

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting February 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., Richard Calhoun and Mike Thomas, Executive Secretary, Patricia Groover, Assistant Manager of Administration, Scott Bailey, Project Manager, Mike Buffington, Watershed Management Program Coordinator, Kim Zimmerman, Administrative Secretary, Dianne Hammock, Human Resources Director, Ed Durham, Information Services Supervisor, Rodney Crowell, Desktop Administrator, Paul Harris, Distribution & Resource Coordinator, Jeff Brandon, Electrician Foreman, Marshall Maddox, Recreation Area Coordinator, Jep Palmer and Land Management Supervisor, Lonnie Philpot. Also present: 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 and Marcia Bost, The Clayton Review.

Chairman McQueen called on Lonnie Philpot, Land Management Supervisor, to give the invocation.

Chairman McQueen called for any omissions or additions to the minutes of the regular and executive board meeting on January 10, 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 December and FY 2002 Projected Revenues vs. Expenses by Month Actual through December.

Georgia Drinking Water State Revolving Fund Information: Chairman McQueen called on Frank Conort, Manager of Administration, who brought additional information to the Board concerning the Georgia Environmental Facilities Authority's (GEFA) drinking water state revolving loan fund project that was discussed at last months board meeting. Mr. Conort stated that Scott Bailey, Mike Thomas and he met with GEFA

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representatives to get further clarification on what the requirements would be in order for the Authority to borrow 4.5 million dollars. Mr. Conort found that the Authority is qualified to borrow this money at an interest rate of 3% on the unpaid balance, take up to twenty (20) years to repay the loan and payoff the loan at any time with no penalty. Mr. Conort stated that if the Board makes the decision to borrow money from the GEFA program the Authority is required to specify the program that this money would finance. Mr. Conort stated that if the decision were made for the Authority to borrow the 4.5 million dollars it would be used to finance the Authority's backflow prevention program. Mr. Conort gave the Board information on how borrowing the GEFA money compares with the Authority's next bond issue. There was discussion with questions concerning this information and what would be required if the Authority wanted to borrow additional GEFA money. Mr. Conort answered questions and stated that it is his recommendation that the Board authorize the Authority to proceed with borrowing the 4.5 million dollars to be used for the Authority's backflow prevention program.

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

RESOLVED: that the Authority is authorized to proceed with borrowing the 4.5 million dollars from the Georgia Environmental Facilities Authority Drinking Water State Revolving Loan Fund to be used for the Authority's backflow prevention program.

Morrow Pump Station Electrical Service Replacement Bids: Chairman McQueen called on Jeff Brandon, Distribution & Resource Coordinator, who is presenting the Water Production bids for Guy Pihera. Mr. Brandon started by giving the Board an update on the status of the Authority's water production and raw water storage. Mr. Brandon discussed the information shown on the Water Supply Weekly Update for February 4, 2002 that was distributed to the Board and stated that as of this week the Authority's raw water reserve is at 75%, which is the same percentage as this same time period last year and if history repeats itself the Authority's raw water reserve should be at 100% in the next four weeks. Mr. Brandon stated that the Authority advertised and received bids to replace the electrical service equipment at the Morrow pump station, which will be funded by the 2001 bond issue. Mr. Brandon gave a slide presentation showing pictures of the Morrow pump station and the electrical service equipment. Mr. Brandon stated that the present electrical service equipment has been in service for over forty years and in order to ensure that this equipment continues to be reliable and safe we are requesting that the Board approve the only bid from MetroPower, Inc. to replace the electrical equipment. Mr. Brandon introduced Marshall Maddox and stated that Mr. Maddox is the Authority's electrician foreman who wrote the specifications for this project. Mr. Brandon stated that Mr. Maddox is satisfied that MetroPower, Inc. is a reliable company and capable of doing this project. There was discussion concerning this information with questions concerning why there was only one bid received. Mr. Brandon and Mr. Maddox answered questions and gave additional information.

**Low Voltage Motor Control Center
 Tab Sheet
 January 2002**

VENDOR	BID
Tynco Electrical Contractors, Inc. P.O. Box 2003 Peachtree City, GA 30269	No Bid
Gene Lynn Electric 125 Palmetto Road Tyrone, GA 30290	No Bid
MetroPower, Inc. 2835 Peterson Place Norcross, GA 30071	\$67,200.00

We recommend accepting the bid by Metro Power, Inc. This electrical service upgrade is part of a renovation funded by the 2001 Bond Issue.

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

RESOLVED: that the contract to replace the electrical service equipment at the Morrow Pump Station be awarded to MetroPower, Inc. for the bid amount of sixty seven thousand two hundred dollars (\$67,200), contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Morrow and Noah's Ark Pump Station Valve Replacement Bids: Chairman McQueen called on Jeff Brandon, Distribution & Resource Coordinator, who stated that the Authority advertised and received bids for valves and actuators which will be used to replace the 40 year old valves and actuators located at the Morrow and Noah's Ark pump stations. Mr. Brandon stated that these bids are for valves and actuators only and that Authority personnel will do the installation work. Mr. Brandon gave a slide presentation showing pictures of the Morrow and Noah's Ark Morrow pump stations and the location of the valves and actuators that need to be replaced. Mr. Brandon stated that the first two line item bids are for the Morrow pump station and that the third line item bid is for the Noah's Ark pump station. Mr. Brandon stated that it is the staffs recommendation that line Item #1 for two (2) 14" valves and actuators be awarded to Temsco, Inc. for the low bid amount of seven thousand six hundred eighty eight dollars (\$7,688), that line Item #2 for two (2) 18" valves and actuators be awarded to Georgia Western for the low bid amount of ten thousand nine hundred twenty dollars (\$10,920) and that line Item #3 for one (1) 18" valve and actuator also be awarded to Georgia Western for the low bid amount of five thousand six hundred sixty dollars (\$5,660). There was discussion concerning this information and that these bids are to furnish the valves and actuators only with the Authority using in-house personnel to install the valves and actuators.

