

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting March 7, 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, Frank Conort, Neal Wellons, Dennis Hammock, Herbert Etheridge, Jr., Guy Pihera, Richard Calhoun and Mike Thomas, Executive Secretary, Patricia Groover, Assistant Manager of Administration, Scott Bailey, Project Manager, Mike Buffington, Contract & Procurement Administrator, Karen Riser, Administrative Secretary, Dianne Hammock, Human Resources Director, Ed Durham, Customer Service Representative, Wendy Watson, W.J. Hooper Plant Supervisor, Stephen Tarpley, Water Production Employees, Mike Taylor, Jim Haynie, Eric Wolf, Mike Long, Lee Toreno and Terry Looney. Also present were: Steve Fincher, Fincher & Hecht, L.L.C., Rick Hirsekorn, of CH2M Hill, Chris Wood, of Jim Wood & Associates Public Relations, Justin Reedy, Clayton News Daily, Marcia Bost, The Clayton Review and Visitor, Martha Kemp, District Supervisor Soil & Water Conservation.

Chairman McQueen called on Wendy Watson, Maintenance and Construction Customer Service Representative, to give the invocation.

Election of Board Officers: Chairman McQueen opened the floor for nominations for Chairman of the Authority's Board of Directors.

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

RESOLVED: that Pete McQueen be nominated for Chairman, there being no other nominations, the vote was unanimous to elect Pete McQueen as Chairman of the Clayton County Water Authority Board of Directors.

Chairman McQueen opened the floor for nominations for Vice Chairman for the Authority's Board of Directors.

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

RESOLVED: that Lloyd Joiner be nominated for Vice Chairman, there being no other nominations, the vote was unanimous to elect Lloyd Joiner as Vice Chairman of the Clayton County Water Authority Board of Directors.

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Chairman McQueen opened the floor for nominations for Secretary/Treasurer for the Authority's Board of Directors.

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

RESOLVED: that Lindy Rogers be nominated for Secretary/Treasurer, there being no other nominations, the vote was unanimous to elect Lindy Rogers as Secretary/Treasurer of the Clayton County Water Authority Board of Directors.

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

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

Mr. Conort called on Scott Bailey, Assistant Manager of Administration, to give the Board additional information on the Authority's financial trend analysis. Mr. Bailey discussed the information shown on the graphs listed below which were distributed to the Board, Clayton County Water Authority FY 2002 Actual Operating Revenues vs. Operating Expenses Actual through January and FY 2002 Projected Revenues vs. Expenses by Month Actual through January. There was discussion with questions concerning the information shown in the Outstanding Escrow Invoices and Outstanding Revenue Invoices, which were distributed to the Board. Mr. Conort answered questions and gave additional information.

Recognition of Water Production Employees: Chairman McQueen called on Guy Pihera, Manager of Water Production, who gave recognition to four Water Production employees for completing requirements to obtain a higher level of State Certification for Water Plant Operators. Mr. Pihera introduced and gave recognition to Mike Taylor, J.W. Smith Water Plant Operator, for obtaining State Class II Water Operator Certification, Jim Haynie, J.W. Smith Water Plant Operator, for obtaining State Class I Water Operator Certification, Eric Wolf, Freeman Road Water Plant Operator, for obtaining State Class I Water Operator Certification and to Mike Long, W.J. Hooper Water Plant Operator, for obtaining State Class I Water Operator Certification. Mr. Pihera introduced Lee Toreno and Terry Looney and stated that he would like to give recognition to these two employees for continually demonstrating safe, courteous driving practices in transporting alum sludge from the W.J. Hooper WPP. Mr. Pihera gave the Board background information concerning alum sludge and why there is a need for the Authority to transport alum sludge. Mr. Pihera gave a slide presentation showing pictures of how the alum sludge is transported, where the alum sludge originates at the W.J. Hooper WPP, and the Land Treatment site where the alum sludge is delivered. Mr. Pihera introduced

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Stephen Tarpley, W.J. Hooper WPP Supervisor, who presented plaques to Mr. Toreno and Mr. Looney. Chairman McQueen stated that on behalf of the Board he would like to thank each of the Water Production employees.

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 March 4, 2002 that was distributed to the Board. Mr. Pihera stated that the Authority's raw water reserve is at 83% capacity. Mr. Pihera stated that last year the Authority's raw water reserve reached 100% capacity on March 12, 2001. Mr. Pihera stated that the rainfall for this calendar year is 9.75 inches. Mr. Pihera stated that that normal rainfall for this time period is 10.13 inches. Mr. Pihera stated that if the present rainfall continues he expects the Authority reservoirs to reach full capacity before the first of summer.

ERP Task Order Summary: Chairman McQueen called on Terry Hicks, Deputy Manager, who presented a summary of the Enterprise Information Management Systems (EIMS). Mr. Hicks discussed the following EIMS information that was distributed to the Board and stated that this EIMS summary represents approximately three years of work.

