

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting October 4, 2001

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

Present at the meeting were: Chairman, Pete McQueen, Vice Chairman, Lloyd Joiner, 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, Contracts and Procurement Administrator, Karen Riser, Administrative Secretary, Dianne Hammock, Human Resources Director, Ed Durham, Information Services Supervisor, Rodney Crowell, Engineering Services Supervisor, Bruce Taylor, Engineering Coordinator, Keith Watkins and Office Assistant, Carla Clark. Also present were: Greg Hecht, Fincher & Hecht, L.L.C., Rick Hirsekorn, of CH2M Hill, Farrar Wood, of Jim Wood & Associates Public Relations and Marcia Bost, The Clayton Review.

Chairman McQueen called on Carla Clark, General Services Office Assistant, to give the invocation.

Chairman McQueen called for any omissions or additions to the minutes of the regular and executive board meeting on September 6, 2001, 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 August and FY 2002 Projected Revenues vs. Expenses by Month Actual through August. There was discussion concerning this information.

Employee Recognition: Chairman McQueen announced that Roy Gardner, who was to be given recognition for passing his GED test, had an emergency work situation and was unable to attend the board meeting.

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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 storage. Mr. Pihera discussed the information shown on the Water Supply Weekly Update October 1, 2001 that was distributed to the Board. Mr. Pihera stated that the Authority's raw water supply remains in reasonably good condition. Mr. Pihera stated that the Authority's raw water supply is now at 79% capacity and was at 66% capacity during this same time period last year. Mr. Pihera stated that the Authority's customers would still need to continue using water conservation measures.

Chairman McQueen called on Neal Wellons, Manager of Water Reclamation, to update the Board on the Authority's new grease program. Mr. Wellons stated that the Authority now has a full time grease trap inspector. Mr. Wellons stated that the initial start of the grease trap inspection program is going slow due to the process of educating restaurant managers on grease disposal. Mr. Wellons discussed the information shown in the Grease Report for the Month of September 2001. Mr. Wellons gave the Board information and showed copies of educational information that the Authority is in the process of distributing to customers and restaurant facilities concerning grease control.

Grease Report for the Month of September 2001

Number of Traps Inspected:	37
Letters of Violation Issued:	10
Apartment Complexes:	03
Door Hangers Issued:	530
Manhole Overflows Checked:	01

Grease Buildup in Manholes Checked: 02

Inspected Griffin Industries for their Yearly Industrial Inspection
 (This is a grease treatment facility.)

Grease Information Handouts given to all restaurants and apartment managers and one to Sunbridge Nursing Home in Riverdale.

Chairman McQueen called on Dennis Hammock, Manager of Land Management to update the Board on the Authority's 2001 Deer Harvest. Mr. Hammock discussed the information concerning the Authority's 2001 Deer Harvest that was distributed to the Board. There was discussion concerning this information.

Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, to discuss the information shown on the Leak Detection Report for the month of September that was distributed to the Board. Mr. Etheridge stated that in the month of September the Authority's Leak Detection section found five (5) leaks and repaired five (5) leaks. Mr. Etheridge stated that this makes a total of eighty three (83) leaks that have been found and repaired this year, which have a possible value of one million eight hundred eighteen thousand two hundred twenty seven dollars (\$1,818,227) in unaccounted water loss revenue to the Authority.

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Truck Mounted Sewer Cleaning Unit Bid: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance and Construction, who stated that the Authority advertised and received bids for sewer cleaning units. Mr. Etheridge stated that not all of the bids received met the Authority's specifications. Mr. Etheridge gave the Board information on what these specifications were and the reasons why it is his opinion that Stith Equipment was the low bidder who meets specifications. Mr. Etheridge stated that it is his recommendation that the Board approve the purchase of two (2) Vactor Ramjet V8015 International 4900 truck mounted sewer-cleaning units from Stith Equipment. There was discussion concerning this information.

Clayton County Water Authority
Sewer Cleaning Units
Bid Tab
September 2001

Vendor	Bid	Make/Model
Nalley Motor Trucks 2560 Moreland Ave. Atlanta, GA 30315	\$92,991.00/each	Aquatech SJ1650 International 4300
Sansom Equipment Co. 1225 Vanderbilt Road Birmingham, AL 35234	\$113,300.00/each	Vactor Ramjet V8015 International 4700
Stith Equipment 5732 Frontage Road Forest Park, GA 30297	\$106,990.00/each	Vactor Ramjet International 4900
P&H Supply 1011 Williford Drive Louisville, GA 30434	No Bid	
Adams Equipment Co. 1431 Lanier Road White Plains, GA 30678	No Bid	
Enviroquip 4913 West Street Forest Park, GA 30297	\$103,721.00/each	Camel CJ1600 Freightliner FL70

Recommendation: The CCWA staff recommends purchasing 2 Vactor Ramjet Cleaning Units from Stith Equipment for \$213,980.00. They presented the lowest bid that meets specifications. The Camel and Aquatech Equipment do not meet specs in several key areas such as tank material, pump construction, pressure and flows, tool bins, and reel design. The Camel and Aquatech equipment also do not meet specs on the chassis.

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

RESOLVED: to accept the low bid that meets the Authority's specifications from Stith Equipment for the purchase of two (2) Vactor Ramjet International 4900 Truck Mounted Sewer Cleaning Units for the bid price for each unit of one hundred six thousand nine hundred ninety dollars (\$106,990) with a total cost for the purchase of two (2) Vactor Ramjet clearing units of two hundred thirteen thousand nine hundred eighty dollars (\$213,980).

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Sewer Line Flow Monitoring Equipment Bid: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance and Construction, who stated that the next item for the Board consideration is an open channel flowmeter to be used in the wastewater collection system to locate and identify inflow problems. Mr. Etheridge stated that the Authority advertised and received bids for an open channel flowmeter. Mr. Etheridge stated that it is his recommendation that the Board approve the purchase of a Marsh-McBirney Model 260 Open Channel Flowmeter from the low bidder who meets all of the Authority's specifications, HerdCo. There was discussion concerning this information with questions concerning the low bidder not meeting specifications. Mr. Etheridge gave the Board information on the reasons why the low bidder's equipment did not meet the Authority's specifications.

Clayton County Water Authority
 Open Channel Flowmeters
 Bid Tab

September 2001

Vendor	Bid	Make/Model
HerdCo. 2985 Gordy Parkway Suite 427 Marietta, GA 30066	\$46,212.00	Marsh-McBirney Model 260
Putney Group P.O. Box 1028 Cullman, AL 35055	\$49,610.00	Marsh-McBirney Model 260
Chelsey Associates 5583 Ridge Ave. Cincinnati, OH 45213	\$47,556.00	Marsh-McBirney Model 260
Southeast Pipe Survey P.O. Box 477 Patterson, GA 31557	No Bid	
Templeton & Associates 3585 Lawrenceville-Suwanee Road Suite 201- Suwanee, GA 30024	\$26,894.00	American Sigma Model 910

Recommendation: The CCWA staff recommends purchasing Flow Monitoring Equipment from HerdCo for \$46,212.00 (\$55,000.00 budgeted) as they presented the lowest bid that meets specifications. The American Sigma Units do not meet specs in key areas such as data acquisition method, number of data points, delayed start option, memory not expandable, accuracy and ranges, and their unit cannot be site calibrated.

