

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting May 3, 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, 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, Contracts and Procurement Administrator, Karen Riser, Administrative Secretary, Dianne Hammock, Human Resources Director, Ed Durham, Training Coordinator, Sabrina Smith, Information Services Supervisor, Rodney Crowell, GIS Coordinator, Bruce Taylor, Microbiologist, Arden Stewart, W.J. Hooper WPP Supervisor, Steven Tarpley. Also present were: Steve Fincher, Fincher & Hecht, L.L.C., Rick Hirsekorn, of CH2M Hill, Chris Wood, of Jim Wood & Associates Public Relations, Marcia Bost, The Clayton Review and Visitors, Bill Johnston, Banc of America Securities, LLC, Willie Oswalt, Mayor and Jerry Garr, City Manager of the City of Lake City, Katelyn Giangregorio, Science Fair Award Recipient, Judy Kiblinger, Teacher, Kristin Giangregorio, Mother, Judi and Walter Weiss, Grandparents.

Chairman McQueen called on Arden Stewart, Microbiologist in Water Production, to give the invocation.

Chairman McQueen called for any omissions or additions to the minutes of the regular and executive board meeting on April 5, 2001 and called meetings on April 17, 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 and charts listed below which were distributed to Board members. Projected FY 2001 Operating Revenues vs. Budgeted Operating Expenses Actual through March, Operating Revenues vs. Actual Revenues through March, Operating Expenses vs. Actual Expenses through March and an informational chart titled Projected FY 2001 Revenues vs. Expenses by Month Actual through March. There was discussion concerning this information.

Chairman McQueen called on Ed Durham, Human Resources Director, who introduced Sabrina Smith. Mr. Durham stated that Ms. Smith is the Authority's new

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Training Coordinator. Mr. Durham stated that Ms. Smith would be involved in all aspects of training and development of the Authority's employees. Mr. Durham stated that he is excited about the creation of this new Training Coordinator position and is pleased to have someone with Ms. Smith's qualifications in this position. Mr. Durham gave the Board background information concerning Ms. Smith's education and past employment. Mr. Durham gave the Board information on the Health and Benefit Fair that the Authority will be providing, at no cost, for Authority employees. Mr. Durham invited Board Members to attend the Health and Benefit Fair, which would be all day Tuesday May 8<sup>th</sup>. Mr. McQueen stated that on behalf of the Board that he would like to welcome Ms. Smith to the Authority.

Water Resource Initiative 2001 Bond Resolution: Chairman McQueen called on Wade Brannan, General Manager, who stated that last week the Authority's \$93,550,000 Water and Sewerage Revenue Bond, series 2001 were sold. Mr. Brannan called on Bill Johnston, Banc of America Securities, LLC, to update the Board on the Authority's bond series 2001. Mr. Brannan stated that when Mr. Johnston has completed his presentation that Steve Fincher, Attorney for the Authority, would give the Board information on a supplemental bond resolution that the Board needs to adopt. Mr. Johnston distributed information titled Clayton County Water Authority Water and Sewerage Revenue Bonds, Series 2001. Mr. Johnston discussed the information shown on each page of this handout. Mr. Johnston discussed the information showing a comparison between previous bond issue interest rates received by the Authority and the interest rate that the Authority received for this 2001 bond series. Mr. Johnston stated that the Authority's 2001 bond issues were sold at an average rate of 5.23%. Mr. Johnston discussed the information showing a price comparison between the Authority's 2001 bond issue and another similar rated and structured bond issue that was sold in the day before. There was discussion concerning this information. Mr. McQueen stated that on behalf of the Board he would like to thank Mr. Johnston for the excellent job that he does for the Authority. Mr. Fincher stated that at the joint meeting of the Authority and the Board of Commissioners a bond resolution was passed authorizing the Chairman to sign the Authority's bond purchase agreement at a maximum interest rate. Mr. Fincher stated that since the bonds were sold and the Authority has an interest rate there is a need for the Authority's Board to adopt a supplemental bond resolution. Mr. Fincher stated that he needs a motion for the Authority's Board to enact the supplemental bond resolution.

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

**RESOLVED:** that the Authority approves the Supplemental Bond Resolution authorizing the 5.23% interest rate for the sale of the Authority's ninety three million five

hundred fifty thousand dollar (\$93,550,000) Water and Sewerage Revenue Bonds, Series 2001 and authorizes the Chairman and Secretary to sign any necessary documents. A copy of the Supplemental Bond Resolution adopted is attached to these minutes, and by reference made a part hereof.

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Old Dixie and I-75 Road Bore Analysis: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who gave the Board information on the completion of the contract with Atlanta Boring and Tunneling. Mr. Etheridge stated that this contract was for Atlanta Boring and Tunneling to do water and wastewater bores for the Authority. Mr. Etheridge discussed the following information that was distributed to Board Members. There was discussion with questions concerning this information. Mr. Etheridge answered questions and gave additional information.

**Clayton County Water Authority  
Maintenance and Construction  
Recap of Water/Wastewater Bores by Atlanta Boring and Tunneling**

**Water Bore – Old Dixie Hwy. @ Upper Riverdale Rd.  
150' X 24" Bore**

Bid Price	\$16,050.00
Actual Cost	\$15,750.00
Total Under Bid:	<b>\$300.00</b>

CCWA crews are installing 576' of 16" water main at an estimated cost of \$46,015.00. This work was funded by the 2000 Bond Issue and will be completed next week.

**Wastewater Bore - I-75 South of Old Dixie Hwy.**

The original bid was for a 260' x 24" Bore – Due to Georgia D.O.T. Right of Way Width and Relocation of the Line, the completed Bore was 305'.

Bid price	\$38,200.00
Actual Cost	\$44,225.00
Total Over Bid:	\$6,025.00

Tom Davidson & Sons, under our annual contract, installed a new carrier pipe and 2 manholes to reconnect the existing Wastewater Mains in at the new bore. The Cost for this work was 19,200.55, which was funded by normal operating funds.