Mr. Hicks called on Rick Hirsekorn, CH2M Hill, who stated that, the difference between the budgeted cost and final cost of this project was not a case of over estimation by CH2M Hill. Mr. Hirsekorn stated that the cost to date is lower than the budgeted cost due to Mr. Hicks and the other Authority employees on the EIMS team willingness to step up and take charge of the process. Mr. Hirsekorn stated that this was never a consultant project but a team project with the Authority's EIMS team working jointly with CH2M Hill. Mr. Hirsekorn stated that because of the capability and hard work of the Authority's EIMS team the cost to date of this project was one third less than the estimated budgeted cost. Mr. Hicks gave recognition to individual Authority employees and each member of the EIMS team for all the hours and dedicated hard work they contributed to this project. Chairman McQueen stated that on behalf of the Board that he would like to thank Mr. Hicks and the Authority employees for their dedication to this project and the Authority. Mr. Hicks stated that on behalf of the staff that he appreciates the support of the Board and the confidence the Board has shown in the Authority staff by approving these projects.

### Enterprise Information Management Systems Summary March 7, 2002

	Task Order No.	Description	CH2M Hill Budget	CH2M Hill Inv.	Balance
1	11	Campus Network	\$75,000.00	\$98,704.81	-\$23,704.81
2	11	ERP	\$335,000.00	\$334,999.90	\$0.10
3	11	Project Planning	\$60,000.00	\$59,996.33	\$3.67
4	11	GIS Lite	\$50,000.00	\$39,210.90	\$10,789.10
5	RE 01-02	WAN	\$150,000.00	\$63,337.16	\$86,662.84
6	RE 01-02	GIS	\$180,000.00	\$180,000.00	\$0.00
7	RE 01-02	ERP	\$376,000.00	\$84,759.96	\$291,240.04

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8	RE 01-02	Time & Attendance	\$73,000.00	\$3,312.20	\$69,687.80
9	RE 01-02	Program Mgt.	\$50,000.00	\$44,107.93	\$5,892.07
10	Totals	Closed Task Orders	\$1,349,000.00	\$908,429.19	\$440,570.81

11	RE 02-01	ERP	\$80,000.00	\$6,440.69	\$73,559.31
12	RE 02-02	WAN	\$40,000.00	\$31,138.88	\$8,861.12
13	RE 02-03	GIS	\$268,000.00	\$194,687.93	\$73,312.07
14	Totals	Open Task Orders	\$388,000.00	\$232,267.50	\$155,732.50

15	Totals	Open and Closed Task Orders	\$1,737,000.00	\$1,140,696.69	\$596,303.31
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	Description	Materials/Labor Budget	Materials/Labor Inv.	Balance	
16	Campus Network	\$355,775.96	\$341,480.94	\$14,295.02	
17	Time & Attendance Software	\$110,000.00	\$0.00	\$110,000.00	
18	GIS Software	\$34,000.00	\$5,502.70	\$28,497.30	
19	GIS Software	\$5,000.00	\$4,625.00	\$375.00	
20	Totals	Closed Projects	\$504,775.96	\$351,608.64	\$153,167.32

21	Wide Area Network	\$460,000.00	\$336,371.78	\$123,628.22	
22	J.D. Edwards Implementation	\$2,100,000.00	\$1,003,801.40	\$1,096,198.60	
23	ERP Hardware	\$444,744.00	\$429,250.70	\$15,493.30	
24	Forms Print Software	\$39,484.00	\$0.00	\$39,484.00	
25	Totals	Open Projects	\$3,044,228.00	\$1,769,423.88	\$1,274,804.12

26	Totals	Open and Closed Projects	\$3,549,003.96	\$2,121,032.52	\$1,427,971.44
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27	Totals	Total EIMS Program	\$5,286,003.96	\$3,261,729.21	\$2,024,274.75
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This is a list of EIMS projects that have been approved by the Board since May 1999. This list includes CH2M Hill task orders and Authority bid and contracted projects or work done in-house by Authority personnel.

Along with these projects, the Authority's J.D. Edwards Phase One Implementation team has spent a total of 6207 hours since May on training and implementation of this Phase of the project.