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

RESOLVED: to accept the low bid that meets the Authority's specifications from HerdCo for the purchase of a Marsh-McBirney Model 260 Open Channel Flowmeter for the bid price of forty six thousand two hundred twelve dollars (\$46,212)

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17,000 Lb. Class Excavator Bid: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance and Construction, who stated that the Authority advertised and received bids for 17,000 lb. excavators. Mr. Etheridge stated that the excavator would be used to lift lids off of fire connections in order to refurbish these fire connections. Mr. Etheridge stated that it is his recommendation that the Board approve the purchase of a Takeuchi TB 175 17,000 lb. Excavator from Takeuchi who was the low bidder who meets all of the Authority's specifications. There was discussion concerning this information with questions concerning the low bidder not meeting specifications. Mr. Etheridge gave the Board information on the reasons why the low bidder's excavator did not meet the Authority's specifications and the reasons why the Takeuchi excavator is the best choice for the Authority.

Clayton County Water Authority

17,000 Lb. Excavator

Tab Sheet

September 2001

Vendor	Bid	Make/Model
Stith Equipment Company 5732 Frontage Road Forest Park, GA 30297	No Bid	
Burch-Lowe 5710 Riverview Road Mableton, GA 30059	\$67,757.00	Kobelco 80 CS
Lashley Tractor Sales 6953 Covington Highway Lithonia, GA 30058	No Bid	
Perimeter Bobcat 6932 Best Friend Road Atlanta, GA 30340	No Bid	
Yancy Brothers Co., Inc. P.O. Box 43326 Atlanta, GA 30378	No Bid	
METRAC 4500 Wendall Drive Atlanta, GA 30336	\$75,000.00	John Deere Model 80
Wade Tractor and Equipment 1286 Ann Street Griffin, GA 30223	No Bid	
United Tool Rental P.O. Box 1383 Duluth, GA 30096	No Bid	
Southern Power & Equipment 4240 Martin Luther King, Jr. Drive Atlanta, GA 30336	\$69,275.00	Takeuchi TB 175
Cobb County Tractor Company 1520 Cobb Parkway Marietta, GA 30062	No Bid	

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Takeuchi 1525 Broadmoor Blvd. Buford, GA 30518	\$68,350.00	Takeuchi TB175
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Recommendation: The CCWA staff recommends that we purchase a Takeuchi TB175 from Takeuchi for \$68,350.00 (\$75,000.00 budgeted) as the lowest bid that meets specifications. The Kobelco does not meet specs in key areas such as engine size, dig depth, dig force, hydraulic capacity and pressure, reach, and oil/fuel capacity.

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

RESOLVED: to accept the low bid that meets specifications from Takeuchi for the purchase of a Takeuchi TB175 17,000 Lb. Excavator for the bid price of sixty eight thousand three hundred fifty dollars (\$68,350).

13,500 Lb. Class Backhoe/Loader Bid: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance and Construction, who stated that the Authority advertised and received bids for 13,500 lb. class backhoe/loader. Mr. Etheridge stated that this backhoe/loader would be used in the wastewater maintenance section to lift 4,500 lb. manhole base sections, which are very hard to maneuver. Mr. Etheridge gave the Board information on the Authority's required specifications and the reason why these specifications are required. Mr. Etheridge stated that the only machine bid that meets all of the Authority's required specifications is the John Deere 310SG backhoe/loader. Mr. Etheridge gave the Board information on the reasons why the New Holland and Case backhoe/loaders did not meet the Authority's required specifications. Mr. Etheridge stated that it is his recommendation that the Board approve the purchase of a John Deere 310 SG Backhoe/Loader from the only bidder who met all of the Authority's required specifications, METRAC. There was discussion concerning this information.

Clayton County Water Authority
13,500 lb. Backhoe/Loader
Tab Sheet

September 2001

Vendor	Bid	Make/Model
Stith Equipment Company 5732 Frontage Road Forest Park, GA 30297	No Bid	
Burch-Lowe 5710 Riverview Road Mableton, GA 30059	No Bid	
Lashley Tractor Sales 6953 Covington Highway Lithonia, GA 30058	\$38,862.00	New Holland LB 75B
Perimeter Bobcat 6932 Best Friend Road Atlanta, GA 30340	No Bid	

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Yancy Brothers Co., Inc. P.O. Box 43326 Atlanta, GA 30378	No Bid	
METRAC 4500 Wendall Drive Atlanta, GA 30336	\$49,700.00	John Deere 310SG
Wade Tractor and Equipment 1286 Ann Street Griffin, GA 30223	\$39,497.00	New Holland LB75B
United Tool Rental P.O. Box 1383 Duluth, GA 30096	No Bid	
Southern Power & Equipment 4240 Martin Luther King, Jr. Drive Atlanta, GA 30336	\$44,875.00	Case 580M Turbo
Cobb County Tractor Co. 1520 Cobb Parkway Marietta, GA 30062	No Bid	
Takeuchi 1525 Broadmoor Blvd. Buford, GA 30518	No Bid	

Recommendation: The CCWA staff recommends purchasing a John Deere 310 SG from METRAC for \$49,700.00 (\$55,000.00 budgeted). This was the only equipment bid that meets specifications. The Case and New Holland backhoes do not meet specs in several critical areas such as engine size and type, inboard gearing on drive axles, limited slip front axles, digging depth and force, hydraulic flow and capacities, and safety items.

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

RESOLVED: to accept the only bid that meets all of the required specifications from METRAC for the purchase of a John Deere 310SG 13,500 Lb. Backhoe/Loader for the bid price of forty nine thousand seven hundred dollars (\$49,700). Robbie Moore opposed the motion.

Installation of Water Meters, Replacement of Water Service Lines & Retrofitting Backflow Preventers Proposal: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance and Construction, who stated that the Authority advertised and received proposals for an annual contract for installation of water meter, renewal of water service lines and retrofitting backflow preventers on residential water meters. Mr. Etheridge stated that it is his recommendation that the Board accept the lowest and best proposal from Mack Jones Enterprises. Mr. Etheridge stated that the proposed cost of one million eighty nine thousand five hundred dollars (\$1,089,500) is subject to drop depending on the number of meters sold by the Authority. There was discussion concerning this information.

Clayton County Water Authority
 Water Meter Installation, Water Service Line Renewals,
 & Backflow Retrofitting

Proposal Tab
September 2001

VENDOR	PROPOSAL
Andrews Excavation, Inc. 112 Simpson Mill Road McDonough, GA 30252	No Proposal
Reynolds, Inc. 1212 Roberts St. Fairburn, GA 30213	No Proposal
Ronny D. Jones Enterprises, Inc. 315 Millard Farmer Industrial Blvd. Newnan, GA 30263	\$1,165,430.00
Mid-South Builders, Inc. P.O. Box 878, 7057 Maddox Road Lithonia, GA 30058	No Proposal
MacBa Sewer & Pipeline, Inc. 117 Park West Drive McDonough, GA 30253	No Proposal
Huff Grading & Pipeline Co., Inc. 117-B Commerce Drive Dallas, GA 30132	No Proposal
Gary's Grading & Pipeline Co., Inc. 7434 Hwy. 81 Monroe, GA 30656	No Proposal
Tom Davidson & Sons, Inc. 79 School Road, P. O. Box 257 Sunnyside, GA 30284	No Proposal
Floyd S. Lee Grading 5755 Old Dixie Highway Forest Park, GA 30297	No Proposal
Hall Construction 670 Hall Road Hampton, GA 30228	No Proposal
Graystone Contracting Co. 9019 Hwy. 85 Forest Park, GA 30297	No Proposal
United Metering, Inc. 200 Old Hook Road Harrington Park, NJ 07640	No Proposal
Mack Jones Enterprises, Inc. 5659 McEver Road Flowery Branch, GA 30542	\$1,089,500.00

**Water Meter Installation, Water Service Line Renewals,
 & Backflow Retrofitting**

Recommendation: The CCWA staff recommends that we accept the low and best response to our Request for Proposals from Mack Jones Enterprises for this work. Mack Jones has been performing work under similar contracts for the CCWA for approximately 12 years and we are very satisfied with their work.