**The Grand Total to replace the Wastewater Main under I-75 was \$63,425.55.**

Water Conservation Enforcement Ordinance Update: Chairman McQueen called on Steve Fincher, Attorney for the Authority, who updated the Board on the Authority's Water Conservation Enforcement Ordinance. Mr. Fincher stated that last year the county adopted an ordinance authorizing citations to be used for violation of water conservation

measures. Mr. Fincher stated that he and Mr. Brannan determined that there were some deficiencies in the wording of the water conservation ordinance adopted by the county. Mr. Fincher stated that the county attorney authorized him and Mr. Brannan to prepare an ordinance with additional language concerning giving authority to the Authority's employees to issue citations for violations of the water conservation measures. Mr. Fincher stated that the new ordinance that he and Mr. Brannan prepared was on the agenda for the Board of Commissioners meeting last Tuesday. Mr. Fincher stated that

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this new ordinance was not adopted at this Commissioner's meeting and was deferred to the Commissioner's work session scheduled for the following Tuesday. Mr. Fincher stated that Mr. Brannan would attend the Commissioner's work session to answer questions concerning the new water conservation ordinance. Mr. Fincher stated that he expects this revised ordinance to be approved at the next Board of Commissioner's meeting. There was discussion concerning this information.

Lake City Meter Request: Chairman McQueen called on Jerry Garr, City Manager of Lake City, who stated that on behalf of the City of Lake City that he would like to make a request of the Authority concerning the Authority's requirement that meters be installed on fire lines. Mr. Garr gave the Board information concerning the construction of a new Municipal Complex in Lake City. Mr. Garr stated that during the construction process of the new Municipal Complex it was discovered that there was an additional requirement and expense that the City of Lake City had not planned for. Mr. Garr stated that this additional expense was the result of the Authority's requirement that water meters be installed on fire lines. Mr. Garr stated that this additional expense for the installation of a meter on the fire line would be approximately twenty thousand dollars (\$20,000). Mr. Garr stated that he understands that the Authority is requiring the installation of meters on fire lines to insure there is no theft of service. Mr. Garr stated it is his opinion that the Authority should not require a governmental entity to put this amount of money into installing meters on fire lines. Mr. Garr stated that he would like to ask the Board to consider waiving this requirement for all governmental entities. There was discussion concerning this information.

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

RESOLVED: that this information be taken under advisement for future discussion. This motion passed with Robbie Moore opposing the motion.

Science Fair Presentation: Chairman McQueen called on Neal Wellons, Manager of Water Reclamation, who introduced Katelyn Giangregorio a student from Clayton County's M.D. Roberts Middle School. Mr. Wellons stated that Katelyn is the winner of the Clayton County Regional Science and Engineering Fair for the Clayton County Water Authority Water Environment Award. Mr. Wellons stated that Katelyn's project was a

report titled "What Effects Does The Camp Creek Water Sewerage Treatment Plant Have On Camp Creek?" Mr. Wellons stated that he has been judging science fairs for a number of years and was one of five employees from the Authority who were judges. Mr. Wellons stated that he and the other Authority employee judges were overwhelmed with Katelyn's project report. Mr. Wellons showed Board Members a copy of Katelyn's winning report. Mr. Wellons stated that he is honored to present Katelyn with a plaque, from the Authority, for winning the Clayton County Water Authority Water Environment Award. Mr. McQueen stated that on behalf of the Board he would like to congratulate Katelyn for winning this award. Mr. McQueen requested that each Board Member be given a copy of Katelyn's winning report.

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Pension Program Update: Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that the Authority is a member of the county's pension program and that he would like to give the Board information concerning changes to the county's pension program. Mr. Hicks stated that the restatement of the pension program included four issues. Mr. Hicks stated that two of these were IRS issues. Mr. Hicks stated that at this time the retirement age for public safety personnel is age 60 and age 65 for the remaining non-public safety personnel. Mr. Hicks stated that the non-safety personnel retirement age is proposed to be lowered from age 65 to 60. Mr. Hicks stated that the cost to the Authority for this proposed change will be 0.20% and based on this year's projected payroll, would be twenty nine thousand seven hundred sixty eight dollars (\$29,768). Mr. Hicks stated that another proposed restatement of the pension program would be that both married and single employees would be treated the same concerning the payment of benefits upon the death of the retiree. Mr. Hicks stated that the pension board chose to change this where there would not be any discrepancies or discrimination between single personnel and married personnel. Mr. Hicks stated that this proposed change would cost the Authority 0.05% and based on this year's projected payroll would be seven thousand four hundred forty two dollars (\$7,442). Mr. Hicks stated that the total cost to the Authority for the physical year 2002 would be thirty seven thousand two hundred ten dollars (\$37,210). Mr. Hicks stated that another pension program restatement was due to the superior court clerk's office being split and is now the superior court clerk's office and the state court clerk's office. Mr. Hicks stated that because of this change the pension board had to add several positions into the named covered positions. Mr. Hicks stated that the last issue is the lump sum buyout verses an annuity payout. Mr. Hicks stated that the County Commissioners have expressed some concerns with the lump sum buyout issue. Mr. Hicks stated that at this point and time there is a chance that this particular part will not stay in the restatement. There was discussion concerning this information.

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

RESOLVED: that the Clayton County Water Authority Board of Directors approves the Pensions Board's recommended restatements to the Pension Program with

the deletion of the lump sum buyout. This motion passed with Mr. Moore, Mr. Greene, Mr. Horton and Mr. McQueen voting yes and Mr. Joiner, Mr. Rogers and Ms. Barber abstaining from the vote.

There was additional discussion concerning this motion. Chairman McQueen requested that Mr. Brannan draft a letter to Chairman Bray informing him of the Board's decision that the lump sum buyout not be a part of the county's pension program restatement.

Hooper WPP Improvements, Phase I Bid Recommendation: Chairman McQueen called on Mike Buffington, Program Manager, who gave the Board an informational slide presentation of the planned improvements to the W.J. Hooper WPP. Mr. Buffington  
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discussed the following information that was distributed to Board Members. Mr. Buffington stated that CH2M Hill provided a summary of the construction bids for the W.J. Hooper WPP Improvements – Phase I that were received on April 24, 2001. Mr. Buffington stated that P.F. Moon submitted the low bid of three million eight hundred eighty-six thousand dollars (\$3,886,000). Mr. Buffington stated that it is the recommendation of the Program Management team and CH2M Hill that the Board award the construction contract for the W.J. Hooper WPP improvements phase I to P.F. Moon.