Riverdale Lift Station Project Summary: Chairman McQueen called on Richard Calhoun, Manager of General Services, who stated that as part of the Authority's acquisition of the Riverdale Water and Wastewater System the Authority received an old underground lift station. Mr. Calhoun stated that this lift station is located in a subdivision of private homes on Cedar Hill Court in Riverdale. Mr. Calhoun stated that due to the age and condition of this underground lift station the Board approved replacement of this lift station with a new aboveground lift station. Mr. Calhoun discussed the information shown in the Riverdale Lift Station Cost Summary that was distributed to the Board. Mr. Calhoun gave a slide presentation showing pictures of the old underground lift station and new aboveground lift station. Mr. Calhoun stated that these slides also show how close the adjacent homeowners are to this lift station. Mr. Calhoun gave the Board information concerning how two employees from his department Tony Ferrari and Marshall Maddox, communicated with the adjacent homeowners in order to make them aware of what the Authority was doing with this lift station and

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addressing any concerns the homeowners had. Mr. Calhoun stated that because of this communication the Authority has not received any complaints regarding the new aboveground lift station. There was discussion concerning this information and the finished cost of this project being lower than the estimated cost.

#### Riverdale Lift Station Cost Summary

<b>Lift Station</b>	<b>\$34,757.00</b>
<b>Installation of Lift Station</b>	<b>\$13,870.00</b>
<b>Standby Generator &amp; Installation</b>	<b>\$46,314.00</b>
<b>Landscaping (estimated)</b>	<b>\$1,000.00</b>
<b>Total Cost</b>	<b>\$95,941.00</b>
<b>Funding Source</b>	<b>Budget 101 Contingency Funds</b>

Tractor with Side Boom Mower Bids: Chairman McQueen called on Dennis Hammock, Manager of Land Management, who stated that the Authority advertised and received bids for a tractor with side boom mower. Mr. Hammock gave the Board information on how this tractor with side boom mower would be used to keep the Authority's approximately twenty-five miles of road right-of-way cleared. Mr. Hammock stated that the staff recommends accepting the low bid of fifty nine thousand nine hundred ninety five dollars (\$59,995) from Wade Tractor & Equipment. There was discussion concerning this information with questions concerning safety features the Authority required to be installed on this tractor. Mr. Hammock answered questions and gave the Board information on the required safety features. Mr. Hammock stated that the required safety features are included in the bid cost.

#### Clayton County Water Authority Tractor with Side Boom Mower Tab Sheet February 2002

Vendor	Bid
<b>Lashley Tractor Sales</b> 6953 Covington Highway Lithonia, GA 30058	New Holland TS100 MoTrim 21-5B \$62,099
<b>Adams Equipment Company</b> 1431 Lanier Road White Plains, GA 30678	No Bid
<b>Wade Tractor &amp; Equipment</b> 1218 Enterprise Way Griffin, GA 30224	<b>New Holland TS100</b> <b>Alamo MB21 Machete</b> <b>\$59,995</b>
<b>Cobb County Tractor</b> 1520 Cobb Parkway North Marietta, GA 30066	No Bid
<b>Alamo Direct</b> P.O. Drawer 549 Sequin, TX 78156	No Bid
<b>Franklin Ford Tractor</b> 2221 Highway 411 NE Cartersville, GA 30121	No Bid

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<b>Georgia Tractor Company</b> 235 Oak Street Athens, GA 30601	No Bid
<b>Mid-GA Tractor Co.</b> Highway 341 South Barnesville, GA 30204	John Deere #6405 MoTrim 21-5B \$66,000
<b>MoTrim, Inc.</b> P.O. Box 7211 Panama City Beach, FL 32413	No Bid

The staff recommends accepting the low bid of \$59,995.00 from Wade Tractor & Equipment. Funding for this equipment was approved in the FY 2002 budget.

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

RESOLVED: to approve the purchase of a New Holland TS100 Alamo MB21 Machete Tractor, from Wade Tractor & Equipment for the low bid amount of fifty nine thousand nine hundred ninety five dollars (\$59,995).

Morrow & Jonesboro 36" Watermain Bore Bids: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction who stated that the Authority advertised and received bids for two 36" watermain bores. Mr. Etheridge gave the Board background information on the Authority's waterline system modeling that was completed approximately two years ago. Mr. Etheridge gave an informational slide presentation on the improvements identified by the waterline system modeling showing on a map the location of the needed waterline improvements. Mr. Etheridge stated that the two bores that he is requesting is part of these waterline improvements. Mr. Etheridge stated that the first bore is located in Morrow and goes under the railroad tracks at the intersection of Lake Harbin Road, Morrow Road and State Route 54. Mr. Etheridge stated that the second bore is located in Jonesboro and requires a 100ft bore under the railroad tracks. Mr. Etheridge stated that it is the staff's recommendation that the contract be awarded to the low bidder Turpin Horizontal Boring. Mr. Etheridge stated that the low bid amount of thirty nine thousand three hundred dollars (\$39,300) is the bid cost to do both bores and that it is his opinion that this is a very good bid amount. There was discussion concerning this information with questions concerning why there were only two bids submitted. Mr. Etheridge gave the Board information concerning some of reasons why there were only two bids submitted. There was a Board discussion concerning the Authority's insurance and bond requirements for contractors.