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Outline of anticipated work and budgeting sources:

1. Meter Installations – We anticipate assigning up to 50% of our meter installations under this contract. Our meter installation rates are established based on the labor prices in this contract plus materials provided by CCWA. The actual quantity assigned to the contractor is dependant on actual meter sales and the funding is simply a flow through based on meter sales.
2. Service Renewals – We have been proactively replacing galvanized service lines through a contract such as this one in older subdivisions for several years. This process has significantly reduced our leaks. We have replaced approximately 90% of the galvanized services in the original CCWA system and are presently concentrating our efforts in Riverdale, Forest Park and Jonesboro. We have approximately \$60,000.00 per quarter budgeted for this work in FY 2002.
3. Addition of Backflow devices to residential and other small meters – The United States EPA through the Georgia EPD has approved CCWA's backflow prevention program that requires that we systematically install backflow prevention devices on all of our service connections. We have been installing these with new meters for approximately 2 years and will be using this contractor to install approximately 4,000 devices this budget year. We will be budgeting these upgrades for the next several years. Funds for the backflow program are included in this year's budget. The actual number of backflow devices installed will be authorized as revenue for this activity becomes available.

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

RESOLVED: to award the contract for the installation of water meters, renewal of water service lines and retrofitting backflow preventers on residential water meters to the lowest and best proposal from Mack Jones Enterprises, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Katherine Village Sewer Improvement Summary: Chairman McQueen called on Mike Thomas, Manager of Program Management & Engineering, who gave the Board a summary of the Katherine Village gravity sewer line extension project that was recently completed. Mr. Thomas gave an informational slide presentation showing on a map the location of this gravity sewer line extension. Mr. Thomas discussed the following information that was distributed to the Board. There was discussion concerning this information.

**PROJECT SUMMARY
KATHERINE VILLAGE GRAVITY SEWER EXTENSION**

Project Description: A 700 foot, 8-inch gravity sewer extension was added to an outfall along Big Cotton Indian Creek in the northeast portion of Clayton County to serve potential residential developments. This project also included a bore under a Norfolk Southern railroad line. The Water Authority jointly funded this project with two private developers, with each party paying one-third of the cost excluding any rock related costs. Rock costs were to be paid by one of the private developers. The original project cost estimate was \$95,000 but significant rock bore and excavation costs resulted in a higher cost.

Original cost estimate

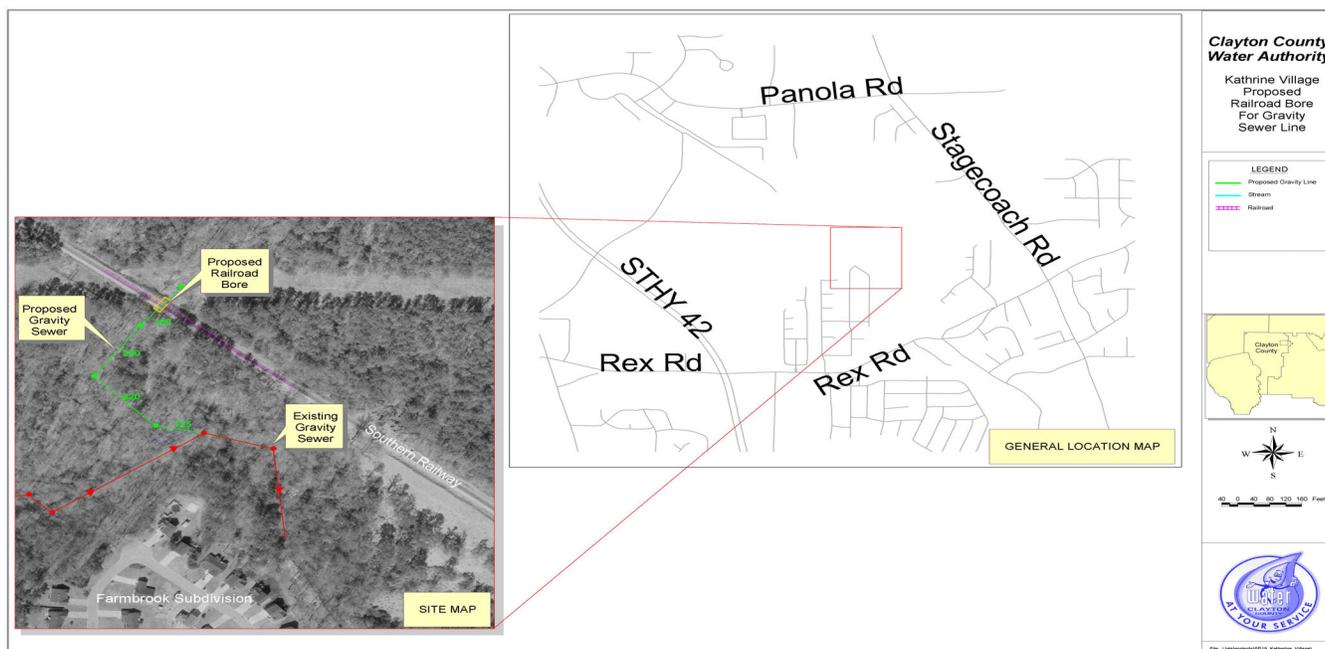
\$95,000.00

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Final project costs	\$136,429.22
(this includes rock related costs of	\$53,329.00
CCWA cost share	\$27,700.08

Detailed Cost Breakdown:

Huff Grading & Pipeline	
Gravity sewer pipe installation	\$21,541.50
Manhole & misc. construction	\$8,500.00
Rip-rap & erosion control	\$10,308.22
Rock excavation	\$20,929.50
<u>Solid rock bore & casing</u>	<u>\$54,900.00</u>
Total for Huff Grading & Pipeline	\$116,179.22
Directional bore to determine extent of rock	\$1,500.00
Norfolk Southern easement & inspection	\$18,750.00
Total Project Costs	\$136,429.22



Enterprise Resource Planning Update: Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that in December of last year the Board approved the Enterprise Resource Planning Software (ERP) for the Authority. Mr. Hicks stated that this ERP software is being used to revamp the Authority’s entire legacy software system. Mr. Hicks stated that the Authority has been in the process of implementing the first phase of the ERP project since June of this year and will take approximately nine (9) months to complete. Mr. Hicks stated that the second and third phase of the ERP project

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would start in March of 2002 and end in October of 2002. Mr. Hicks gave the Board information on the J.D. Edwards training classes and the numbers of combined hours that the Authority employees have spent attending these training classes and workshops. Mr. Hicks stated that there is some overtime cost to the Authority for the employees who are required to attend the ERP training classes, because of having to stay after regular work hours in order to complete their normal workload. Mr. Hicks stated that the hardware approved by the Board has been installed and is up and running. There was discussion with questions concerning this information. Mr. Hicks answered questions and gave additional information concerning the Authority's conversion to the ERP software. Mr. McQueen stated that on behalf of the Board that he appreciates the work and time that Mr. Hicks, Ms. Riser and all of the other Authority employees have contributed to making the ERP program a success. Mr. Brannan stated that he would like to thank Mr. Hicks for doing an excellent job in overseeing the ERP program for the Authority.