#### **W. J. HOOPER IMPROVEMENTS – PHASE 1**

Project includes rehab of existing filters and new alum residuals handling facility. Filter rehab includes replacement of existing filter bottoms, media, operating valves, filter controls and piping modifications. Residuals handling facility includes alum sludge feed pumps, belt press dewatering and chemical feed systems, conveyor belts, operating controls, new building and truck loading.

#### **Project Managers:**

- CH2M Hill, Engineers – George Ajy
- Clayton County Water Authority – Mike Buffington

#### **Bid Opening:**

Bids for construction of the project were received and opened at 2:00 PM, Local Time, April 24, 2001. The following bids were received:

- |   |                     |
|---|---------------------|
| • P. F. Moon & Company<br>West Point, Georgia               | <b>\$ 3,886,000</b> |
| • Midsouth Industrial Construction, Inc.<br>Valley, Alabama | <b>\$ 4,014,000</b> |
| • Southern Champion Construction, Inc.<br>Tucker, Georgia   | <b>\$ 4,186,365</b> |

**Estimate:**

CH2M Hill Construction Cost Estimate

\$ 5,100,000

**Funding:**

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

**CH2M Hill  
W.J. Hooper WPP Improvements – Phase I  
Construction Bids and Evaluation**

The following is a summary of construction bids for the construction of W.J. Hooper WPP Improvements – Phase I received on April 24, 2001. All bids received complied with all of the bid requirements. Bids received were from contractors that were accepted to or had completed work previously to CCWA. No deducts were provided by any of the bidders.

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The bids received are summarized below:

Item	<b>P.F. Moon</b>	<b>Midsouth Industrial</b>	<b>Southern Champion</b>
Base Bid	\$3,811,000	\$3,939,000	\$4,111,365
Allowances	\$75,000	\$75,000	\$75,000
Total Bid	<b>\$3,886,000</b>	\$4,014,000	\$4,186,365
Percent Difference		3.3% higher than PF Moon	7.7% higher than PF Moon

CH2M Hill recommends that CCWA award the construction contract to P.F. Moon for the following reasons:

- P.F. Moon submitted the lowest bids.
- The close proximity of the bids confirms the validity and accuracy of P.F. Moon bid.
- P.F. Moon complied with all of the bid requirements and submitted all of the required information.
- P.F. Moon is an accepted contractor to CCWA and previously completed work for CCWA.
- P.F. Moon was based on specified equipment for the exception of the standby generator automatic transfer switch.

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

**RESOLVED:** to accept the low bid from P.F. Moon, with a bid price of three million eight hundred eighty six thousand dollars (\$3,886,000) for construction of the W.J. Hooper WPP Improvements – Phase I, subject to the receipt of the 2001 bond monies and contingent upon approval of insurance as required by the specifications and authorize the General Manager to sign the contract documents.

**CH2M Hill Task Order: Program Management Services for FY 2002:** Chairman McQueen called on Mike Thomas, Engineering/Program Manager, who presented several CH2M Hill task orders for the Board's consideration. Mr. Thomas stated that the first

task order is Task Order BO-01-01 for Program Management Services for FY 2002.

Mr. Thomas gave an informational slide presentation on the Program Management Services Task Order BO-01-01 and discussed the following information that was distributed to Board Members.

**TASK ORDER B0-01-01  
Program Management Services**

This Task Order is a continuation of the Program Management services provided by CH2M Hill to manage the significant amount of work going on for CCWA. The task order includes time for general program oversight and coordination by Rick Hirsekorn and Bob Vilker as well as the continued implementation of a detailed scheduling, budgeting and cost control program using Primavera software. The task order will also include detailed monthly progress reporting, budget and schedule analysis and the completion of a detailed master program schedule that will enable us to track the progress of the entire program and see how project schedule changes can impact other projects and the program budget. For FY2001, these services were \$396,000 as the program was ramped up into high gear. Now that we have the program well

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organized we are able to reduce the reporting requirements and time spent on general program development.

**Project Managers:**

- CH2M Hill, Engineers – Bob Vilker
- Clayton County Water Authority – Mike Thomas

**Task Order Budget Proposal:** \$282,907

**Funding:** The Series 2001 Bond Issue will fund this task order.

**TASK ORDER BO-01-01**

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

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

This task order is a continuation of the scope of the existing Task Order BO-00-05 which ended on April 30, 2001 and was for Program Management Services for Fiscal Year 2001.

**ARTICLE 1. SCOPE OF SERVICES**

The scope of services for fiscal year 2002 includes:

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

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

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

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structure in the accounting system, the WBS provides a crosswalk from scope definition to the accounting system to allow proper charging of actual costs for each scope of work (SOW). All WBS elements will summarize to the higher level WBS identified in the SOW.

#### **TASK 2 – SCHEDULING**

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

#### **TASK 3 – ESTIMATING**

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

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

#### **TASK 4 – COST CONTROL**

This task will provide the ability to control costs which is predicated on timely issue identification and the quality of the corrective management actions taken. The ENGINEER’s project control

tools provide a foundation of real-time cost and schedule information from which experienced project managers can forecast future results by applying various management action scenarios.

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

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

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

- Accurately identifying all project SOW components
- Planning project activities for efficient execution
- Provides a basis for staffing and resource identification
- Establishes a cost and schedule baseline for each task
- Tracks cost, schedule and productivity performance against the established baseline
- Continually adjusts the baseline to reflect approved changes

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- Documents and tracks committed costs
- Provides an audit of subcontract costs
- Produces management reports reflecting project status
- Forecasts costs at completion based on project historical productivity
- Evaluates performance data to determine alternative management action
- Determines the Cost Performance Index (CPI) and Schedule Performance Index (SPI)
- Identifies Budgeted Cost of Work Scheduled (BCWS), Budgeted Cost of Work Performed (BCWP), Actual Cost Work Performed (ACWP), and Estimate at Complete (EAC) values that are all critical to assessing a projects' performance

#### **TASK 5 – FUNDS MANAGEMENT**

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

#### **TASK 6 – REPORTING**

The ENGINEER will prepare monthly reports using the same format used for fiscal year 2001. As work is initiated, actual costs are captured in the accounting system at the appropriate level of the WBS. A labor distribution report will be downloaded weekly to allow the project manager to review and track charges by employee or WBS element.