**Valves with Actuators
Tab Sheet
January 2002**

Vendor	Item #1 Bid	Item #2 Bid	Item #3 Bid	Total
Georgia Western 3620 Kennesaw N. Industrial Parkway Suite C Kennesaw, GA 30144	\$9,780.00	\$10,920.00	\$5,660.00	\$26,360.00
Principle Environmental, Inc. 1770 The Exchange, Suite 210 Atlanta, GA 30339	No Bid	No Bid	No Bid	No Bid
Temsco, Inc. 3585 Lawrenceville Suwanee Road Suite 202B Suwanee, GA 30024	\$7,688.00	\$15,202.00	\$7,691.00	\$30,581.00

Item #1 = 2 - 14" valves & actuators – recommend award this item to Temsco, Inc.
Item #2 = 2 - 18" valves & actuators – recommend award this item to Georgia Western
Item #3 = 1 - 18" valve & actuator – recommend award this item to Georgia Western

This equipment is part of upgrades funded by the 2001 Bond Issue.

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

RESOLVED: to approve line Item #1 for two (2) 14" valves and actuators being awarded to Temsco, Inc. for the low bid amount of seven thousand six hundred eighty eight dollars (\$7,688), that line Item #2 for two (2) 18" valves and actuators be awarded to Georgia Western for the low bid amount of ten thousand nine hundred twenty dollars (\$10,920) and that line Item #3 for one (1) 18" valve and actuator also be awarded to Georgia Western for the low bid amount of five thousand six hundred sixty dollars (\$5,660).

Noah's Ark Pump Station Additional Pumping Equipment Bids: Chairman McQueen called on Jeff Brandon, Distribution & Resource Coordinator, who stated that the Authority advertised and received bids for a pump which will be installed by Authority personnel at the Noah's Ark pump station. Mr. Brandon stated that the 2001 bond issue would fund the cost of this pump. Mr. Brandon stated that the staff recommends that the Board approve the low bid from The Eshelman Company.

**Clayton County Water Authority
Noah's Ark Pump Station Pumping Equipment
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VENDOR	BID
Eco-Tech, Inc. 156 Hickory Springs Industrial Drive Canton, GA 30015	No Bid

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Templeton Engineering Sales, Inc. 3585 Lawrenceville-Suwanee Road, Suite 201 Suwanee, GA 30024	\$25,558.00
The Eshelman Company P.O. Box 71595 Marietta, GA 30007	\$21,495.00

We recommend that we award the bid to The Eshelman Company. This equipment is part of an upgrade funded by the 2000 Bond Issue.

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

RESOLVED: to approve the purchase of a pump, to be installed by Authority personnel at the Noah's Ark pump station, be awarded to The Eshelman Company for the low bid amount of twenty one thousand four hundred ninety five dollars (\$21,495).

Proposal for Dam Repair at Garner Pump Station: Chairman McQueen called on Jeff Brandon, Distribution & Resource Coordinator, who gave an informational slide presentation showing pictures of the Garner pump station and dam. Mr. Brandon discussed the information in the Garner Pump Station Fact Sheet that was distributed to the Board. Mr. Brandon stated that the Authority consulted with Law Engineering who recommended that the Authority obtain the services of Hayward Baker, Inc. who is a local contractor and the best qualified to do dam leak-grouting work. Mr. Brandon stated that the Authority requested and received a proposal from Hayward Baker, Inc., which is a not to exceed amount of thirty three thousand three hundred dollars (\$33,300).

Garner Pump Station Fact Sheet

Constructed: 1974

Purpose:

Transfer raw water from Big Cotton Indian Creek to Hooper Reservoir for summer water supply and direct water supply to Hooper Plant when necessary.

Renovations/Repairs Needed:

- Replacement of two 8.6mgd vertical turbine pumps, currently out for sealed bid, estimated cost of \$52,000
- Dam repair: concrete dam built on a rock foundation, a section of the foundation joint is leaking, requesting Board approve Hayward Baker Inc. to perform grouting repairs at a cost of \$33,300

Time Table:

- Pump replacement to be completed by May 1, 2002
- Dam grouting to be completed by April 1, 2002

General: Completing these repairs/renovations will enable this station to be 100% serviceable for the summer season and insure reliability for the future.

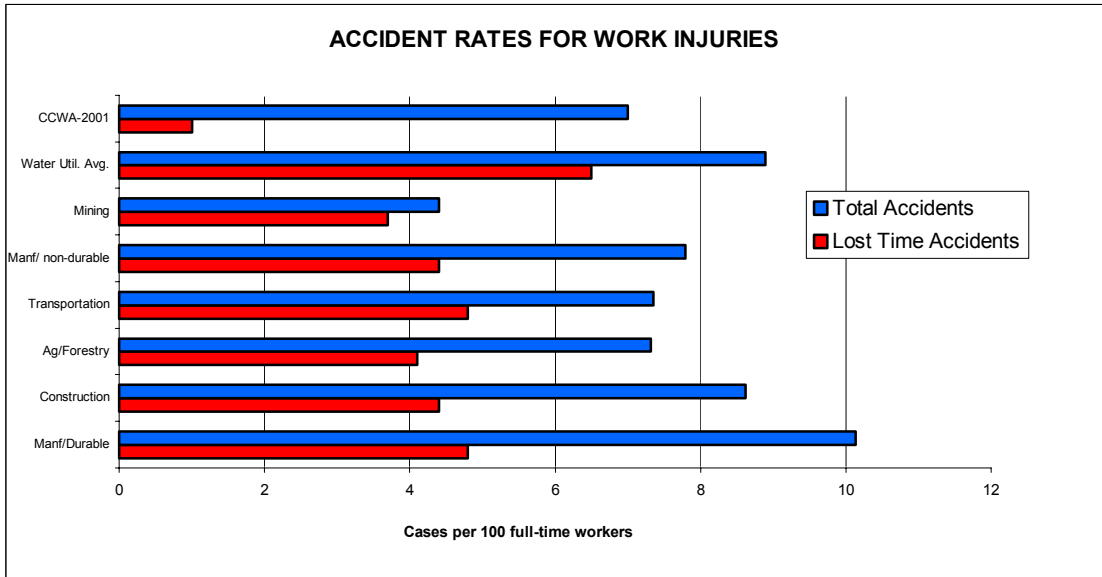
Upon Motion by Lindy Rogers and seconded by Lloyd Joiner it was unanimously