CEWA OneWorld® Implementation Newsletter

Team 1-A (Finance, A/R, Job Cost & Budgeting)

October 2, 2001

Accomplishments:

- **Business Process Workshops** have been conducted to determine system setup and process control.
- The chart of accounts has been reformatted to fit into OneWorld® by Angie.
- Scott, Renee and Angie loaded the Funds and Budget Units into OneWorld®.
- The Job Cost team is compiling a list of business scenarios to test in the new system. Thanks to Herbert, Rhonda, Mike, Karen, Terry, Stacy, Scott and Morris and all team members for their effort.

Next Steps:

- Load the chart of accounts into the system and cross-reference the old account number to the new J.D. Edwards account number for data conversion purposes. Thanks to Tim and Angie for their effort.
- Write the testing scenarios and begin a rigorous test of the new system to ensure that all business requirements are met in OneWorld®.
- Convert General Ledger historical data into the new system.

A special thanks to the IT department for maintaining and supporting not only the OneWorld® software but also the servers, workstations and printers. The IT department has also helped with the initial planning of the data conversion.

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Purchasing Policy Revision for State Contract Purchase of Goods and Professional Services: Chairman McQueen called on Greg Hecht, Attorney for the Authority, who stated that at the request of the Board that amendments were made to the Authority's Purchasing Policy. Mr. Hecht stated that these amendments allow the Authority to purchase goods and/or services through State and other governmental entity contracts without the requirement of competitive bidding. There was also discussion of the Professional Services section of the purchasing policies with a clarification that, as the policy currently states, these services do not have to be bid. There was discussion concerning this information.

**RESOLUTION OF THE BOARD OF THE
 CLAYTON COUNTY WATER AUTHORITY
 ADOPTING AMENDED PURCHASING
 POLICIES AND PROCEDURES**

PREAMBLE

The purpose of this Resolution is to enable the **Clayton County Water Authority**, (hereinafter the "**Authority**"), regarding competing proposals for contracts to purchase goods and/or services, to procure professional services, services and goods through State contracts, and services and goods from other governmental entities without the requirement of a competitive bidding procedure.

IT IS RESOLVED that the Authority's Purchasing Policies and Procedures are hereby adopted, as amended, in the form attached hereto and incorporated by reference herein as Exhibit "A."

SO RESOLVED at a meeting of the Board of the Clayton County Water Authority on the 4th day of October, 2001.

CLAYTON COUNTY WATER AUTHORITY

PETE MCQUEEN, Chairman

ATTEST:

H. LINDY ROGERS
 Secretary

APPROVED AS TO FORM:

GREG K. HECHT, Esq.
 Attorney for Clayton County Water Authority

EXHIBIT "A"

PURCHASING POLICIES & PROCEDURES

- I. To establish policies and procedures to be followed in the procurement of goods and/or services.
- II. Definitions.
 - A. Requisition – An administratively prescribed form to be used to initiate a purchase. Document used to clear a proposed purchase against the budget.
 - B. Purchase Order – An administratively prescribed form used to authorize a vendor to provide a specific good or service.
 - C. Confirmation Purchase Order – A purchase order issued confirming a verbal order to a vendor. Is issued pursuant to the occurrence of an emergency.
 - D. Competitive Purchasing – Buying at the best combination of price, quality and delivery as determined by comparison. Comparison can be in the form of sealed bids, requests for proposal and quotes.
 - E. Sealed Bid – Vendor’s offer to provide goods and services per specifications at a certain price. Offers are confidentially sealed by the vendor to be open only at a pre-determined time.
 - F. Requests For Proposal – Vendor’s offer to provide specific goods or services to satisfy a generally stated need. Offers are to be received by a pre-determined time and may be confidentially sealed.
 - G. Quotes – Vendor’s offer to provide a particular good or service. Offers are made informally either verbally or written in an immediate time frame.
 - H. Budget Revision - Change to the original budget as approved by the General Manager and/or the Board with respect to either funds by line item or program or both.
 - I. “U” Invoice – Invoice that serves as it’s own requisition, purchase order, and receiving report.
 - J. Capital Item – Any item that has a unit price of \$350.00 or more and an expected useful life of a year or more.
 - K. Professional Services – Services provided by a practitioner of any Profession as that term is defined in Official Code of Georgia Annotated Section 14-7-2.
- III. Policies

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- A. All purchases in excess of a unit price of one hundred dollars (\$100.00) or an aggregate value of one hundred dollars (\$100.00), except as supported by an executed contract, shall be by purchase order.
- B. All purchases, whether by purchase order or contract, with a value of twenty thousand dollars (\$20,000) or more shall be competitively priced utilizing sealed bids or sealed R.F.P.s.
 - 1. Requests for bids or R.F.P.s must be advertised in the County's Legal Organ once a week for four weeks.
 - 2. Specific solicitations to prospective bidders may be sent through the mail.
 - 3. Bids shall be opened at a designated time and place.
 - 4. The public is invited to the opening.
 - 5. Bids or R.F.P.s with a recommendation from the staff or designated consultant will be presented to the Board.
 - 6. The Board will make the award to the best bidder, cost being only one element of consideration.
 - 7. Notwithstanding anything elsewhere contained in these policies, there may be, from time to time, circumstances in which utilizing the sealed bid or sealed R.F.P. procedure will not best serve the interest of the Authority. In such circumstances, the Staff may report such to the Board, along with a recommendation of the appropriate method of seeking the best possible purchase for the Authority. If appropriate after consideration at a Board Meeting, the Board may authorize or direct the staff to proceed in any method authorized by the Board.
- C. Purchases less than twenty thousand dollars (\$20,000) in value may be competitively priced if it is to be in the best interest of the Authority. Discretion is placed with the General Manager. Any of the competitive pricing methods, i.e., sealed bids, R.F.P.s, or quotes may be used. Awards to vendors shall be made by the General Manager.
- D. In the event of an emergency condition which threatens the water or sewer system's ability to operate, the General Manager is to contact the Chairman of the Board for authorization to proceed without benefit of competitive pricing, if necessary. If the Chairman is not available, then the remaining officers in the order of Vice Chairman, then Secretary/Treasurer may be contacted and granted authority.
- E. Confirmation purchase orders may be issued for emergency purchases under twenty thousand dollars (\$20,000) in value.
- F. All purchases shall be in compliance with the approved budget in terms of both dollars by line item and program.
- G. Purchases through the State of Georgia pursuant to Title 50, Article 3, Part 2 of the Official Code of Georgia Annotated shall not be subject to competitive pricing policies and procedures.

- H. Purchases from the State of Georgia, or from any agency, department, or political subdivision of the State of Georgia shall not be subject to competitive pricing policies and procedures.
- I. Purchases of Professional Services shall not be subject to competitive pricing policies and procedures.