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

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

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

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

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

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performance measurement applications are applied, performance is measured against a valid, contract-oriented baseline.

### **ARTICLE 2—COMPENSATION**

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified in Attachment B. Compensation shall be cost-reimbursable-per diem (time and expenses), with a maximum, not to exceed amount of \$282,907 without written approval from the OWNER.

### **ARTICLE 3. SCHEDULE**

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

### **ARTICLE 4 INSURANCE**

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

### **OTHER PROVISIONS**

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

- Scope of Work definitions
- Timely schedule approvals



completion of the project. The General Liability shall cover claims for injuries to persons or damage to property arising out of any covered negligent act or omission of ENGINEER or of any of its employees, agents, or subcontractors.

The limits of coverage shall be:

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

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

(d) Professional liability insurance to include coverage for the Owner and all Subs, Engineers and Design Consultants, with a minimum limit of \$10,000,000 per claim and in the aggregate. The OWNER may increase the limit requirements where in the opinion of the OWNER such increase is desired. The policy shall contain an eight (8) year Extended Reporting Period or the Engineer will furnish the Owner evidence of continuing coverage for that same period of time after completion. The 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.

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

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

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

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

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

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

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

RESOLVED: that Task Order BO-01-01 for Program Management Services in the amount of two hundred eighty two thousand nine hundred seven dollars (\$282,907) be approved.

**CH2M Hill Task Order:** Detailed Design of Wastewater Lift Station SCADA System: Chairman McQueen called on Mike Thomas, Engineering/Program Manager, who stated that the next task order for the Board's consideration is Task Order BO-00-12 for Detailed Design of Wastewater Lift Station Supervisory Control and Data Acquisition (SCADA) System. Mr. Thomas gave an informational slide presentation on the Detailed Design of Wastewater Lift Station SCADA System Task Order BO-00-12 and discussed the following information that was distributed to Board Members.

**TASK ORDER NO. BO-00-12  
DETAILED DESIGN OF WASTEWATER  
LIFT STATION SCADA SYSTEM**

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This Task Order includes services provided by CH2M Hill to complete detailed design and preparation of construction documents for the Wastewater Lift Station SCADA System. Bid phase services will also be provided including advertisement for bids, conducting bid opening and making recommendation of award of a construction contract.

The SCADA system will be designed to provide remote monitoring of 29 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. The information collected and the design concepts developed during the schematic design phase of the project will be used to complete detailed design and preparation of construction documents.

**Project Managers:**

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

**Task Order Budget Proposal:** \$114,131 (Lump Sum)

**Preliminary Design:** \$50,000 (Approximately)

**Original Master Plan Budget:** \$200,000

**Funding:** Series 2000 Bond Issue

**TASK ORDER NO. BO-00-12**

This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for the project generally described as Detailed Design of Wastewater Lift Station SCADA System.

**ARTICLE 1. SCOPE OF SERVICES**

The scope of services includes:

1. Design and construction document preparation for the Wastewater Lift Station SCADA System. Design will also include three water system sites.
2. Bid phase services for Wastewater Lift Station SCADA System construction.

**TASK 1 –DESIGN AND CONSTRUCTION DOCUMENT PREPARATION**

The Engineer will use the information collected and the design concepts developed during the schematic design phase of the project to complete the design and prepare construction documents for the project. The SCADA system will be designed to provide remote monitoring of wastewater lift station sites and water system sites as listed in this task order and as defined in the Schematic Design Report. This task includes the following:

- Finalize list of inputs/outputs for each location
- Determine electrical requirements for each site
- Finalize block diagram for SCADA system
- Determine method for connection to Wide Area Network

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- Finalize equipment to be specified
- Develop equipment layouts for each site
- Develop control room layout
- Prepare final construction drawings and specifications
- Conduct final design review workshop
- Prepare construction cost estimate

Work under this task order will be managed in the ENGINEER’s Atlanta office. Workshops will be conducted as needed. Drawings and specifications will be provided to the OWNER’s staff for review and comments. All files, drafts and data will be available to the OWNER’s staff when requested. The OWNER’s staff is welcome to participate in any project meetings and in the work as it progresses. All review comments will be resolved to the satisfaction of the OWNER. A construction cost estimate will be prepared and submitted with the final documents.

**TASK 2 – BID PHASE SERVICES**

Bid phase services are preparation of advertisement for bids, responding to bidder inquiries, providing written addenda, attending the bid opening and recommending award of the

construction contract. Additional bid phase services will require amendment to this task order. Printing of contract documents will be done by the ENGINEER and the costs charged to bidders and suppliers.

## **ARTICLE 2. COMPENSATION**

The work under this task order will be performed for a lump sum of \$114,131.

Payment will be due to the ENGINEER monthly based on the CCWA program manager's estimate of work satisfactorily completed. Monthly meetings will be held to make this determination or as requested by the OWNER.

## **ARTICLE 3. SCHEDULE**

Notice to Proceed	May 10, 2001
Lift Station SCADA System Detailed Design	July 20, 2001
Lift Station SCADA System Construction Document Preparation	Sept 21, 2001
QC Review Period	Sept 28, 2001
Completion of design documents for bid	October 12, 2001
Bid Services and Award	

## **ARTICLE 4 INSURANCE**

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

## **OTHER PROVISIONS**

This proposal is based on these assumptions:

1. The ENGINEER will keep the OWNER apprised of the status of the engineering work and will notify the OWNER of changes to the project affecting compensation terms before additional charges are incurred.

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2. The SCADA System will be designed using the concepts developed during the schematic design phase of the project.
3. The SCADA system will be a spread spectrum based radio system. No additional radio surveys will be conducted to determine feasibility of adding additional sites.
4. Surveys will be conducted to determine feasibility of adding additional sites. The design will be done for the sites listed below. The sites listed as wastewater sites will communicate to the master station at Casey WRF. The Sites listed as water sites will communicate to the existing water SCADA system master site at Freeman Road WTP.