RESOLVED: to accept the proposal from Hayward Barker, Inc. to do the dam leak grouting repairs at the Authority's J.A. Garner pump station for the proposed not to exceed amount of thirty three thousand three hundred dollars (\$33,300), contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

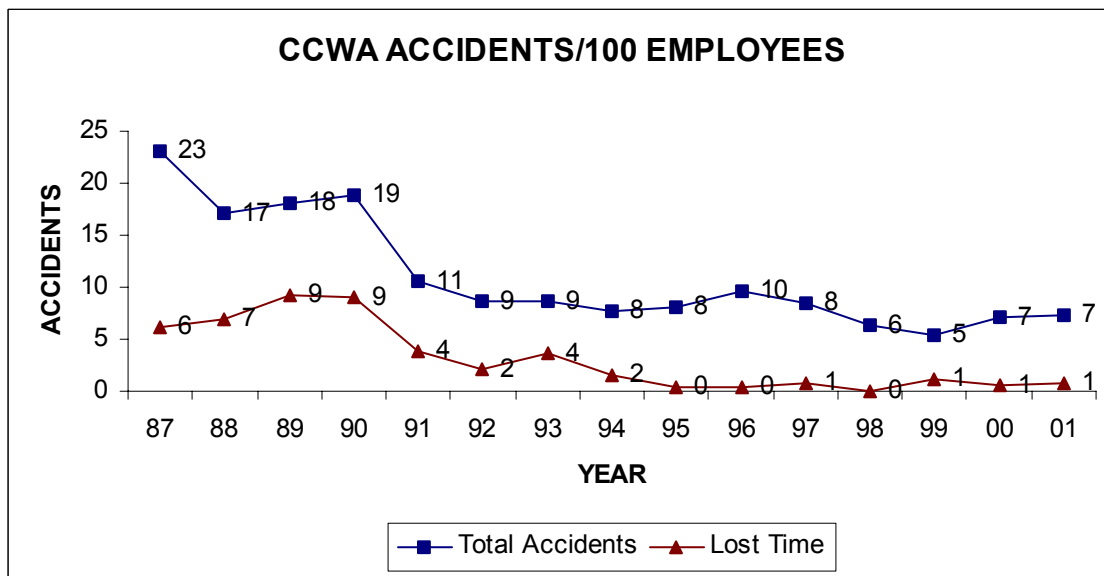
Health Insurance Update: Chairman McQueen called on Ed Durham, Human Resources Director, who stated that when the Authority changed health insurance providers the Board requested that health insurance claims be monitored. Mr. Durham stated that the Authority's contract with Blue Cross Blue Shield requires them to give the Authority a quarterly experience summary report. Mr. Durham discussed the information in the Clayton County Water Authority Medical Insurance Experience Report dated October 1, 2001 – December 31, 2001 that was distributed to the Board, which shows that the first quarter loss ratio rate was 44.89%, although a low rate was expected due to the fact that this was the first quarter of a new program. There was discussion concerning this information and the comparison between HMO and PPO. There was discussion concerning the Authority receiving a breakdown by illness from Blue Cross Blue Shield, which would show the category of the majority claims in order for the Authority to address these issues. Mr. Durham gave the Board information on the wellness program and health newsletter that the Authority initiated for employees in order to promote good health habits and information concerning working with Blue Cross Blue Shield to try and get them to extend their contract with the Authority from 12 months to 18 months.

Safety Presentation: Chairman McQueen called on Neal Wellons, Manager of Water Reclamation and Safety Program Coordinator for the Authority. Mr. Wellons gave the Board information on the Authority employee's safety record and gave a slide presentation showing slides of the following graphs titled CCWA Is Well Below Utility Average In Lost Time Accidents and Accident Rates for Work Injuries. Mr. Wellons discussed the information shown on these graphs and stated that the water utility industry is dangerous and has the second highest accident rate of all of the major categories that were surveyed by the National Safety Council. Mr. Wellons gave the Board information on the Authority's lost time accidents and what constitutes a lost time accident. Mr. Wellons stated that the Authority's total accidents are much lower than the water utility industry as a whole, but that there is always room for improvement. Mr. Wellons gave the Board information concerning the Authority's safety program and the new policies and improvements that are being implemented into the safety program. There was discussion concerning this information with questions concerning the different type of accidents the Authority employees have and what employee incentives the Authority uses to help improve safety awareness. Mr. Wellons answered questions and gave additional information. Mr. McQueen stated that on behalf of the Board that he would like to thank Mr. Wellons for his hard work in helping to create an excellent safety program and that Mr. Wellons has the support of the Board in his efforts to make additional improvements to the safety program.

**CCWA IS WELL BELOW UTILITY AVERAGE
 IN LOST TIME ACCIDENTS
 BUT THERE IS STILL ROOM FOR IMPROVEMENT
 IN TOTAL ACCIDENTS**



The above chart compares us to the water utility average and to other industries. The chart below shows our accident history since 1987.



Please do your part - follow safety rules and promote safety at CCWA. You will help us save at least \$300,000 each year.

Pelletizing Reuse Water Filter Repairs: Chairman McQueen called on Neal Wellons, Manager of Water Reclamation, who presented information concerning under drain work for the Pelletizing facility. Mr. Wellons stated that the Authority's largest water user, which uses one million gallons of water a day, is the Pelletizing facility located at the W.B. Casey WRF. Mr. Wellons discussed the following information titled Filter

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Underdrain System that was distributed to the Board and indicated that there are only two companies who can supply new underdrain systems, one being US Filter and the other Leopold. Mr. Wellons stated that he solicited quotes from both of these companies to supply the Authority with a new filter underdrain system and that it is his recommendation that the low quote of sixteen thousand dollars (\$16,000) submitted by Leopold be accepted and that Authority personnel would install the filter underdrain system at an estimated cost of ten thousand dollars (\$10,000).