IV. Procedures

- A. In order to facilitate the workflow, purchases with a unit price or aggregate total of \$100.00 or less do not require a purchase order.
 - 1. Department Manager designates and authorizes certain personnel to make purchases without prior approval.
 - 2. Employee identifies the budget unit on the receipt and submits it to the Department Manager.
 - 3. Department Manager signs the receipts indicating his/her approval and forwards to Accounting for payment.
 - 4. Accounting will pay the receipt/invoice as a "U" invoice.
- B. In order to provide usual and customary controls and accountability, all purchases in excess of \$100.00 and not supported by a contract, will be accomplished by purchase order.
 - 1. Normal operations should be accomplished through the issuance of purchase orders as follows.
 - a. Requisition is prepared for the Department Manager's approval and signature.
 - b. Department Manager forwards to Accounting where the request is cleared against the budget in terms of dollars.
 - c. Accounting forwards requisition to the Administration Manager to clear the request against budget program and sign. If the request is for a capital item it will have to be signed by the General Manager.
 - d. Purchase order is prepared and issued based on the approved requisition.
 - 2. Purchases relative to emergency conditions which threaten the continued operation of all or a part of the Authority may be accomplished by confirmation purchase order as follows:
 - a. Required goods or services are required. A purchase order number may or may not have been issued verbally depending upon the need.
 - b. As soon as possible, a requisition marked "Confirmation" is prepared for the Department Manager's approval and signature.
 - c. Requisition is forwarded to Accounting where it is cleared against the budget in terms of dollar.
 - d. Accounting forwards requisition to the Administrative Manager for clearance as to budget program or other controlling parameters that may have been established.
 - e. Purchase order is prepared, marked "Confirmation", and issued based on the approved requisition.

3. Verbal purchase orders are issued for certain types of daily activities, which require timely response in an indeterminate time parameter. Such activities would be ordering concrete, asphalt, and parts for critically needed piece of equipment or materials to maintain an operation such as chemicals.
- C. Some requisitions, when submitted, will not clear the budget in terms of dollars or program. When this happens, it is necessary to submit a budget revision requesting a change in the budget.
1. If the requisition will not clear the budget, the requisition is returned to the approving Department Manager with the notation "No Funds Available" or "Outside of Program".
 2. Department Manager may void the purchase order if it is not a confirmation purchase order, or submit a budget revision for approval.
 3. The budget revision is sent to Accounting to be cleared as to funds availability.
 4. Accounting forwards the revision to the Administrative Manager to clear with respect to program or to seek the General Manager and Board approval of a program change.
 5. Once budget revision is approved, the requisition will be processed and a purchase order issued.
 6. If the revision is not approved, the requisition is voided
 7. Revisions may be required to correct the budget to reflect "Confirmation" purchase orders.
- D. Regardless of the type of purchase order issued, a receiving report will be required.
1. When goods or services are received, a receiving report is to be filed indicating that the goods or services have been received, that they were received as ordered in term of quality and quantity received.
 2. The receiving report is sent to Accounting where it is matched against the invoice. If the receiving report matches the invoice, the invoice will be paid. If they do not match, the Department Manager will be contacted for clarification and the invoice will be suspended.
- E. Competitive pricing will be necessary for all purchases \$20,000 or greater. Competitive pricing may be used for purchases under \$20,000 at the General Manager's discretion.
1. Purchases of \$20,000 or more, except when approved under emergency conditions approved by the Board, will be accomplished by competitive pricing.
 - a. Competitive pricing will consist of either sealed bids or sealed requests for proposals.
 - b. Notification of sealed bids or requests for proposals will be advertised in the County's Legal Organ once a week for four weeks.
 - c. Specific solicitations may be mailed to particular vendors if desired.

- d. Bids or proposals will be opened at a specified time and place.
 - e. Recommendation should be prepared for presentation to the Board.
 - f. Notice shall be sent to the vendor receiving the award and to the unsuccessful vendors.
2. Purchases of less than \$20,000 may be competitively priced by use of sealed bids, sealed R.F.P.s, or quotations. Quotations may be written or verbal as desired.
 - a. Sealed bids and sealed R.F.P.s will be accomplished as set out in E., 1., a. through f. The award will be determined by the General Manager.
 - b. R.F.P.s may be advertised if desired. At least three solicitations will be mailed. The award will be determined by the General Manager.
 - c. Quotations, generally, will not be advertised. Whether written or verbal, at least three quotes will be sought. Award will be made by the Department Manager or authorized employee.
 3. In all events, bids, R.F.P.s, and written quotes will be maintained on file for public review at a later point in time. In the interest of file space, documents will be microfilmed.

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

RESOLVED: to approve the amendments to the Authority's Purchasing Policy and authorize the Chairman of the Board to sign the Resolution Document.

Well Drilling Consulting Services: Chairman McQueen called on Wade Brannan General Manager, who stated that at the August meeting the Board approved preceding with the development of a 1.0 MGD groundwater well supply. Mr. Brannan stated that in the process of developing a groundwater well supply for the Authority, Dr. Tom Crawford who is a Professional Geologist, was located. Mr. Brannan discussed the following information that was distributed to the Board concerning Dr. Crawford's groundwater consulting services and cost to the Authority for these services. Mr. Brannan stated that it is his recommendation that the Board authorize the Authority to retain Dr. Crawford as a Professional Groundwater Consultant. There was discussion concerning this information and the cost of Dr. Crawford's professional services.

**Recommendation for Professional Services
 For
 Groundwater Consulting Services
 September 21, 2001**

We recommend utilizing the services of Dr. Tom Crawford for groundwater consulting services. Dr. Crawford will work in conjunction with a drilling contractor, which will be selected by a sealed bid proposal, at a charge of \$14,400 per 100- gpm capacities that meets quality requirements (\$100,800 per MGD capacity) will be paid by CCWA. He will charge nothing for

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wells producing less than 100-gpm or wells producing water that does not meet drinking water quality standards.

Qualifications of Dr. Crawford:

- Retired Professor of Geology from West Georgia College and State University
- Registered professional geologist with the State of Georgia

References of Dr. Crawford:

- Griffin/Spaulding County: drilled 10 test wells, using 5 producing between 150 to 350 gpm each
- City of Carrollton: drilled 6 test wells, using 5 producing between 50 and 350 gpm
- Cobb-Marietta Water Authority: drilled 5 test wells, using 3 producing 270 gpm each
Note: 694 gpm equals 1 mgd

This fee will be financed by funds approved at August 2, 2001 Board Meeting of \$514,900 to develop 1mgd of well supply.

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

RESOLVED: that the Authority be authorized to retain the services of Dr. Tom Crawford a Professional Groundwater Consultant to work in conjunction with a drilling contractor to locate 1.0 Million Gallons Day (MGD) of well water capacity at a cost of fourteen thousand four hundred dollars (\$14,400) per 100-gallons per minute (gpm) which equals a daily flow of 144,000 gallons and one hundred thousand eight hundred dollars (\$100,800) per 1.0 MGD capacity for well water capacities that meets drinking water quality requirements, there will be no charge for wells producing less than 100-gpm or wells producing water that does not meet drinking water quality standards, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

City of Lovejoy Sewer Request: Chairman McQueen called on Wade Brannan General Manager, who stated that he received a request for the Authority to participate in the installation of a gravity sewer line extension with a developer and the City of Lovejoy. Mr. Brannan showed on a map the area along Hastings Bridge Road in the City of Lovejoy where the gravity sewer line extension would be located. Mr. Brannan discussed the following information concerning the proposed gravity sewer extension request that was distributed to the Board. Mr. Brannan stated that it is his recommendation that the Authority participate with the City of Lovejoy and developer in paying one third of the gravity sewer line extension cost. There was discussion concerning this information

**PROPOSED GRAVITY SEWER EXTENSION
LOVEJOY – HASTINGS BRIDGE ROAD**

This proposed project would include an 800-foot extension of an 8-inch gravity sewer in Lovejoy along Hastings Bridge Road. The sewer extension would serve three residential developments

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including single-family detached homes, townhomes and apartments. Approximately 729 units would be included in these developments resulting in flows of up to 210,000 gallons per day. The City of Lovejoy, CCWA and the private developer will share costs for this project equally. The preliminary cost estimate for this project is \$26,000. Any rock related costs would be the responsibility of the developer. Actual project costs will be determined by sealed bid.