**Clayton County Water Authority  
36" Water Bore  
Tab Sheet  
March 2002**

Vendor	Bid
<b>Atlanta Boring &amp; Tunneling</b> 3395 Jonesboro Road Atlanta, GA 30354	No Bid

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<b>D&amp;G Boring</b> 149 Head Avenue Tallapoosa, GA 30176	No Bid
<b>Mid South Builders</b> P.O. Box 878 Lithonia, GA 30058	\$52,715.00
<b>Gary's Grading &amp; Pipeline</b> 3113 West Brook Place Lawrenceville, GA 30044	No Bid
<b>Turpin Horizontal Boring</b> P.O. Box 1172 Forest Park, GA 30298	<b>\$39,300.00</b>
<b>Sloan Contracting</b> 5898 Sunset Drive Hokes Bluff, AL 35903	No Bid
<b>Roy L. Schmidt, Inc.</b> 215 Lawshe Road Senoia, GA 30276	No Bid
<b>Floyd S. Lee Grading</b> 5755 Old Dixie Highway Forest Park, GA 30297	No Bid
<b>Macba Sewer &amp; Pipeline</b> 117 Park West Drive McDonough, GA 30253	No Bid
<b>Alpha Boring Company, Inc.</b> 209 Lee Industrial Blvd. Austell, GA 30168	No Bid

Recommendation: staff recommends that this contract be awarded to the low bidder, Turpin Horizontal Boring, in the amount of \$39,300.00.

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

RESOLVED: that the contract to do two 36" waterline bores be awarded to Turpin Horizontal Boring, for the low bid amount of thirty nine thousand three hundred dollars (\$39,300), contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Repainting Barnett Road and Hooper WPP Water Tanks Bids: Chairman McQueen called on Mike Buffington, Project Manager, who stated that the Authority advertised and received five bids for the repainting of the interior and exterior of the Barnett Road elevated tank and the repainting of the interior only of the W.J. Hooper WPP ground storage tank. Mr. Buffington gave an informational slide presentation and discussed the following information that was distributed to the Board. Mr. Buffington stated that the bid amount includes the repainting of both tanks and that the staff recommends that the contract be awarded to the low bidder Tank Pro, Inc. There was discussion concerning the status of the logo and flag painting on the Authority's elevated tanks. Mr. Buffington stated that the first Authority water tank to have the logo and flag painted on the outside will be the Barnett Road elevated tank and the cost of the logo and flag painting is included in the bid amount.

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**REPAINTING BARNETT ROAD  
 AND HOOPER WPP TANKS**

The existing 0.50 MG capacity Barnett Road elevated tank, located on Barnett Road near the intersection of Barnett Road and Old Dixie Road in Forest Park, was acquired as a part of the Forest Park system. The tank was lowered in 2000 to match the overflow elevation of CCWA elevated tanks. The existing 0.50 MG capacity Hooper ground storage tank is located at the W. J. Hooper WPP.

This project includes cleaning and recoating the interior and exterior of the Barnett Road elevated tank and the interior only of the Hooper WPP ground storage tank. The interior of both tanks will then be disinfected and the tanks returned to service.

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

**CCWA Estimated Project Cost:** \$165,000

**Funding:** Water Production Operations Budget

**Recommendation:** Staff recommends accepting the low bid in the amount of \$133,105.00 from Tank Pro, Inc.

**REPAINTING BARNETT ROAD  
 AND HOOPER WPP TANKS  
 BID TABULATION**

**Bids Received and Opened:** February 21, 2002, 2:00 PM, Local Time

<u>Bidder</u>	<u>Lump Sum Proposal</u>
Tank Pro, Inc. P. O. Box 2669 Tuscaloosa, Alabama 35403	<b>\$ 133,105.00</b>
Mid South Maintenance Painting Co. P. O. Box 41717 Nashville, Tennessee 37204	<b>\$ 142,300.00</b>
Utility Service Co., Inc. P. O. Box 1354 Perry, Georgia 31069	<b>\$ 151,400.00</b>
DACA, LLC P. O. Box 81748 Chamblee, Georgia 30341	<b>\$ 180,908.00</b>
J & W Sandblasting, Inc. 1040 Old Washington Road Vanceboro, North Carolina 28586	<b>\$ 226,300.00</b>

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

**RESOLVED:** that the contract for the cleaning and recoating of the interior and exterior of the Barnett Road elevated tank and the cleaning and recoating of the interior