### **SITE LOCATIONS**

	<b>Name</b>	<b>Type</b>
1	Advantages Apartments	Wastewater
2	Arrowhead Blvd	Wastewater
3	Brown Road	Wastewater

**SITE LOCATIONS**

4	Cecilia Circle	Wastewater
5	Clayton County Fire Dept	Wastewater
6	Cristi Court	Wastewater
7	Flint River Estates	Wastewater
8	Government Circle	Wastewater
9	LaCosta Village	Wastewater
10	Maddox Road	Wastewater
11	Minnow Road	Wastewater
12	North Lake Drive	Wastewater
13	Parks and Rec	Wastewater
14	Reeves Creek	Wastewater
15	Rivercrest Subdivision	Wastewater
16	RL Jackson WRC	Wastewater
17	Rockcut Road	Wastewater
18	Rum Creek	Wastewater
19	Simpson Road	Wastewater
20	Sunnybrook Drive	Wastewater
21	Tara Plantation	Wastewater
22	Walnut Creek	Wastewater
23	Whaley's Lake	Wastewater
24	Wright Circle	Wastewater
25	Justice Center	Wastewater
26	Inman Road Pump Station	Wastewater
27	Flint River Estates	Wastewater
28	Mundy's Mill	Wastewater
29	Riverdale	Wastewater

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30	Shoal Creek Pump Station	Water
31	Outflow Gate Station	Water
32	River's Edge Booster Station	Water

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

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

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



\$ 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.

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

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

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

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

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

RESOLVED: that Task Order BO-00-12 for Detailed Design of Wastewater Lift Station Supervisory Control and Data Acquisition (SCADA) System in the amount of one hundred fourteen thousand one hundred thirty-one dollars (\$114,131) be approved.

**CH2M Hill Task Order: Residuals Management Plan:** Chairman McQueen called on Mike Thomas, Engineering/Program Manager, who stated that the next task order is Task Order BO-00-11 for Residuals Management Plan. Mr. Thomas gave an informational slide presentation on the Residuals Management Plan Task Order BO-00-11 and discussed the following information that was distributed to Board Members.

**TASK ORDER NO. BO-00-11  
RESIDUALS MANAGEMENT PLAN**

This Task Order includes services provided by CH2M Hill to develop a Residuals Management Plan (RMP) for the biosolids generated by the Shoal Creek WRF and the Northeast WRF, and the alum residuals generated by the J. W. Smith WPP. Due to the conversion of Shoal Creek effluent treatment from LAS to constructed wetlands, projected future capacity increases at the Shoal Creek WRF, the Northeast WRF and the Smith WPP and concerns about the current cost of contract disposal of biosolids from the Northeast WRF, alternative residuals management options will be thoroughly explored for these three facilities.

The plan will review potential residual management methods including more efficient thickening prior to dewatering; dewatering and land filling; disposal via contract operations; spray irrigation of liquid alum and combined residuals; lagoon drying; land application of dewatered residuals, stabilization with use as a landfill cover; production of a heat-dried Class A product; and others. Final plan will include recommended options, implementation plan, schedule and estimated costs.

**Project Managers:**

- CH2M Hill, Engineers – Greg Brubaker
- Clayton County Water Authority – Mike Buffington

**Task Order Budget Proposal:**

164,016 (Maximum not to exceed amount, based on time & materials)

**Funding:** Series 2000 Bond Issue

**TASK ORDER NO. BO-00-11**

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This is an attachment to the STANDARD AGREEMENT FOR PROFESSIONAL SERVICES between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for a project generally described as the *Residuals Management Plan (RMP)*. All terms and conditions of said agreement are incorporated herein by reference. The purpose of this Task Order is to develop a RMP for the biosolids generated by the Shoal Creek and Northeast Water Reclamation Facilities (WRFs) and alum sludge generated by the J.W. Smith Water Production Plant (WPP).

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

The scope of work presented in this section is based upon discussions with the OWNER's staff and the ENGINEER's current knowledge and understanding of the OWNER's wastewater and water residuals treatment and disposal facilities. The scope of services outlines the assumptions and basis for the level of effort developed for this project.

### **Project Understanding**

The OWNER currently operates four WRFs (R.L. Jackson, W.B. Casey, Shoal Creek, and Northeast) and three WPPs (J.W. Smith, William J. Hooper, and Freeman Road). Current disposition of residuals generated by these facilities is as follows:

- R.L. Jackson and W.B. Casey WRFs: Undigested sludge from the Jackson WRF is pumped to and combined with undigested sludge from the Casey WRF and then pelletized in a heat drying facility located adjacent to the Casey WRF.
- Northeast WRF: Previously, undigested sludge was dewatered and then composted in a Taulman-Weiss vertical reactor composting facility. The OWNER has ceased operation of this facility because of increasing operating costs and operational problems. Currently, undigested sludge is dewatered and transported by a contract hauler to a private composting facility in Plains, GA.
- Shoal Creek WRF: Aerobically digested biosolids are pumped to a separate 20-acre site, located on the Shoal Creek LAS. The biosolids are land applied via a solid-set irrigation system.
- J.W. Smith WPP: Alum sludge from the Smith WPP is pumped to the Shoal Creek WRF where it is mixed with treated effluent from the Shoal Creek WRF and applied to the Shoal Creek LAS via the solid-set irrigation system.
- William J. Hooper WPP: After completion of the current project, alum sludge will be dewatered with belt filter presses, stockpiled on site for further drying, and then disposed of in a local landfill.
- Freeman Road WPP: Alum sludge is pumped to the E. L. Huie LAS where it is mixed with treated effluent from Jackson and Casey WRFs and applied to the LAS via the solid-set irrigation system.

The OWNER is currently satisfied with the pelletization operation at the Casey WRF and the alum residuals disposal practices proposed and in place at the Hooper and Freeman Road WPPs. However, due to the conversion of Shoal Creek effluent treatment from LAS to constructed wetlands, projected future capacity increases at the Shoal Creek and Northeast WRFs and the Smith WPP and concerns about the current cost of contract disposal of sludge from the Northeast WRF, the OWNER wishes to thoroughly explore alternative residuals management options for these three facilities.