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

RESOLVED: that the Authority be authorized to participate with a developer and the City of Lovejoy with each paying one third (1/3) of the cost of the Lovejoy-Hastings Bridge Road gravity sewer line extension excluding all rock related costs which would be the sole responsibility of the developer. Robbie Moore abstained from the vote.

Mr. Brannan stated that since the Authority's costs to participate in this project will be less than ten thousand dollars that the Authority will have their annual contractor do this work rather than go through the bid process.

City of Atlanta Inter Agency Agreement: Chairman McQueen called on Wade Brannan General Manager, who stated that the Authority received a request from the City of Atlanta regarding sewer tie-ins. Mr. Brannan stated that the City of Atlanta has a pretreatment ordinance. Mr. Brannan stated that all agencies such as the Authority, who are tied into the City of Atlanta's sewer systems, have to meet the same requirements that the City of Atlanta is under. Mr. Brannan stated that the Authority currently has a pretreatment program and does not see this as a problem. Mr. Brannan stated that the City of Atlanta is required to have in writing verification from all systems that have tie-ins to their sewer system of their pretreatment programs that meet the City of Atlanta's EPD requirement. Mr. Brannan stated that the following document contains the information required by the City of Atlanta and that he is asking the Board to authorize the Chairman to sign this document.

FIRST AMENDMENT TO SEWER AGREEMENT

Between The CITY OF ATLANTA and CLAYTON COUNTY WATER AUTHORITY

THIS FIRST AMENDMENT TO AGREEMENT made and entered into effect the _____ day of _____, 2001, by and between the CITY OF ATLANTA, a municipal corporation existing under the laws of the State of Georgia, and CLAYTON COUNTY WATER AUTHORITY, duly created under the laws of the State of Georgia.

WITNESSETH THAT:

WHEREAS, on December 1, 1960, the City of Atlanta and Clayton County Water Authority entered into an agreement commonly called the "Clayton County Metropolitan Sewer Agreement" whereby the City of Atlanta agreed that it would provide wastewater treatment and disposal for a portion of the Clayton County Water Authority service area; and

WHEREAS, on December 31, 1993, by assumption of certain liabilities and assignment of certain agreements, the Clayton County Water Authority accepted the rights and obligations of the City of Forest Park under an agreement with the City of Atlanta dated October 29, 1979 commonly called the "City of Forest Park Metropolitan Sewer Agreement" by which the City of Atlanta agreed to provide wastewater treatment and disposal for the City of Forest Park; and

WHEREAS, the Clayton County Water Authority (hereinafter "the Authority") and the City of Atlanta (hereinafter "Atlanta" or "the City") desire to amend the said agreements (hereinafter referred to, collectively, as "the Metropolitan Sewer Agreement") to provide for compliance with pretreatment guidelines established by ordinance pursuant to federal guidelines and for protection against overloading and inefficient operation of the Metropolitan Sewer System by adding new paragraphs numbers 9 and 10 to the said Metropolitan Sewer Agreement.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND THE MUTUAL UNDERTAKINGS HEREIN SET FORTH, THE CLAYTON COUNTY WATER AUTHORITY AND THE CITY OF ATLANTA, THE CONTRACTING PARTIES TO THIS FIRST AMENDMENT, AGREE AS FOLLOWS:

9. PRETREATMENT

- A. Sewer Ordinance.** Clayton County has adopted a Sewer Use Ordinance, which has been approved by the Georgia Environmental Protection Division (EPD or approval is pending) that includes prohibitions and local limits, which are no less stringent and are as broad in scope as the City of Atlanta Sewer Use Ordinance (Article V of Chapter 154), which EPD has approved. In the event that EPD requires revision to the Sewer Use Ordinance of Clayton County as it affects sewage being discharged into the Metropolitan Sewer System, Clayton County Water Authority (hereinafter "the Authority") will provide to Atlanta a draft of any proposed revisions at the same time they are submitted to EPD. Atlanta will forward to the Authority any suggested comments, revisions, or objections to said draft within thirty days following receipt from the Authority. Clayton County shall be under no obligation to adopt Atlanta's comments, revisions or objections, but shall consider them in good faith with the goal of complying with EPD mandates. In no event shall the revisions to the Clayton County Sewer Use Ordinance be any less stringent than the City of Atlanta Sewer Use Ordinance. The terminology used herein is based on definitions contained in the City of Atlanta Sewer Use Ordinance.
- B. Wastewater Pretreatment Programs For Industrial and Nondomestic Users.** Atlanta shall be responsible for wastewater pretreatment, monitoring, and control programs for Industrial and Nondomestic Users within its jurisdictional limits and the Authority shall be responsible for wastewater pretreatment, monitoring and control programs for Industrial and Nondomestic Users within its jurisdictional limits. The Authority shall adopt and implement Pretreatment Programs that meet or exceed Federal, State and Atlanta Ordinance requirements, including requirements specified in Title 40, Part 403 of the Code of Federal Regulations and such revisions to those requirements as may occur during the term of this Agreement. The Authority will amend its Pretreatment Programs from time to

time to comply with current Federal, State and Atlanta Ordinance requirements and will provide a copy to Atlanta of revisions to the Pretreatment Program. In the event amendments to the Pretreatment Programs of the Authority become necessary, the Authority will forward to Atlanta a schedule for proposing the draft amendments to Clayton County for adoption. As part of the Program, the Authority and Clayton County will adopt and enforce prohibitions and pollutant specific local discharge limits prohibitions addressing the same prohibitions and pollutant parameters and that are at least as stringent as the local discharge limits enacted by Atlanta for its Industrial and Nondomestic Users. The Authority's Pretreatment Program shall apply to Industrial and Nondomestic Users that discharge wastewaters into the Metropolitan Sewer System.

C. Issuance of Permits.

1. The Authority will issue permits to all Significant Industrial Users located in its jurisdiction which are required to be permitted under Clayton County's Sewer Use Ordinance. Where permits are deemed necessary by the Authority's General Manager, the permit must be issued prior to any discharge. All permits at a minimum, must contain those requirements specified in Title 40, Part 403.8(f)(1)(iii) of the Code of Federal Regulations and any amendments thereto, including appropriate discharge limitations, monitoring, and reporting requirements, a statement of duration, a statement of non-transferability, and statement of applicable civil and criminal penalties. The Authority will forward to Atlanta a copy of any proposed permit to be issued to Industrial Users that discharge to the Metropolitan Sewer System within 30 days prior to issuance. Within 45 days of receipt of the complete permit application, Atlanta will either approve the permit or request the Authority to make additions, deletions or changes. No permit will be issued if Atlanta objects.
2. Before an industrial user located outside the jurisdictional boundaries of Clayton County discharges into the Metropolitan Sewer System, Atlanta and the Authority will enter into an agreement with the jurisdiction in which such industrial user is located. Such agreement shall be substantially equivalent to this Agreement and must be fully secured prior to a discharge from any industrial user in the outside jurisdiction.