Filter Underdrain System

The filter station has been in operation for 18 years and supplies one million gallons of effluent water per day to the pelletizing facility. This eliminates the use of potable water to scrub particulates from the air stream and wash press belts. Over the past couple of years we have experienced problems with the underdrain system such as broken and rusting pipes. These problems let rocks and sand into the wetwell causing excessive pump wear. New filter underdrain systems on the market today like the ones we are installing in the Hooper Plant eliminate filter rock and don't allow sand or anthracite to get into the wetwell. More free wall will allow anthracite to stay in filter and not wash out during backwash cycles. This modification will make this operation more reliable and save millions of gallons of potable water.

Underdrain System Vendors

US Filter \$19,000.00

Leopold \$16,000.00

Parts cost ----- \$16,000

Installation cost --- \$10,000

Total cost ----- \$26,000

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

RESOLVED: to approve the low quote of sixteen thousand dollars (\$16,000) from Leopold to supply a filter underdrain system for the Authority's Pelletizing Plant.

Mr. Wellons gave the Board information concerning the 54 thousand gallon overflow, which occurred at the Authority's R.L. Jackson WRF. Mr. Wellons stated that the Authority is required to report this overflow to the Georgia EPD who in turn will access a fine to the Authority, but that this overflow was not raw sewerage but treated effluent from the W.B. Casey WRF, which flows into the R.L. Jackson WRF. Mr. Wellons distributed copies of the W.B. Casey flowcharts and gave the Board information on the contributing factors, including the large amount of rainfall that caused the high flows indicated on the flowcharts. Mr. Wellons gave the Board information on action the Authority's wastewater maintenance personnel are taking to improve the W.B. Casey sewer basin. Mr. Brannan gave the Board information on how the installation of the flow monitors that were approved by the Board would help to detect problem areas and help Authority personnel know where to make needed repairs. There was discussion concerning this information with questions. Mr. Wellons answered questions and gave additional information.

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Mr. Wellons gave the Board information on the Authority's grease trap program and what educational materials the Authority is using to promote public awareness. There was discussion concerning this information.

Hazardous Waste Insurance: Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that at last months Board meeting there was an issue regarding hazardous material that the Authority sent to M&J Solvents Company for disposal. Mr. Hicks stated that this hazardous material issue caused concern regarding the Authority's insurance coverage. Mr. Hicks stated that the Authority's general liability insurance policies have pollution exclusions. Mr. Hicks stated that the hazardous material issue with M&J Solvents Company occurred in May of 1986 and that he was able to find the insurance agent, insurance carrier and policy number that the Authority had during this time period. Mr. Hicks stated that he reported the hazardous waste material issue to every insurance carrier that the Authority has had since May of 1986 asking them to review this information to see if there might be some type of coverage regarding this issue. Mr. Hicks stated that as part of the Authority's May 1, 2002 insurance renewal process the Authority is asking for quotes for pollution coverage. Mr. Hicks stated that this information would be brought back to the Board.

Forms Print Software: Chairman McQueen called on Terry Hicks, Deputy Manager, who gave the Board a brief update on the Authority's ERP software program implementation. Mr. Hicks discussed the following information concerning third party forms print software that was distributed to the Board. Mr. Hicks stated that the Authority requested and received RFPs for third party forms print software and that after analyzing each of these RFPs it is the staffs recommendation that the Board approve the RFP from Create!form International. There was discussion concerning this information with questions. Mr. Hicks answered questions and gave additional information.

Purpose: Back end print software for the JD Edwards solution to enable the Information Technology staff to properly format specialized forms and report including, but not limited to, the Accounts Payable checks, Payroll checks, Purchase Orders, Customer Bills and Invoices. Reports and forms produced in the JD Edwards solution are purely generic therefore this tool is required to properly produce customized forms and reports out of the JD Edwards solution.

Integrated Custom Software's proposal at \$30,299.00 is the lowest proposal but does not address all the required specifications, such as how the product will reliability pick up the print job for formatting and does not have a GUI interface for the developer which will result in additional man-hours when building form and report formats.

Create!form International's proposal at \$39,484.00 has one issue that we can accommodate at a savings of at least \$7,000.00.

OPTIO proposal at \$46,439.00 meets all specifications. There is a concern here of additional costs that cannot be determined at this time.

The staff recommends the Create!form International proposal at \$39,484.00.

**Clayton County Water Authority
 Third Party Forms Print Software
 RFP Tab Sheet
 January 2002**

VENDOR	BID
Create!form International 21201 Victory Blvd. Suite 200 Canoga Park, CA 91303	\$39,484.00
Integrated Custom Software 2574 Holly Creek Drive Marietta, GA 30062	\$30,299.00
Optio Software 3015 Windward Plaza Fairways Alpharetta, GA 30005	\$46,439.00

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

RESOLVED: to approve the purchase of Third Party Forms Print Software from Create!form International for the cost of thirty nine thousand four hundred eighty four dollars (\$39,484).

Stream Improvement Program: Chairman McQueen called on Mike Thomas, Manager of Program Management and Engineering, who introduced Kim Zimmerman, the Authority's Watershed Management Program Coordinator. Mr. Thomas stated that Ms. Zimmerman is a big part of the Stream Improvement Program Update that he is presenting to the Board. Mr. Thomas gave an informational slide presentation and discussed the following information that was distributed to the Board.