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Following is a description of the proposed tasks to complete this project in a timely and cost-effective manner. A key element in the RMP development process is the use of workshops to:

- Quickly communicate project information between the OWNER and ENGINEER.
- Brainstorm alternative ideas and approaches as a team
- Discuss and resolve preferences, concerns, etc. as the project evolves

- Arrive at a consensus quickly to minimize the time and cost to develop the final RMP.

The proposed scope of work to develop a RMP includes the following tasks:

1. Review of Existing Conditions
2. Preliminary Screening Workshop
3. Evaluation and Ranking of Screened Residuals Disposal Options
4. Options Ranking and Selection Workshop
5. Residuals Management Plan Report

### **Task 1: Review of Existing Conditions**

#### **Purpose and Objectives**

To ensure that the members of the ENGINEER's project team are familiar with the various residuals unit processes and disposal practices at the OWNER's facilities and have up-to-date information concerning the quantities and composition of the various residuals to be covered by the RMP.

#### **Subtask 1-A: Kickoff Meeting, Site Visits, and Data Collection**

Attend a kickoff meeting with the OWNER's staff to discuss project scope, schedule, milestones, current residuals management practices, and project data needs. Tour the Shoal Creek and Northeast WRFs, the Casey Pelletization Facility, the Smith WPP, and the Shoal Creek LAS with the OWNER's personnel to obtain understanding of the existing unit processes and disposal practices. The purpose of the Casey visit will be to collect current operating data to determine if this facility has excess production capacity that may be used as a primary or backup disposal option for the Shoal Creek WRF and Smith WPP residuals. The kickoff meeting and site visits will be conducted over two consecutive days. Existing plant and LAS residuals management data will be obtained for further review and analysis.

#### **Subtask 1-B: Data Review and Analysis**

With respect to the parameters shown below, review existing plant and LAS operating data to establish current residuals production rates and to determine future disposal needs. Additional data needs, which may be identified during the initial phases of the project, will be summarized and forwarded to the OWNER as they arise.

- Biosolids
  - a) The current and projected quantities of biosolids generated at the Shoal Creek and Northeast WRFs.
  - b) The current and projected composition of biosolids from the two WRFs. Important data include percent total solids and volatile solids, Part 503 metal concentrations, TCLP test results, nutrient content (N, P, and K), and pathogen reduction data.
  - c) Loading records and annual State and EPA reports for current operations.

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- d) Current unit operations and maintenance costs for residuals treatment and disposal processes
- Smith WPP Alum Residuals

- a) The current and projected quantities of residuals produced by the WPP.
- b) The current and projected composition of alum residuals from the WPP. Important data include percent total solids, chemicals used, and metals concentrations.
- c) Current unit operations and maintenance costs for alum residuals thickening, dewatering, and disposal processes

This task also includes the development of solids process flow diagrams, equipment summaries, and equipment and site capacity assessments for the residuals treatment and disposal facility.

### **Deliverables**

- Facility visit summaries (used in Task 2)
- Spreadsheets summarizing of residuals quality data, current and projected residuals quantities, and current residuals treatment and disposal costs (used in Task 2)
- Solids process flow diagrams, equipment summaries, equipment and site capacity summaries

### **Task 2: Preliminary Screening Workshop**

#### **Purpose and Objectives**

To prepare for and participate in a one-day workshop to review information prepared in Task 1 and to brainstorm and screen potential alternatives.

#### **Subtask 2-A: Prepare Workshop Materials**

Summarize data and information collected in Task 1, develop brief descriptions and typical unit disposal costs for potential residuals management options, and prepare PowerPoint presentation and visuals for the workshop.

#### **Subtask 2-B: Workshop**

Before initiating the detailed alternative assessment, the OWNER's staff and ENGINEER's project team will participate in a one-day workshop that will be focused on the following issues:

- Estimates of residuals quantities and assumptions, for consideration as the basis for the alternatives evaluation
- Evaluation criteria and assessment approach
- Confirmation of existing data and identification of additional information needs
- Brainstorming and preliminary screening of potential residuals management alternatives. The project team will present general pros and cons and typical costs for potential residuals management alternatives for discussion by the workshop participants. This process is intended to be a broad-brushed review of issues and constraints that may preclude some options from being considered for further evaluation. Potential residual management methods to be initially considered include:
  - More efficient thickening of residuals prior to dewatering

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- Dewatering and land filling of biosolids and residuals from all facilities
- Disposal of biosolids and residuals via contract operations

- Spray irrigation of liquid alum residuals on forest lands at Shoal Creek LAS site
- Lagoon drying of alum residuals at Shoal Creek site
- Land application of mixed liquid biosolids and alum residuals from Shoal Creek WRF and the Smith WPP to the Shoal Creek site.
- Land application of liquid or dewatered residuals to farmlands, grazing lands, forest lands, reclamation areas owned by others
- Alkaline stabilization with use as a landfill cover, agricultural lime amendment, or distribution and marketing of the alkaline product.
- Production of a heat-dried Class A product with associated distribution and marketing program.
- Composting/co-composting of Northeast WRF biosolids using simpler, less intensive composting technologies than the one previously used at the Northeast WRF
- Advanced aerobic and anaerobic digestion technologies to reduce the quantity of biosolids to be handled and to achieve Class A pathogen levels.

The workshop will be held at a mutually agreeable time, at the conclusion of Task 1.

#### **Deliverables**

- Workshop agenda, PowerPoint presentation summarizing information on potential management alternatives, and handouts
- Workshop summary notes including workshop conclusions and recommendations.

### **Task 3: Evaluation and Ranking of Screened Residuals Disposal Options**

#### **Purpose and Objectives**

To thoroughly investigate and analyze screened options from the first workshop

#### **Subtask 3-A: Analyze Screened Options**

At this time it is difficult to establish the exact number of options to be carried forward from the preliminary screening process. However, based upon preliminary conversations with the OWNER's staff, the ENGINEER anticipates up to 10 options and/or sub-options might require further detailed analysis to address residuals management needs at the identified facilities. Therefore, the level-of-effort identified in this task assumes that up to 10 options will require detailed analysis. For each option, the following items will be addressed:

1. Permitting and other regulatory requirements.
2. Reliability, flexibility, ease of operations, cost-effectiveness.
3. Capital, operating, maintenance, and transportation costs.
4. Impact on each facility and it's operating personnel.
5. Associated problems (odors, odor control requirements, maintenance, costs, marketability, etc.).
6. Required plant process improvements/modifications to implement option.
7. Required facilities (including land and space requirements), equipment, and personnel.