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only of the W.J. Hooper WPP ground storage tank be awarded to Tank Pro, Inc, for the low bid amount of one hundred thirty three thousand one hundred five dollars (\$133,105), contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Wastewater Lift Station SCADA Bids: Chairman McQueen called on Mike Buffington, Project Manager, who stated that he would like to give the Board information on the wastewater lift station SCADA system bids that were received by the Authority. Mr. Buffington gave an informational slide presentation and discussed the following information that was distributed to the Board. Mr. Buffington stated that the Board approved two prequalified bidders to submit bids on this project. Mr. Buffington stated that the low bidder did not submit a bid bond with his bid but submitted a letter explaining why he was not able to obtain a bid bond at this time. Mr. Buffington stated that it is the Authority's legal opinion, that the low bid submitted by Industrial Control Systems, Inc. is non-responsive because no bid bond was submitted. Mr. Buffington stated that the remaining bid amount is considerably higher than the Authority's construction cost estimate. Mr. Buffington stated that it is his and the staff's recommendation that both bids be rejected and that the Board authorize the Authority to rebid this project to include soliciting additional vendors. There was discussion concerning this information with questions. Mr. Buffington answered questions and gave additional information. There was discussion concerning the feasibility of the Authority allowing a contractor to submit a letter of credit in lieu of a bond.

#### **WASTEWATER LIFT STATION SCADA SYSTEM**

The project includes remote monitoring of 26 wastewater lift station sites reporting to the W. B. Casey WRF, and three water sites reporting to the existing SCADA system at the Freeman Road WPP. Communications will be via spread spectrum radio system, and hardware and software will be included to monitor and control lift station operation.

#### **Project Managers:**

- CH2M Hill, Engineers – Yvette Ratzlaff
- Clayton County Water Authority – Mike Buffington

#### **Bid Opening:**

Bids for construction of the project were received from two pre-qualified bidders and opened at 3:00 PM, Local Time, February 21, 2002. The following bids were received:

- Industrial Control Systems, Inc.                   **\$ 1,218,350**  
   Sandston, Virginia
- Revere Control Systems                           **\$ 1,467,600**  
   Birmingham, Alabama

**Estimate:** CH2M Hill Construction Cost Estimate   **\$ 1,100,000**

**Funding:** The Series 2001 Bond Issue will fund construction of the project.

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**Summary:** The low bidder did not include a bid bond with his bid, but included a letter stating that the current business climate, as a result of September 11, had substantially restricted his bonding capacity. Our options include awarding to the high bidder or rejecting all bids and re-advertising.

**Recommendation:** Staff recommends the project be rebid. Additional vendors will be solicited for the next bid process.

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

RESOLVED: that both bids for the construction of the wastewater lift station SCADA system be rejected and authorize the Authority to rebid this project to include soliciting additional vendors.

Shoal Creek Reservoir Project Update: Chairman McQueen called on Mike Buffington, Project Manager, who gave the Board an updated summary of the construction history of the Authority's Shoal Creek Reservoir. Mr. Buffington stated that the Shoal Creek Reservoir has contributed greatly to the Authority's ability to weather the current drought. Mr. Buffington stated that the Shoal Creek Reservoir project was started more than fifteen (15) years ago and as of today the Authority has just completed the fill-monitoring plan as required by Georgia EPD. Mr. Buffington gave an informational slide presentation, which included pictures of the Shoal Creek Reservoir, Shoal Creek Dam, Wetland Mitigation Site and Wetlands Interpretive Center. Mr. Buffington's informational slide presentation also gave information concerning major events associated with the planning, design and construction of the Shoal Creek Reservoir and Wetlands Mitigation Plan. Mr. Buffington stated that the Shoal Creek Reservoir would serve the Authority's raw water needs for years to come.

Spivey Road at Hwy 138 Sewer Capacity Update: Chairman McQueen called on Wade Brannan, General Manager, who gave the Board information on a request for the Authority to supply sewer service to a development located at Highway 138 and Spivey Road. Mr. Brannan stated that in December of 1999 the Board approved sewer service to 47 acres at this location with a not to exceed amount of 30,000 gallons per day (GPD). Mr. Brannan stated that this approved 30,000 GPD sewer service was never used and expired on December 2001. Mr. Brannan stated that the new developer is now requesting 15,500 GPD of sewer service on 24.3 acres of the original 47 acres. Mr. Brannan stated that it is his recommendation that the Board approve this request for 15,500 GPD sewer service to this property with the stipulation that if not used this approval will expire on March 7, 2003.

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

RESOLVED: that the request for 15,500 GPD sewer service for 24.3 acres located on the south side of State Route 138 and the west side of Spivey Road be approved with an expiration date of March 7, 2003 if this site is not developed by this date.