STREAM IMPROVEMENT PROGRAM UPDATE

The Watershed Management Plan was completed in 2002, according to the state requirements for increasing water and wastewater treatment capacity. The Watershed Management Plan outlines a strategy to protect water quality that addresses new developments, countywide programs, and improving degraded streams. Several impaired stream segments were identified in the Watershed Management Plan completed in 2002. CCWA is proactively addressing impacted streams to improve water quality in Clayton County and ensure future compliance with water and wastewater permits.

TASK ORDER RE-02-04

Phase II Stream Improvement Program in Jesters Creek Watershed

This project includes the investigation and preliminary restoration design for East Jesters Creek, Conine Creek, and Jesters Creek within the Jesters Creek Watershed. The Hartsfield Atlanta International Airport (HAIA) previously completed an assessment of Jesters Creek that was incorporated into this project. The field assessment of East Jesters Creek is completed and the remaining field assessments should be completed by March 2002.

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While the preliminary design will not be final for several months, work towards implementation of habitat restoration has already begun. CCWA and CH2M Hill have been coordinating stream restoration projects in East Jesters Creek with the Gateway Development Project. Additionally, CCWA has requested state and federal grant funding that could provide match money for restoration. CCWA requested state funding from the EPD (60%/40%) for restoration of 2,000 linear feet of East Jesters Creek below Reynolds Road. The total project cost is estimated to be \$510,000 with \$204,000 paid by CCWA and \$306,000 provided by EPD.

CCWA also requested grant funding from the Army Corps of Engineers (ACOE) (65%/35%) for several stream segments within the county. The ACOE will assess the nine submitted stream segments and determine whether they meet grant criteria. If selected, the ACOE will perform hydrologic modeling and stream restoration tasks per an agreement with CCWA. The cost of these projects will be determined based on the restoration needs for each stream segment.

TASK ORDER RE-02-05

Phase I Stream Improvements in Selected Stream Reaches

This project includes the investigation of seven stream segments identified as impaired in the Watershed Management Plan; Flint River, Big Cotton Indian Creek, Panther Creek, Reeves Creek, Swamp Creek, Wallis Creek, and Hurricane Creek. The investigations will identify stream segments that require restoration and develop a ranking protocol for prioritizing future projects. The 192,192 linear feet of streams selected have been investigated. CH2M Hill is working on the ranking protocol and finalizing the report. This project should be complete by April 2002 and will provide guidance for future stream restoration project selection.

Construction Services W/W Lift Station SCADA System Task Order BO-01-04:
Chairman McQueen called on Rick Hirsekorn, CH2M Hill, who presented information concerning Task Order BO-01-04 for Services During Construction of the Wastewater Lift Station SCADA System. Mr. Hirsekorn gave an informational slide presentation and discussed the following information that was distributed to the Board.

TASK ORDER NO. BO-01-04 SERVICES DURING CONSTRUCTION FOR WASTEWATER LIFT STATION SCADA SYSTEM

The SCADA system will provide remote monitoring of 26 wastewater lift station sites and three water system sites. The wastewater sites will communicate to the master station at the Casey WRF, and the water sites will communicate to the existing water SCADA system master site at the Freeman Road WPP.

This Task Order includes services provided by CH2M Hill to administer the contract for construction, monitor the performance of the construction contractor, verify compliance with contract documents and respond to events that occur during construction.

Construction services will include overall construction management and contract administration, shop drawing review, design clarification, preparation of change orders, project closeout and preparation of "As Built" Drawings. CH2M Hill will conduct field inspections periodically to determine if the work conforms to the contract documents and the integrity of the design concept, and will maintain written reports, diaries and other records of the inspections.

Project Managers:

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

Task Order Budget Proposal: \$77,123 (Time and expenses, not to exceed amount)

Funding: Series 2001 Bond Issue

TASK ORDER NO. BO-01-04

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 Wastewater Lift Station Supervisory Control and Data Acquisition (SCADA) System Project.

ARTICLE 1 — SCOPE OF SERVICES

The scope of services for this Task Order includes:

1 GENERAL

- 1.1 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.
- 1.2 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.
- 1.3 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 PREQUALIFICATION SERVICES

- 2.1 The ENGINEER shall prepare the prequalification advertisement and prequalification application. Following the advertisement period, the ENGINEER shall hold a pre-qualification conference. The ENGINEER shall review prequalification applications and make a recommendation to the OWNER on which applicants should be prequalified.

3 SERVICES DURING CONSTRUCTION

The ENGINEER will provide services to assist in coordinating the site activities,

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administering the contract for construction, monitoring the contractor's performance, responding to design and technical submittals, and closing out the contract for construction.

3.1 Resident Engineer Oversight

- 3.1.1 Coordination: The ENGINEER will attend one pre-construction conference with the Contractor to review the project communication, coordination and other procedures and discuss the Contractor's general work plan and requirements for the project. 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.
- 3.1.2 Construction Contract Administration: The ENGINEER will receive and review the 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 amount requested, paid, and remaining to be paid under the terms of the contract for construction. 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 the 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.
- 3.1.3 Changes: 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 not inconsistent with the intent of the contract documents. 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 the change shall be considered as Additional Services, and shall entitle the ENGINEER to additional compensation for the design services.
- 3.1.4 Interpretations of Contract Documents: The ENGINEER will provide written responses to the Contractor's request for interpretation or clarification of the contract documents.
- 3.1.5 Claims and Disputes: The ENGINEER will receive, log, and notify the OWNER about all letters and notices 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 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.

- 3.1.6 **Project Controls:** 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. 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.
- 3.1.7 **Safety:** 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. 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. The ENGINEER will notify affected personnel of any site conditions posing an imminent danger to them, which the ENGINEER observes. 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.

3.2 Field Inspection

- 3.2.1 **Review of Work:** The ENGINEER will conduct periodic 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 maintain written reports, diaries or other records of their observations.

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.

- 3.2.2 **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

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OWNER. The ENGINEER will thereupon monitor the Contractor's corrective actions and shall advise the OWNER as to the acceptability of the corrective actions.

3.2.3 Performance and Witness Testing: The ENGINEER will attend and witness field and factory performance tests as specified in the contract for construction and the ENGINEER contract scope.