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8. Compatibility with present, proposed, and anticipated regulatory requirements.

9. Permitting requirements and associated costs.
10. Potential for public opposition to proposed alternative and associated liabilities.

This scope of work assumes that alternatives will be evaluated through the year 2020. This matches the evaluation period used to prepare Master Plan 2000. The actual evaluation period to be used to analyze selected options will be established at the kickoff meeting. Process schematics, product quality characteristics, mass balances, and other preliminary design criteria will be prepared for each option, as well as order-of-magnitude capital and operations and maintenance costs. Options will be compared on both a present worth basis and unit cost basis (i.e. \$ per dry ton of residuals processed). This approach will ensure a consistent and comprehensive evaluation of each option

### **Subtask 3-B: Summary Analyses**

The results of the alternative analyses will be summarized and presented to the OWNER at the Options Ranking and Selection Workshop (Task 4).

#### **Deliverables**

- Summary information (short descriptions, process flow diagrams, cost summaries, qualitative analyses will be prepared for each option.

### **TASK 4: Options Ranking and Selection Workshop**

#### **Purpose and Objectives**

To participate in a one-day workshop to review results of Task 3 and rank and select the most appropriate residuals management alternatives.

#### **Subtask 4-A: Prepare Workshop Materials**

In addition to the TM, the ENGINEER will also prepare a PowerPoint presentation to highlight pertinent information and issues.

#### **Subtask 4-B: Workshop**

Participate in a one-day workshop to thoroughly review and rank each of the residuals management options analyzed in Task 3 and then select the most appropriate options to achieve the OWNER's residuals management goals. Approaches and issues related to the implementation of the selected options will also be discussed during the workshop. This information will be used to develop the detailed project implementation plan described in Task 5. The workshop will be held at a mutually agreeable time.

The primary goal of the workshop is to select the preferred short- and long-term residuals disposal options during the one-day workshop. However, the proposed schedule for this project provides up to 14 days for the OWNER to make this final selection after the completion of the workshop.

#### **Deliverables**

- Workshop agenda, PowerPoint presentation summarizing the alternative analysis conducted in Task 3, and handouts
- Workshop summary notes including results and conclusions of the workshop.

### **TASK 5: Final Report**

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**Purpose and Objectives**

Prepare a final Residuals Management Plan (RMP) for the identified facilities.

**Subtask 5-A: Develop Implementation Plan and Schedule**

Upon written notification of the preferred option(s) by the OWNER, develop an “implementation plan and schedule” with the assistance of the OWNER. The implementation plan will detail the tasks, schedule, and estimated costs to implement the recommended options. This plan will be incorporated into the final RMP.

**Subtask 5-B: Prepare Draft RMP**

Proceed with the preparation of the draft “final” RMP upon authorization from the OWNER. The RMP shall contain all pertinent information, the recommendations of OWNER and ENGINEER, the implementation plan and schedule, and an Executive Summary. A draft RMP will be provided to the OWNER for review. The ENGINEER will attend a meeting with OWNER to discuss and adjudicate review comments.

**Subtask 5-C: Prepare Final RMP**

Receive review comments from the OWNER and incorporate into the final RMP report.

**Deliverables**

- Draft RMP Report
- Final RMP Report

**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 \$164,016 without written approval from the OWNER.

**ARTICLE 3. - SCHEDULE**

The ENGINEER will begin work on this project upon written authorization from the OWNER. Tasks 1 and 2 will be completed within 7 weeks of authorization contingent on availability of the OWNER’s personnel for the first workshop. Task 3 will be completed within 7 weeks of the completion of the Task 2 workshop. The Task 4 workshop will be held within 3 weeks of the submittal of the summary TM prepared in Task 3 contingent upon the availability of the OWNER’s personnel to attend the workshop. Task 5 will be completed within 13 weeks of receipt of the OWNER’s written approval of the selected management options. The total estimated time to complete the work outlined in the scope of services is 30 weeks.

**ARTICLE 4. INSURANCE**

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

**OTHER PROVISIONS**

Specific assistance that the ENGINEER will need from the OWNER includes:

- Copies of relevant data and records including engineering reports and drawings, WRF, WPP, and LAS operating and compliance information, residuals quantity and quality information, and current operations and maintenance costs for residuals treatment and disposal operations at the identified facilities.

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- Access to identified facilities and operating personnel.
- Availability of the OWNER’S staff for meetings and conference calls

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

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

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

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

For ENGINEER, CH2M HILL

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

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

**CLAYTON COUNTY WATER AUTHORITY**

**Exhibit A**

**INSURANCE REQUIREMENTS  
TASK ORDER B0-00-11  
RESIDUALS MANAGEMENT PLAN (RMP)**

**ENGINEER’S Insurance**

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

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

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

(c) Commercial General Liability, Occurrence Form, including Contractual Liability, per Project General Aggregate Limit of Liability, losses caused by explosion, collapse and underground (X,C,U perils). The Owner is added as an Additional Insured using ISO Form CG 20-10 extended to include Products/Completed Operations, or an equivalent Additional Insured endorsement, either form must be acceptable to the Owner. The coverage is primary as to the work of the ENGINEER for the Owner and includes separation of insured’s (cross liability).

Additional Insured status will be certified to the Owner for a period of five (5) years following completion of the project. The General Liability shall cover claims for injuries to persons or

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damage to property arising out of any covered negligent act or omission of ENGINEER or of any of its employees, agents, or subcontractors.

The limits of coverage shall be:

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

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

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

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

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

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

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

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

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(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 Lloyd Joiner it was unanimously

RESOLVED: that Task Order BO-00-11 for Residuals Management Plan in the not to exceed amount of one hundred sixty four thousand and sixteen dollars (\$164,016) be approved.