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5<sup>th</sup> Runway Sewerline and Meter Improvement Update: Chairman McQueen called on Wade Brannan, General Manager, who stated that as part of the development of the fifth runway at the Atlanta International Airport, the Authority's main metered connection through which the Authority draws water from the City of Atlanta, would have to be relocated. Mr. Brannan stated that the City of Atlanta has agreed to reimburse the Authority for costs incurred in the relocation of the metered water connection up to the not to exceed amount of one million, one hundred forty five thousand six hundred thirty two dollars (\$1,145,632). Mr. Brannan called on Herbert Etheridge, Manager of Maintenance and Construction, who gave an informational slide presentation showing pictures with a map of the location of the metered water connection. Mr. Etheridge give the Board information concerning the metered water connection and what would be required in order for the Authority to relocate this metered water connection. Mr. Brannan stated that he is asking the Board to authorize him to execute the Amendment Number 1 to Exhibit D Intergovernmental Agreement Between the City of Atlanta and the Clayton County Water Authority. Mr. Brannan stated that he is also asking the Board to authorize a Task Order with CH2M Hill for the engineering design of this project in the amount of ninety six thousand dollars (\$96,000). Mr. Brannan stated that this Task Order amount would be a part of the Authority's reimbursement money from the City of Atlanta. There was discussion concerning this information and questions concerning what the Authority would do if the cost of this project exceeded the amount of one million, one hundred forty five thousand six hundred thirty two dollars (\$1,145,632). Mr. Brannan stated that the Authority would be sure that any agreement between the Authority and the City of Atlanta concerning this project would include the City of Atlanta being responsible for reimbursing the Authority for any additional cost over the amount of one million, one hundred forty five thousand six hundred thirty two dollars (\$1,145,632). Mr. Brannan stated that the Authority would not pay any of the cost associated with this project.

**AMENDMENT TO EXHIBIT D**  
**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN**  
**THE CITY OF ATLANTA, GEORGIA**  
**AND**  
**CLAYTON COUNTY GEORGIA WATER AUTHORITY**

DATED: \_\_\_\_\_ 2002

**STATE OF GEORGIA**  
**COUNTIES OF CLAYTON AND FULTON**

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### **TASK ORDER NO. OP-02-04**

This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for the project generally described as the Hartsfield Water Meter Relocation and Pipeline Design Project.

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

##### **PROJECT DESCRIPTION**

The proposed project consists of: a 16-inch City of Atlanta meter, approximately 2870 lineal feet of 16-inch water main, 800 lineal feet of pipeline installation by jack & bore methods in four locations, installation of a relocated water meter and tie-in connections (2).

The scope of services includes:

1. Preliminary Engineering Services.
2. Engineering Design and Construction Contract Documents Preparation
3. Bidding Services

##### **TASK 1 -PRELIMINARY ENGINEERING SERVICES**

The Engineer will meet with CCWA staff to complete the following:

##### **PROJECT KICKOFF MEETING**



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- Review project team organization and identify points of contact
- Review CCWA standards, specifications and preferences relevant to delivering the work (GADOT jack & bore requirements, materials of construction, standard details/requirements for valve and meter housings, hydrants/placement, etc.)
- Confirm regulatory coordination and permitting support needs (GA EPD, GADOT, Hartsfield/City of Atlanta, USACE/wetlands, power and other utilities and/or municipalities)
- Review existing CCWA utility locations and tie-in requirements

#### **SUBCONTRACT MANAGEMENT**

- Prepare and manage pipeline route survey scope of work/subcontract
- Prepare and manage geotechnical investigations subcontract
- Investigate GADOT for supplemental geotechnical information to support planned jack and bore construction

Deliverables for Task 1 will include Project Team Kickoff Meeting minutes, subcontract technical scopes of work for CCWA review and comment, electronic copies of survey data.

#### **PROJECT COORDINATION MEETINGS**

Meet with the listed agency's to review the proposed project and obtain their input and confirm their requirements.

- Georgia Dept. of Transportation (GADOT)
- Atlanta Airport Authority
- City of Atlanta Water Department

#### **TASK 2 - ENGINEERING DESIGN AND CONSTRUCTION CONTRACT DOCUMENTS PREPARATION**

Following the completion of Task 1, CH2M Hill will proceed with the following activities:

- Review and finalize pipeline alignment and meter vault locations with CCWA
- Detail connections and pipeline appurtenances
- Prepare pipeline layout plan and profiles and specifications
- Prepare GADOT permit submittals
- Prepare GAEPD permit drawings
- Prepare Land Disturbance Activity Permit (LDAP) construction permit drawings
- Conduct milestone review meetings with CCWA (30%, 90%)
- Prepare construction cost opinions (90%, 100%)

The work included in this proposal is based on the Drawing List below.

1. General Cover Sheet/Index to Drawings/Location Map.
2. General Legend/Construction Notes.
3. Water Main Plan and Profiles - 1
4. Water Main Plan and Profiles - 2

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5. Water Main Plan and Profiles – 3
6. Jack & Bore Layout Plans and Cross Sections
7. Metering Vault Site Plan and Structural and Mechanical Details
8. Details
9. Erosion and Control Plan
10. Erosion and Control Details.