3.2.4 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 a punch list 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. 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. 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.

3.3 Submittals

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

3.3.2 Review of Submittals: The ENGINEER will coordinate with the design team for the reviews of the Contractor's submittals. The ENGINEER will log and track all submittals. The ENGINEER and design team's review of all 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 submittals is free of errors, inconsistencies or omissions.

3.3.3 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 submittal. Should there be additional reviews required of the ENGINEER and design team, the ENGINEER shall be entitled to additional compensation.

ASSUMPTIONS

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

1. The construction period for the project is 12 months.
2. The project will be constructed under one construction contract.
3. The ENGINEER will attend one pre-construction meeting with the OWNER, CONTRACTOR and other interested parties in the OWNER's office or at the project site.
4. The number of original submittals and re-submittals is 10 submittals and 5 resubmittals.
5. The ENGINEER will review one baseline construction schedule and one updated monthly schedule.

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6. Any labor and expenses required to address construction claims, unforeseen subsurface considerations or additional construction requested by the CONTRACTOR or OWNER would be additional costs.
7. Any claims resolution or litigation assistance requested of the ENGINEER will constitute a change in scope.

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 \$77,123 without written approval from the OWNER.

ARTICLE 3 — SCHEDULE

The construction period for the project is assumed to be 12 months.

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

For ENGINEER, CH2M HILL

Dated this _____ day of _____, 2002

By: _____
Name Title

**EXHIBIT A
INSURANCE REQUIREMENTS
TASK ORDER BO-01-04
SERVICES DURING CONSTRUCTION FOR WASTEWATER LIFT STATION SUPERVISORY
CONTROL AND DATA ACQUISITION SYSTEM PROJECT**

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

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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 claim 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.

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(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 Robbie Moore it was unanimously

RESOLVED: that CH2M Hill Task Order BO-01-04 for Services During Construction for CCWA Wastewater Lift Station Supervisory Control And Data Acquisition (SCADA) System Project in the not to exceed amount of seventy seven thousand one hundred twenty three dollars (\$77, 123) be approved.

Construction Projects Update: Chairman McQueen called on Mike Buffington, Project Manager, who gave the Board an updated summary on the status of the Authority's Capital Improvement Construction Projects. Mr. Buffington gave an informational slide presentation and discussed the following information that was distributed to the Board including an updated summary of completed task orders with CH2M Hill for Plant Assessment and Phase I Design. Mr. Buffington stated that the budget amount for these two task orders was six hundred twenty eight thousand dollars (\$628,000) with a final task order amount of six hundred eleven thousand two hundred nineteen dollars (\$611,219). Chairman McQueen commended Mr. Buffington and Mr. Hirsekorn for completing these task orders under budget. Chairman McQueen discussed scheduling a Board work session sometime in the near future that would include Board members visiting some of the Authority's construction sites.

CONSTRUCTION PROJECTS UPDATE
FEBRUARY 2002

Note: *Includes work completed through January 20, 2001*

ADDITIONS TO SHOAL CREEK WRF

Project Description:

Includes complete upgrade and expansion of plant from 2.2 MGD to 4.4 MGD to produce highly treated effluent for further polishing on constructed wetlands. Major components include raw

waste pump station, coarse screens, fine screens, grit and grease removal, aeration basins, final clarifiers, UV disinfection, transfer pumping station to wetlands, sludge digestion and thickening, and chemical storage and feed system.

Project Status:

The project continues ahead of schedule with completion projected for early summer of 2002. The contractor is installing equipment, piping, valves, electrical and controls. Electrical service to the new plant will be connected early February, and equipment testing and start-up will begin early March. The contractor projects the new plant will be in service early April. After the new plant is in successful operation, the existing package units will be taken out of service and demolished. Work continues with no major problems or concerns.

Original Contract Amount: \$14,633,973

Revised Amount (Including Change Orders): \$14,497,973

Percent Complete: 84%

Percent Time Used: 55%

ADMINISTRATION BUILDING ADDITIONS

Project Description:

Includes three levels, approximately 10,000 sq. ft. addition to existing building and modifications to the lobby to address security concerns. Additional space will be provided for Administration, Human Resources, Information Technology, Engineering, GIS, Imaging and Program Management.

Project Status:

The project is slightly ahead of schedule with completion projected for late February. The exterior of the building is complete and interior finish work is near completion. Site work is complete and we have scheduled landscaping for early March, under a separate contract. Masonry on the existing building is being cleaned and sealed under a separate contract. Lobby security work continues and is scheduled to be complete mid to late February.

Original Contract Amount: \$1,257,500

Revised Amount (Including Change Orders): \$1,254,300

Percent Complete: 92%

Percent Time Used: 88%

W. J. HOOPER IMPROVEMENTS – PHASE 1

Project Description:

Includes complete rehab of existing ten (10) filters including replacement of bottoms, media, valves and operating controls; and complete residuals handling facility for alum residuals including feed pumps, chemical feed system, two (2) belt press dewatering systems, storage facility and building to house dewatering equipment.

Project Status:

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The project is ahead of schedule with the contractor projecting completion early summer 2002. Rehab of filters 6 – 10 is complete with the exception of minor controls adjustments. Filters 1 – 5 will be taken out of service and rehabbed. Work continues on the residuals handling building, residuals storage facility and electrical and instrumentation systems.

Original Contract Amount: \$3,886,000

Revised Amount (Including Change Orders): \$3,874,637

Percent Complete: 54%

Percent Time Used: 37%

INMAN ROAD CONSTRUCTED WETLANDS

Project Description:

Includes approximately 55 acres, water surface area, of constructed wetlands. Approximately 650,000 cubic yards of material will be moved to create 22 separate wetland cells. Cells include wetland plantings and water level control and outlet structures. Project also includes electrical building and effluent pump station. Effluent from the wetlands will be reclaimed and pumped to the Shoal Creek Reservoir for indirect reuse.

