the Board. Mr. Brannan recommended that the Board study the contents of this document and make a decision on adopting this policy, as presented or with changes, at the next Board Meeting. Mr. Brannan gave the Board information that the Authority obtained from other surrounding county water and wastewater authorities on how they handle similar situations. Following discussion concerning this information it was the decision of the Board that this proposed policy would be discussed at a later date.

Chairman McQueen stated that he would entertain a motion for the Board to go into executive session to discuss personnel matters and acquisition of land.

Upon Motion by Lindy Rogers and seconded by Lloyd Joiner 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.

Mr. Brannan gave the Board information concerning the Authority receiving a Consent Order requiring the Authority to pay a fine in the amount of one hundred five thousand dollars (\$105,000) from the Georgia Department of Natural Resources Environmental Protection Division. Mr. Brannan stated that this Consent Order fine is for the Authority is unreported sewer spills that took place in the time period from May 1999 through June 2001. Mr. Brannan gave the Board information on what action he is taking in order to try and have the amount of this Consent Order fine reduced. There was discussion concerning this information. Mr. Brannan gave the Board information concerning the Authority receiving another Consent Order with a fine in the amount of seventeen thousand six hundred dollars (\$17,600) for Authority sewer spills that took place between October 2001 and February 2002. There was discussion with questions concerning this information. Mr. Brannan answered questions and gave additional information.

Upon Motion by Lloyd Joiner and seconded by Lindy Rogers it was unanimously

RESOLVED: to authorize the General Manager to execute both of the Georgia Department of Natural Resources Environmental Protection Division Consent Orders and pay both of the Consent Order fines in the amount of one hundred five thousand dollars (\$105,000) and seventeen thousand six hundred dollars (\$17,600).

There was discussion concerning the Authority designating a certain dollar amount to be included in the budget for the payment of Georgia Department of Natural Resources Environmental Protection Division Consent Orders fines for sewer spills.

Mr. Brannan gave the Board information concerning the maximum amount of sewer that DeKalb County allows the Authority to put into their sewer system, which is one (1) million gallons per day (MGD). Mr. Brannan stated that the Authority has already reached the maximum amount allowed by DeKalb County. Mr. Brannan stated that there is a subdivision located off Grant Road in Clayton County that the Authority was unable to provide with sewer service. Mr. Brannan stated that DeKalb County has agreed to accept the sewer flow from this subdivision into their system even though this sewer flow will be over the Authority's maximum capacity allowed by DeKalb County. Mr. Brannan stated that as part of the agreement with DeKalb County to take this additional sewer flow DeKalb County is requiring the developer of this subdivision to pay to the Authority an upfront assessment fee of eight hundred forty nine dollars (\$849) per lot. Mr. Brannan stated that this assessment fee would be in addition to the normal sewer impact fee. Mr. Brannan stated that the Authority has agreed to use this assessment fee money for an Inflow and Infiltration (I&I) study of the Authority's sewer system. Mr. Brannan stated that this I&I study of the Authority's sewer system will eliminate unnecessary sewer flows into DeKalb County's sewer system. Mr. Brannan stated that after completion of this I&I study the Authority will provide DeKalb County with a copy of this I&I study.

Mr. Brannan stated that the Board requested information concerning the Authority having pollution insurance coverage that would pay any of the cost associated with the Authority's hazardous waste disposal issue. Mr. Brannan stated that after looking at the Authority's insurance coverage during this time period it was determined that the Authority had no additional insurance coverage that would help in paying the cost of this hazardous waste disposal. There was discussion concerning this information and the need for the Authority to acquire pollution insurance coverage.

Mr. Brannan stated that he would like to give the Board information on the amount of money paid to the City of Atlanta for the Phosphorus reduction improvements at their South River Wastewater Treatment Plant. Mr. Brannan stated that after receiving a revised invoice from the City of Atlanta the Authority paid the City of Atlanta two million two hundred thousand dollars (\$2,200,000) instead of the original invoice amount

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of two million nine hundred ninety thousand fifty eight dollars (\$2,990,058) that the Board previously approved paying. There was discussion concerning this information.

Mr. Brannan gave the Board information concerning the Clayton County Development Authority's agreement with Clayton County Water Authority (CCWA) to pay part of the cost of sewer improvements made by CCWA in the Mountain View area. Mr. Brannan stated that the Authority invoiced the Development Authority for the amount the Development Authority agreed to pay and that the Development Authority has not paid this invoice amount. There was discussion concerning this information with Mr. Brannan giving the Board information on what he is planning to do in order to get the Development Authority to pay this money to CCWA.

Chairman McQueen gave the Board information concerning the called board meeting to be held at the Authority's J.W. Smith Community Use Building, on Wednesday, April 17<sup>th</sup> starting at 9:30 a.m. Chairman McQueen stated that this called meeting would be for the Board to discuss and consider approval of the Authority's FY 2002A proposed budget. There was discussion concerning this information with questions concerning the Authority's FY 2002A budget. Mr. Brannan answered questions and gave information about the budget.

There was discussion concerning the Authority's sewer and water rates.

There was discussion concerning the report by a local news agency that there was a breach of security at one of the Atlanta Water plants.

Upon Motion by Wes Greene and seconded by Lindy Rogers 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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H. Lindy Rogers, Secretary/Treasurer