D. Enforcement Authority of Clayton County Water Authority

1. The Authority will enforce prohibitions and pollutant specific local limits in accordance with its Pretreatment Programs against all Users of the Authority's sewer system including Industrial and Nondomestic Users that discharge into the Metropolitan Sewer System. In the event that Atlanta desires to modify either its prohibitions or its local limits, Atlanta shall notify the Authority in advance of proposing such an amendment and the Authority shall have the right to participate in the process and studies for any proposed changes. The Authority shall respond in writing within ten (10) business days if it intends to participate in the process for amending Atlanta's Sewer Use

Ordinance. In the event the Authority elects to participate, Atlanta shall consider the input of the Authority and shall, in the exercise of reasonable engineering judgment, adopt such prohibitions and local limits as Atlanta deems prudent or that are mandated by federal or state law. Upon finalization of the revised prohibitions or local limits, Clayton County shall revise the prohibitions or local limits of its Sewer Use Ordinance to conform to the revised prohibitions or limits of Atlanta's Sewer Use Ordinance.

2. The Authority will take all actions necessary to ensure that all the Authority's Industrial and Nondomestic Users that discharge into the Metropolitan Sewer System are subject to approved pretreatment programs to the extent required by federal and state law. The Authority will perform all technical and administrative duties that are necessary to implement and enforce its sewer use ordinance against the Authority's Industrial and Nondomestic Users that discharge into the Metropolitan Sewer System. Specifically, the Authority will:
 - a. maintain current information on the Authority's Industrial Users located within its jurisdiction;
 - b. update the industrial waste survey annually for the Authority's Industrial Users that discharge into the Metropolitan Sewer System, a copy of which will be forwarded to Atlanta;
 - c. issue permits to all the Authority's Industrial Users required to obtain an industrial user permit;
 - d. conduct inspections, sampling and analyses at least on an annual basis, forwarding copies of inspection reports and analyses to Atlanta at the time said report is submitted to the Industrial User;
 - e. maintain current information on the Authority's Nondomestic Users that discharge into the Metropolitan Sewer System;
 - f. conduct inspections, sampling and analyses of the wastewater discharges of the Authority's Nondomestic Users that discharge into the Metropolitan Sewer System, as necessary, forwarding copies of inspection reports and analyses to Atlanta at the time said report is submitted to the Nondomestic User;
 - g. perform enforcement activities; and
 - h. perform any other technical or administrative duties that the Authority deems appropriate.
3. The Authority will take emergency action to stop or prevent the discharge of any User which presents or may present an imminent danger to the health or welfare of humans; which reasonably appears to threaten the environment; the integrity or operation of the Metropolitan Sewer System; or which threatens to cause interference, pass through or sludge contamination to a wastewater treatment facility of the Metropolitan Sewer System.

4. The Authority will provide Atlanta with copies of all enforcement correspondence relating to Industrial and Nondomestic Users located in Clayton County that discharge into the Metropolitan Sewer System. The correspondence shall include, but not be limited to, notices of violation, compliance reporting, and documents evidencing any enforcement response taken or anticipated. Such copies will be transmitted to Atlanta as they are completed.
5. The Authority will provide Atlanta access to records or documents relevant to the pretreatment program for any Industrial User located in Clayton County that discharge into the Metropolitan Sewer System.

E. Enforcement Authority of Atlanta

1. The Authority has the primary authority for permitting, compliance monitoring, and enforcement with regard to all Industrial and Nondomestic Users within its jurisdiction. In the event Atlanta believes a potential violation of Clayton County's sewer use ordinance is occurring or has occurred that has or may impact the Metropolitan Sewer System, Atlanta will take reasonable steps to determine whether the source of the potential violation is coming through the Authority's sewer line. Atlanta will notify the Authority in writing of all information collected regarding the potential violation. The Authority will investigate and take appropriate enforcement action, as necessary, of such suspected violation within 10 days of receipt of notification of the potential violation from Atlanta and, within the same 10 day period, provide notice to Atlanta that the Authority is taking such enforcement action.
2. Within 30 days of receipt of Atlanta's written notice of the potential violation, the Authority will provide a written report to Atlanta of the results of the Authority's investigation. If a violation is confirmed, the report shall contain the identification of the Industrial or Nondomestic User causing such violation and any necessary enforcement action taken by the Authority including corrective action.
3. In the event that Atlanta does not receive the 10 day notice as provided in subparagraph E.1 or a written report as described in subparagraph E.2, Atlanta will provide written notice to the Authority that Atlanta will conduct its own inspection of the cause of the potential violation(s), including inspections of Users that discharge into the Metropolitan Sewer System. In such case, Atlanta has the authority to enter any premises of any Industrial or Nondomestic User or the premise where compliance records required under the Clayton County Sewer Use Ordinance are retained.
4. If Atlanta's inspection as described in subparagraph E.3 indicates that an Industrial or Nondomestic User located within Clayton County's jurisdiction is violating the Clayton County Sewer Use Ordinance, Atlanta

will provide such information in a written report to the Authority. The Authority will initiate appropriate enforcement action against the Industrial or Nondomestic User within 10 days and, within the same 10 day period, provide notice to Atlanta that the Authority is taking such enforcement action. The Authority will provide a copy of all enforcement action taken and corrective actions initiated to Atlanta as soon as possible and no later than 30 days after receipt of notice from Atlanta under subparagraph E.4 of the discovered violation.

5. In the event that Atlanta does not receive the ten day notice as referenced in subparagraph E.4 or a report of enforcement action taken by the Authority as referenced in subparagraph E.4, the Authority agrees that Atlanta has the authority as an agent of the Authority and the standing as owner and operator of the Metropolitan Sewer System to initiate an immediate lawsuit against the Industrial or Nondomestic User and/or the Authority in any Court of competent jurisdiction and to obtain such equitable relief as may be allowed by law, including, but not limited to injunctive relief
 6. In the event Atlanta deems that emergency action is necessary because discharges from an Industrial or Nondomestic User present an imminent danger to the health or welfare of humans, threaten the environment, threaten the operation or integrity of the Metropolitan Sewer System, or threaten to cause interference, pass through or sludge contamination at any treatment facility governed by this Agreement, Atlanta will provide immediate notice to the Authority of the need for emergency action. Should the Authority fail to respond within 12 hours, Atlanta may proceed to seek injunctive relief against the Industrial or Nondomestic User and/or the Authority in a Court of competent jurisdiction. Atlanta must notify the Authority in writing within 10 days of such action being initiated, and include in that report results of the investigation which caused the discharge status to require emergency actions
 7. Atlanta may, with notice to the Authority conduct inspections and sampling at any industrial users facility located within Clayton County and discharging to the Metropolitan Sewer System.
 8. Notwithstanding, nothing in the foregoing shall act in derogation of any rights or remedies provided by law as otherwise available to Atlanta or the Authority.
- F. Notice.** Any notice required or permitted to be given under subparagraphs D and E shall be delivered by hand or mailed, postage prepaid, to the following addresses:

To Atlanta: Chief, Division of Inspection & Monitoring,
Bureau of Pollution Control
2440 Bolton Road, N.W.
Atlanta, GA 30318

Telephone: (404) 350-4909; Facsimile: (404) 350-4934

With a copy to:

Commissioner of Public Works
 City of Atlanta
 City Hall, 4th Floor
 55 Trinity Avenue, SW
 Atlanta, GA 30335

To the Authority:

Mr. M. Wade Brannan, General Manager
 Clayton County Water Authority
 1600 Battle Creek Road
 Morrow, Georgia 30260
 Telephone: 770-960-5217
 Facsimile: 770-960-5216

or such persons as the parties may thereafter designate. Provided, for purposes of immediate notice under subparagraph E.6 notice shall be by telephone and facsimile to the parties listed above.