Project Status:

The project is on schedule with approximately 95% of the site clearing complete. The contractor continues stump grubbing, burning and timber hauling. Excavation has started for the pump station that will transfer effluent from the wetlands to the Shoal Creek reservoir.

Original Contract Amount: \$4,919,741.80

Revised Amount (Including Change Orders): \$4,919,741.80

Percent Complete: 8%

Percent Time Used: 23%

Recreation Facilities 2002 Operations Summary: Chairman McQueen called on Wade Brannan, General Manager, who stated that the Board was given a copy of a book titled Public Access to the Properties of the Clayton County Water Authority. Mr. Brannan stated that this book contains all needed information regarding the Authority's reservoir areas, wetlands center, community use buildings, pond complex, archery deer hunting, wetland tours and other public access. Mr. Brannan stated that he is also asking the Board to adopt the information that is in the Public Access to Authority Properties overview. Mr. Brannan called on Dennis Hammock, Manager of Land Management, who introduced Jep Palmer, Recreation Area Coordinator, and stated that Mr. Palmer is the person who put together the information contained in this book. Mr. Hammock stated that the Board would be given updated copies of this information in February of each year. Mr. Hammock discussed the information in the Public Access to Authority Properties overview pertaining to the Authority opening the Shamrock/Blalock and Smith Reservoirs for public use from March through October and applications for the Authority's 2002 deer hunt season be accepted July 8th through September 6th. There was discussion concerning this information with the Board thanking Jep Palmer for composing and putting this information together in a book for the Board.

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Public Access to Authority Properties

- I Reservoir Areas**
- II Wetlands Center**
- III Community Buildings**
- IV Pond Complex**
- V Archery deer hunting**
- VI Land Application /Constructed Wetlands tours and public access.**
- VII Copies of related policy and permits paperwork (see tabbed sections)**

I Reservoir Areas: seasonal operation

The Authority operates five reservoirs; three Shamrock/Blalock and J.W. Smith Reservoirs are open to the general public. The Hooper and Shoal Creek reservoirs access is limited to adjoining landowners only.

The Shamrock reservoir opened to the public in 1982 and closed in 1988 when the J.W. Smith reservoir opened. The J.W. Smith Reservoir opened to the public in 1988 and closed in 1992 when the Shamrock and Blalock reservoirs opened. The Shamrock/Blalock Reservoirs opened in 1992. Since 1998 we have opened all three reservoirs to the public each year.

The Shamrock/Blalock and J.W. Smith Reservoirs are open to the public and function under an honor box system similar to the Georgia State Parks.

User fees: \$5.00 per vehicle per day.

Season passes are available for \$25.00.

These areas offer bank fishing areas, picnic facilities, restrooms and boat ramps.

Proposed Operational Schedule for 2002 Shamrock /Blalock and J.W. Smith.

The Shamrock /Blalock Reservoir: **Open:** Wednesday through Sunday
Closed: Monday and Tuesday

The Smith Reservoir: **Open:** Saturday through Wednesday
Closed: Thursday and Friday

Hours of Operation at Both Reservoirs:

7:00AM- 7:00PM (March)

7:00AM- 8:00PM (April through September)

7:00 AM-7:00 PM (October)

Seasonal Schedule at Both Reservoirs:

Open: March 2nd through October 31st.

Closed: November 1st through February 28th.

Off Season Group Usage: The J.W. Smith Reservoir Area is available for reserved group usage during the closed months of November through February; this usage includes camping for organized groups such as scouts or church groups.

Off-season group rates are: \$50.00 for groups up to 25 people. \$2.00 per person for groups over 25 people.

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Adjoining landowner access: Adjoining landowners (landowners who's property adjoins an Authority Reservoir) have access to Authority Reservoirs. **The landowner may purchase for \$25.00 an adjoining landowner permit** and have access to fish the reservoir by boat or from the bank of their property. The J.W. Smith, Blalock, Hooper, and Shoal Creek reservoirs all have adjoining landowners. The Authority owns the property surrounding all of Shamrock reservoir.

Hooper Reservoir is open to employees of the Clayton County Water Authority and adjoining landowners only.

Shoal Creek Reservoir is limited to adjoining landowners only.

II Wetlands Center: year round operation

The area opened to the public in 1995 and offers an environmental educational building and a half-mile nature trail that allows public access with both reserved groups and the general public.

Educational program fees are \$1.00 per person (reservation required).

Educational classes are taught in related fields of interest for set fees.

The center host several special events each year: Watershed Festival, Envirothon, Earth Day events: these events draw a substantial number of public to the Center.

There is no admission fee for unguided visits to the area/trail.

Schedule of Operation:

The Facility is open year round. Closed only for Thanksgiving, Christmas and New Years Holidays.

March thru October: The building is open Monday thru Saturday and closed Sundays.

November thru February: The building is open Monday thru Friday and closed weekends.

The Wetlands Center Trail is open 7 days a week.

Trail Hours: 8:30AM to 5:00PM: September through May.

8:30AM to 7:00PM: June through August.

III Community Buildings: Shamrock and J.W. Smith Buildings: year round operation

The Authority operates two community buildings that are available for the public to rent and hold functions that range from wedding receptions and family gatherings to business meetings. Both facilities offer great rooms with fireplaces, kitchens, restrooms, central heat/air and tables and chairs.

The Shamrock Community Building: this facility opened to the public in 1991 and is designed to handle functions with up to 200 people.

Access hours are between 8:00AM and 11:00pm.

Rental fees: \$400.00 rental fee

\$300.00 compliance deposit *

\$700.00 total deposit required to reserve the facility.

The J.W. Smith Community Building: this facility opened to the public in 1996 and is designed to handle functions with up to 60 people.

Access hours are between 8:00AM and 10:00PM

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Rental fees: \$200.00 rental fee
 \$200.00 compliance deposit *
 \$400.00 total deposit required to reserve the facility.

*The compliance deposit is refunded after the function if the facility is left clean and undamaged.