Deliverables for Task 2 will include:

- 30%, 90%, 100% Bid Ready Construction Plans and Specifications – 3 sets
- LDAP construction permit drawings (for CCWA transmittal) – 4 sets
- NPDES Notice of Intent
- GAEPD construction plans and specifications (for CCWA transmittal) – 3 sets
- GADOT crossing permit submittals (for CCWA transmittal) – 4 sets
- 90%, 100% Construction cost opinions – 3 copies

**TASK 3 – BIDDING SERVICES**

Bid phase services are limited to preparation of advertisement for bids, pre-bid meeting and document sales, answering bidder inquiries, providing written clarifications and addenda as required, attending bid opening, review and recommending award of the construction contract to CCWA. If for any reason bids are not awarded, additional bid phase services will be required outside the scope of this project.

Printing of contract documents will be done by the ENGINEER and the costs charged to bidders and suppliers.

Deliverables for Task 3 will include:

- Construction Plans and Specifications – 6 sets
- Bid Advertisement
- Responses to Bidder's questions (Addendum for CCWA transmittal)
- Award recommendation
- Preparation of contract documents, the execution by CCWA and the Contractor (conformed documents)

**ARTICLE 2. COMPENSATION**

The work proposed under this task order will be performed on a Cost Reimbursement – Per Diem (Time & Expense) basis in accordance with the rates established in the terms

\_\_\_\_\_.

The total estimated cost of the work is presented below and will not be exceeded without written authorization from CCWA.

Task 1 – Preliminary Engineering Services	\$16,000
Task 1a – Route Surveys	\$15,000
Task 1b – Geotechnical Investigations	\$ 5,000
Task 2 – Engineering Design and Contract Document Preparation	\$50,000
Task 3 – Bidding Services	<u>\$10,000</u>
Total Estimated Cost	\$96,000

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Payment will be due to the ENGINEER based on the judgment of the CCWA program manager that work is progressing as planned.

### **ARTICLE 3. SCHEDULE**

The work will be completed as shown in the following schedule.

Notice to Proceed	TBD
Task 1 - Kickoff Meeting	Within 1 week of NTP
Task 2 - Design	Within 8 weeks of Survey and Geotechnical completion
Task 3 - Bidding Services	TBD

### **ARTICLE 4 INSURANCE**

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

### **OTHER PROVISIONS**

This proposal is based on these assumptions:

1. The design is based on the pipeline alignment shown on an aerial photo layout transmitted to CH2M HILL from CCWA. The proposed pipeline route is to be considered final and contained within existing rights-of-way. Additional route surveys, realignment design, demolition or relocation of existing structures, easements and/or descriptions are not included in this proposal.
2. Geotechnical and survey subcontract costs are based on experience with similar work and discussions with potential subcontractors. Actual costs to be invoiced to CCWA will be based on proposals received in response to formal RFP's issued by CH2M HILL and will be reviewed with CCWA prior to award.
3. This proposal assumes coordination with Hartsfield International Airport/City of Atlanta only. Unless specifically noted otherwise, additional permitting support efforts (i.e. wetlands, archaeological, NPDES, etc.) have not been identified and are not included at this time.
4. Preparation of drawings and specifications will be based on CH2M HILL standard base formats used for other CCWA work. This proposal assumes that additional CCWA standard details or specifications needed for this work will be provided in a compatible electronic format. No time to regenerate or prepare additional details needed for the work is included.
5. The ENGINEER will keep the OWNER apprised of the status of the engineering work and will notify the OWNER of changes to the project affecting compensation terms before additional charges are incurred.
6. The combined total cost of required geotechnical and surveys will not exceed \$20,000.

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- 7. Required construction can be completed using standard open-cut trenching and roadway under crossing jack and bore methods and materials.

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 \_\_\_\_\_, 2001

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

For ENGINEER, CH2M HILL

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2001

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

**EXHIBIT A  
INSURANCE REQUIREMENTS  
TASK ORDER OP-02-04  
Hartsfield Water Meter Relocation and Pipeline Design**

**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

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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 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 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.

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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 Robbie Moore it was unanimously

RESOLVED: to approve the Amendment Number 1 to Exhibit D Intergovernmental Agreement Between the City of Atlanta and the Clayton County Water Authority and to approve the CH2M Hill Engineering Design Task Order for this project in the amount of ninety six thousand dollars (\$96,000), contingent on the City of Atlanta agreeing to reimburse the Authority for any additional cost associated with this project over the amount of one million one hundred forty five thousand six hundred thirty two dollars (\$1,145,632).

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

RESOLVED: that the previous motion be amended to include authorizing Mr. Brannan, General Manager, to execute all contract documents associated with the Amendment Number 1 to Exhibit D Intergovernmental Agreement Between the City of Atlanta and the Clayton County Water Authority.