10. **PROTECTION AGAINST OVERLOADING AND INEFFICIENT OPERATION OF THE METROPOLITAN SEWER SYSTEM**

- A. Standards of Acceptability.** The right of the Authority to make or permit sewer connections to the Metropolitan Sewer System within the limits set forth herein shall be conditioned upon compliance with Clayton County Sewer Use Ordinance provisions which are no less stringent and are as broad in scope as the City of Atlanta Sewer Use Ordinance and any amendments thereto made by Atlanta from time to time hereafter and the criteria set forth herein. Amendments to Atlanta's Sewer Use Ordinance [or Plumbing] Code shall not be discriminatory against the Users of the Authority System. Atlanta will provide the Authority notice of proposed revisions and indicate in the public notices whether the revisions to the Atlanta's Sewer Use Ordinance may affect the rights of the Authority's Users.
- B. Overloading, Endangering, or Impairing Efficient Operations.** It is understood that whenever any Industrial or Nondomestic User is authorized by the **Authority**, under this agreement to discharge into the Metropolitan Sewer System, the **Authority** will enforce the Clayton County Sewer Use Ordinance and standards as set forth herein. It is further agreed that no provision of this agreement or any other previous agreement shall be construed in such a manner as to allow the **Authority** to authorize or allow either for itself or for the use and benefit of any person or entity any discharge into the Metropolitan Sewer System which in the sole determination of the Commissioner of the Department Public Works of Atlanta or his successor in office, based upon reasonable engineering judgment and applicable local, state or federal law, that will overload, endanger or impair the efficient operation of the Metropolitan Sewer System.

C. Cooperation and Information Requirements.

1. Atlanta and the Authority agree to cooperate with each other in all material respects to implement the pretreatment program and to protect the collection, conveyance and treatment systems from overloading, endangerment or impairment. In that regard, the Authority System agrees to provide such data and information as the Commissioner of the Department of Public Works may request from time to time including, but not limited to, current and predicted average and peak flows to the Metropolitan Sewer System, data on the quality of sewage conveyed, and quantities, flow rates and sources of infiltration and inflow.
2. Atlanta and the Authority agree to cooperate with each other to develop and to modify as appropriate peak flow limitations that will be established by the Commissioner of the Department of Public Works of Atlanta for each point of entry into the Metropolitan Sewer System, pursuant to a peak flow point of entry analysis, a schedule for which is attached as Exhibit A hereto, in order to assure timely and appropriate management of the Metropolitan Sewer System for the purpose of avoiding or correcting overloading, endangerment or impairment of the Metropolitan Sewer System.
3. Atlanta and the Authority further agree to cooperate with each other to assure future capacity in the Metropolitan Sewer System by participating in the development of a long-term master plan.

IN WITNESS WHEREOF, the said parties have hereto set their hands and seals the day and year first above written.

CLAYTON COUNTY WATER AUTHORITY

By: _____ (Seal)
 Chairman

ATTEST:

 Secretary

APPROVED AS TO FORM:

 Attorney for Clayton County Water Authority

CITY OF ATLANTA

By: _____ (Seal)

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ATTEST:

Municipal Clerk

RECOMMENDED:

Chief Operating Officer

APPROVED AS TO INTENT:

Commissioner of Public Works

APPROVED AS TO FORM:

City Attorney

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

RESOLVED: that the Chairman of the Board be authorized to execute the First Amendment to Sewer Agreement Between the City of Atlanta and Clayton County Water Authority.

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

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

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

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

There was discussion with questions concerning what additional security measures the Authority has put into place. Mr. Brannan and Mr. Pihera answered questions and gave the Board information on the security measures that the Authority presently has in place and what additional security measures the Authority is in the process of initiating. There was discussion concerning the community using the Authority's reservoirs for recreational purposes and if it would be in the best interest of the Authority to temporarily discontinue fishing at the Authority's reservoirs. It was the Board's decision that Shamrock Reservoir would be left open to the public for fishing purposes and that Blalock and J.W. Smith Reservoirs would be closed.

Mr. Brannan gave the Board information on a study conducted by the Authority regarding the feasibility of the Authority providing sewer service to the Lovejoy area.

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Mr. Brannan showed a map of Lovejoy indicating which areas the Authority could provide with sewer service. Mr. Brannan stated that the Authority requested that CH2M Hill do a study on what the impact would be to the Authority's sewer system by adding the additional sewerage from Lovejoy. Mr. Brannan stated that when this study is completed he would bring additional information to the Board. Mr. Brannan showed an area in the City of Lovejoy and stated that the sewerage from this area based on 100,000 gallons per day flow into the Shoal Creek WRF would not have an adverse effect on the Authority's sewer system. Mr. Brannan stated that from a cost standpoint he would like guidance from the Board regarding the Authority participating with the City of Lovejoy and other concerned parties in developing this sewer service. Mr. Brannan gave the Board information on some of the estimated cost of developing this sewer service. There was discussion concerning this information. Mr. Brannan stated that in the process of looking at the feasibility of sewer service in this area the Authority also looked at water service and found three areas that need to be improved. Mr. Brannan gave the Board information on the improvements needed and what the estimated cost would be for these improvements. Mr. Brannan stated that there is a lot of development taking place in the south end of the county and that the Authority needs to be sure that our water and wastewater system can accommodate this development. Mr. Brannan asked for the Board's guidance on what information he should give to the City of Lovejoy in regards to providing sewer service. It was the Board's decision that Mr. Brannan meet with the City of Lovejoy and give them information on the Authority's findings and what improvements would be required in order for the Authority to provide them with sewer service. Mr. Brannan is to bring information back to the Board.

Mr. Brannan gave the Board information concerning the Authority's offer to the American Red Cross to provide water to the disaster victims in New York. Mr. Brannan stated that after it was determined that water was not needed the Authority employees donated a considerable amount of money which the Authority sent to the American Red Cross for the disaster relief fund.

Mr. Brannan invited Board Members to attend the Authority's Employee Appreciation Day on Saturday, October 13th at the Shamrock/Blalock Community Use Building.

Mr. Brannan stated that slogans on the Authority's elevated water tanks are still under consideration. There was discussion concerning this information with slogan suggestions.

Mr. Brannan discussed the problems the Authority is having with the phone system and gave information on what the Authority is doing in an effort to find a solution to these phone problems. There was discussion concerning this information with suggestions of other solutions to consider.

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Mr. Brannan invited Board Members to attend the Water Environment Federation Annual Conference & Exposition at the Georgia World Congress Center in Atlanta on Monday, October 15th.

There was discussion concerning Board Members receiving informative information throughout the month.

Upon Motion by Alan Horton and seconded by Marie Barber 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