IV Pond Complex: E.L. Huie Land Application System: year round operation

Public accesses to the holding ponds for the E.L. Huie Land Application System, began in 1981 with limited access and has increased to present, the complex has gained a national reputation as one of the premier bird watching locations. The local neighbors and Police Academy also utilize the facility for an area to walk/exercise.

There is no user fee charged at this area.

The facility is open 7 days a week.

Hours vary by season: Winter: 7:00AM to 6:00PM
 Spring: 7:00AM to 7:00PM
 Summer: 7:00AM to 8:00PM

V Archery Deer Hunting on Authority Property: E.L. Huie Site: seasonal operation

The Authority began allowing the public to archery deer hunt on the E.L. Huie Site in 1996 in order to control the deer herd. Hunting is permitted for half a day Fridays and full days Saturdays and Sundays during the season.

Applications in 2002 will be accepted July 8th through September 6th

13 hunts are scheduled in 2002 from the opening weekend (tentatively September 14th pending the Department of Natural Resources scheduling of opening day) through the weekend prior to Christmas (December 22nd).

Lottery selections: once selected there is a \$20.00 fee to hunt the weekend hunt.

Seasonal guest pay \$100.00.

No Hunting on Thanksgiving weekend (November 28th through December 1st 2002)

VI Land Application System and Constructed Wetlands tours and public access: (year round operation)

The Land Management Department host several tours of the Land Application Facility each year, groups are lectured and then the facilities are toured. Staff accompanies the visitors at all times.

Constructed Wetlands: the planned constructed wetlands on the E.L. Huie Site will host tours of the wetlands and may provide wildlife viewing areas for the public to access in the future.

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

RESOLVED: that the Board adopts the information in Public Access to Authority Properties.

Lovejoy Sewer Update: Chairman McQueen called on Wade Brannan, General Manager, who updated the Board on the status of the City of Lovejoy's request that the Authority participate in providing sewer service to the city. Mr. Brannan gave the Board information on his meeting with the City of Lovejoy and stated that he gave the City information concerning this project and the estimated cost and requested information concerning the amount of financial participation the city planned to contribute to this project. Mr. Brannan gave an informational slide presentation on the City of Lovejoy sewer extension showing pictures of the location of the sewer extension. Mr. Brannan stated that the estimated cost of this project is one million one hundred thousand dollars (\$1,100,000) with the City of Lovejoy agreeing to pay 50% of this cost up to five hundred fifty thousand dollars (\$550,000). Mr. Brannan stated that it is his recommendation that the Board authorize the Authority to proceed with this project, which would involve the Authority paying 50% of this estimated cost. Mr. Brannan stated that the Authority would initiate the engineering, surveying, design work and put this project out for bid and that information regarding all cost associated with this project would be brought back to the Board. There was discussion concerning this information.

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

RESOLVED: that the Authority is authorized to proceed with whatever necessary to initiate the City of Lovejoy sewer extension with the Authority paying 50% of the cost and the City of Lovejoy paying 50% of the cost up to five hundred fifty thousand dollars (\$550,000). Lindy Rogers abstained from the vote.

Utilities Protection Center Membership Agreement for Governmental Entities: Chairman McQueen called on Wade Brannan, General Manager, who gave the Board information on the function of the Utilities Protection Center and the importance of the Authority being a member of this origination. Mr. Brannan stated that he is asking the Board to authorize him to sign the Utilities Protection Center Membership Agreement for Governmental Entities.

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

RESOLVED: to authorize Mr. Brannan, General Manager, to execute the Utilities Protection Center Membership Agreement for Governmental Entities.

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

Upon Motion by Marie Barber and seconded by Wes Greene 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's new automated attendant system. Mr. Brannan stated that he has received positive comments from customers regarding the new automated system.

Mr. Brannan gave the Board information concerning the Authority using a consultant to give diversity training to the Authority's employees. Mr. Brannan stated that it was mandatory that every Authority employee attends the diversity training classes from General Manager on down.

Mr. Brannan gave the Board information concerning a request for the Authority to allow a billboard to be put on the Authority's Freeman Road Water Production Plant property. There was discussion concerning this information. There was a Board decision that no billboard would be allowed on Authority property.

Mr. Brannan stated that for the Board's information that the Authority intends to continue their support of the Clayton County Chamber of Commerce by paying the yearly membership dues.

Mr. Brannan gave the Board information concerning a call from Ms. Lyniece Talmadge, regarding someone growing an illegal substance on her property and using water from the Authority's Shoal Creek Reservoir to irrigate this illegal substance. Mr. Brannan stated that Authority employees are in the process of investigating the possibility of someone withdrawing water from the Shoal Creek Reservoir and that Ms. Talmadge is working with Henry County Police to resolve the issue of the illegal substance growing on her property.

Mr. Brannan discussed the issue concerning the feasibility of the Authority putting a policy in place requiring developers, who will benefit from a sewer line extension paid for by the original developer and the Authority, to pay a certain percentage of the original sewer line extension cost in order to offset the Authority's and original developer's investment. Mr. Brannan gave the Board information concerning options that the Board might want to consider in regards to putting such a policy in place. There was a board discussion concerning this information. Chairman McQueen appointed a board committee with Robbie Moore, as Chairman, Alan Horton and Wesley Greene committee members along with Wade Brannan, Terry Hicks and Steve Fincher, when legal advice is needed, to look into this issue and bring a recommendation back to the Board.

Mr. Brannan announced that Herbert Etheridge, Manager of Maintenance and Construction, was appointed to the Utilities Protection Center Board.

There was discussion concerning Coregis Insurance Company offering a Pollution Policy.

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There was discussion concerning the method used and length of time it takes the Authority's customer service personnel to fill out water meter forms and the possibility of finding a faster and more efficient way of filling out these forms.

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

RESOLVED: that the regular session board meeting be adjourned.

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

Pete McQueen, Chairman

H. Lindy Rogers, Secretary/Treasurer