Capital Improvement Participation Policy: Chairman McQueen called on Robbie Moore who stated that at the last board meeting Chairman McQueen appointed a Board committee to make a recommendation for a capital improvement participation policy for the Authority. Mr. Moore stated that the committee members, consisting of himself, Wesley E. Greene, Sr., Alan Horton, Wade Brannan, Terry Hicks and Steve Fincher, met to discuss and consider the different options the Authority has regarding this issue. Mr. Moore stated that it was the consensus of the committee that Mr. Brannan and Mr. Fincher obtain information, from other county water and wastewater Authorities, concerning how they handle similar issues. Mr. Moore stated that the committee would bring a recommendation to the Board at a later time.

There was discussion concerning any available documentation showing the number of gallons of water that are wasted when someone turns on the hot water faucet and lets the water run until hot water comes out of the faucet. Mr. Hirsekorn stated that information concerning this issue could be obtained for the American Water Works Association (AWWA).

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

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Upon Motion by Wes Greene and seconded by Robbie Moore 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 stated that the City of Atlanta sent the Authority a partial invoice for the Authority's share of the Phosphorous reduction improvements at the City of Atlanta South River Wastewater Treatment Plant. Mr. Brannan stated that this partial invoice in the amount of two million nine hundred ninety thousand fifty eight dollars (\$2,990,058) is a part of the Authority's compliance with the Sewer Service Agreement between the City of Atlanta and the City of Forest Park, which was assigned to the Authority with the purchase of the City of Forest Park Water and Wastewater System. Mr. Brannan stated that it is his recommendation that the Board authorize the Authority to pay this partial invoice to the City of Atlanta. There was discussion concerning this information and that this would be an ongoing obligation to the Authority to pay their 3.56% interest in the City of Atlanta South River Wastewater Treatment Plant.

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

RESOLVED: that the Authority is authorized to pay the partial invoice in the amount of two million nine hundred ninety thousand fifty eight dollars (\$2,990,058), to the City of Atlanta for the Phosphorous reduction improvements at the City of Atlanta South River Wastewater Treatment Plant.

Mr. Brannan gave a slide presentation showing on a map the location of the Authority's water and sewer line in relation to a 56 acre proposed development with approximately eighty-lots located on Stagecoach and Panola Road at the Clayton and Henry County line. Mr. Brannan stated that the developer has agreed to pay all cost associated with extending the Authority's water and sewer line in order for the Authority to provide water and sewer service to this proposed development. Mr. Brannan stated that it is his recommendation that the Board approve the extension of the Authority's water and sewer line and that the Authority provide water and sewer service to this proposed development. There was discussion concerning this information and that the majority of this proposed development is located in Henry County.

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

RESOLVED: to approve the extension of the Authority's water and sewer service to a proposed development located on Stagecoach and Panola Road at the Clayton and Henry County line, with the developer paying all costs associated with the extension of the Authority's water and sewer service line and that the Authority is authorized to provide water and sewer service to this proposed development.

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Mr. Brannan discussed the need to hire additional staff for the Authority's customer service section. Mr. Brannan gave the Board background information on the amount of phone calls that come into the Authority's customer service section each day. Mr. Brannan also gave the Board information on the number of customers who hang up because of the length of time they are put on hold without talking to a customer service representative. Mr. Brannan stated that he is asking the Board to authorize the hiring of two additional customer service representatives at a cost of approximately sixty seven thousand dollars (\$67,000) per year. There was discussion concerning this information.

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

RESOLVED: to authorize the Authority to hire two additional customer service representatives.

Mr. Brannan gave the Board information on the Authority's FY 2002A Budget and stated that he plans to provide a copy of the FY 2002A Budget to Board members prior to next months board meeting with an overview of the FY 2002A Budget at the April board meeting. Mr. Brannan stated that Wednesday, April 17, 2002 is the tentative date for the Board to meet with Managers at the J.W. Smith CUB to discuss the FY 2002A Budget, ongoing projects and visit some of the project construction sites. It was the consensus of the entire Board that the meeting starts at 9:30 a.m. on Wednesday, April 17, 2002.

Chairman McQueen stated that he would like to give recognition to Chris Wood for the excellent Public Relations work that he has provided to the Authority.

There was discussion concerning the status of the remodeling of the customer service area in the Authority main lobby with Mr. Brannan answering questions and giving information.

Ms. Barber congratulated all of the reelected Board officers and thanked them for their past and future dedicated service to the Authority.

Upon Motion by Robbie Moore and seconded by Lloyd Joiner it was unanimously

RESOLVED: that the regular session board meeting be adjourned.

There being no further business to come before the open meeting the meeting was adjourned.

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Pete McQueen, Chairman

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H. Lindy Rogers, Secretary/Treasurer