**CH2M Hill Task Order: Geographic Information Systems Assistance:** Chairman McQueen called on Mike Thomas, Engineering/Program Manager, who stated that the next task order for the Board's consideration is Task Order RE-02-03 for Geographic Information Systems Assistance. Mr. Thomas gave an informational slide presentation on the Geographic Information Systems Assistance Plan Task Order RE-02-03 and discussed the following information that was distributed to Board Members. There was discussion concerning this information with questions. Mr. Thomas, Mr. Brannan and Mr. Hicks answered questions and gave additional information.

### **TASK ORDER RE-02-03 Geographic Information Systems Assistance**

This Task Order is a continuation of the services provided by CH2M Hill to assist CCWA in the development of our GIS and associated databases. Activities to be funded in FY2002 includes:

- The development of geographic coverage's for all CCWA sewer lines and the edge of pavement of all County roads;
- Improvements to the existing waterline digital information to improve geographic accuracy;
- Completion of an effective tool for developing efficient meter reading routes.

CH2M Hill assistance is being used to supplement CCWA staff to quickly gather geographic data and build a high quality FIS. The need for CH2M Hill assistance will diminish as the geographic infrastructure of the system is built.

#### **Project Managers:**

- CH2M Hill, Engineers – Greg Brubaker
- Clayton County Water Authority – Mike Buffington

**Task Order Budget Proposal:**        \$268,000

**Original Master Plan Budget Proposal:** \$268,000

**Funding:** The Renewal and Extension Fund

### **TASK ORDER RE-02-03**

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This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for the project referred to as Enterprise GIS Development, as generally described on the Strategic Information Management Plan document.

The purpose of this Task Order is to continue construction of the enterprise-wide Geographic Information System (GIS), continue development of the foundation GIS data layers and GIS application-software.

Implementation of the overall GIS spans several years. The first year (FY2000) involved the development of a prototype GIS system to demonstrate the value of GIS in decision support, and the collection of preliminary data layers that will serve as the groundwork for future, more refined data layers. This initial effort was called “GIS Lite”. The second year (FY2001) was focused on compiling an extensive needs analysis and implementation strategy plan for the GIS at CCWA, developing more refined data layers specific to CCWA assets, and moving towards an enterprise GIS implementation. This coming year (FY2002) will continue development of the GIS at CCWA based on FY2001 Needs Analysis and Implementation Plan findings in addition to on-demand needs of the GIS as identified and prioritized by CCWA. GIS development will include water distribution and sanitary sewer system collection network asset mapping and development of GIS software applications to make the GIS data more readily accessible to CCWA staff for analysis and decision-making. Additionally included in the GIS FY2002 budget is the cost of purchasing a maintenance management software package. This financial allocation is assigned to the GIS budget though no ENGINEER labor hours are expected nor are allocated in this task order to be associated with the selection and purchase of this software.

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

The scope of services for fiscal year 2002 includes:

1. GIS data layer development
  - Sanitary sewer system pipe and node network
  - Water distribution system spatial refinement
2. GIS-Database linkage for Meter Reader Routing Management
  - Real-time access to customer accounts within DB2 database

The deliverables from activities 1 and 2 are most likely to include:

- Sanitary sewer system pipe and node network,
- “Edge of Pavement” polygon coverage,



**ARTICLE 4. INSURANCE**

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

**OTHER PROVISIONS**

The Owner intends to purchase a commercial off-the-shelf Maintenance Management software packages estimated at **\$60,000**. Funds for this software purchase are allocated out of the CCWA GIS budget for this fiscal year . However, no ENGINEER labor hours are expected nor are allocated in this task order for the selection and purchase of this software.

Specific assistance that the ENGINEER will need from the OWNER includes:

- Access to relevant records including performance metrics, maintenance records, reports, sample data, database and file definitions, paper files, etc.
- Access to all facilities for data collection and assessments

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- Availability of the OWNER's staff for meetings and conference calls
- Appropriate management of changes - In order to maintain the schedule and costs as planned, it is critical that the project teams control changes in scope. All requests for additional work from the OWNER's staff will be communicated to the ENGINEER's project manager. The project manager will then consult with the OWNER to address such requests. Only the activities that have been outlined in the detailed project plans are in the project scope.

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

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

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

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

For ENGINEER, CH2M HILL

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

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

**EXHIBIT A  
INSURANCE REQUIREMENTS  
TASK ORDER RE-02-03  
Enterprise GIS Development**

**ENGINEER's Insurance**

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

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

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

(c) Commercial General Liability, Occurrence Form, including Contractual Liability, per Project General Aggregate Limit of Liability, losses caused by explosion, collapse and underground (X, C, U perils). The Owner is added as an Additional Insured using ISO Form CG 20-10 extended to include Products/Completed Operations, or an equivalent Additional Insured endorsement,

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either form must be acceptable to the Owner. The coverage is primary as to the work of the ENGINEER for the Owner and includes separation of insured's (cross liability). Additional Insured status will be certified to the Owner for a period of five (5) years following completion of the project. The General Liability shall cover claims for injuries to persons or damage to property arising out of any covered negligent act or omission of ENGINEER or of any of its employees, agents, or subcontractors.

The limits of coverage shall be:

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

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

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

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

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

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

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

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

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

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

RESOLVED: that Task Order RE-02-03 for Geographic Information Systems Assistance in the amount of two hundred sixty eight thousand dollars (\$268,000) be approved.

**CH2M Hill Task Order: Enterprise Resource Planning System Implementation Assistance:** Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that the first task order that he would like to present for the Board's consideration is for Enterprise Resource Planning (ERP) System Implementation Assistance. Mr. Hicks stated that the contract with the J.D. Edwards Company has been signed and the Authority is moving ahead with the ERP Implementation. Mr. Hicks gave an informational slide presentation on the Enterprise Resource Planning (ERP) System Implementation Task Order RE-02-01 and discussed the following information that was distributed to Board Members

**TASK ORDER RE-02-01  
Enterprise Resource Planning System Implementation**

This Task Order is a continuation of the services provided by CH2M Hill to assist CCWA in the implementation of the J.D. Edwards Enterprise Resource Planning (ERP) System. Activities to be funded in FY2002 includes:

- Setting direction and provide system implementation advice regarding business processes and functional areas of the ERP System to include Finance and Accounting, Purchasing, Maintenance Management, Human Resources and Payroll.
- The monitoring of the implementation progress to include the functional requirement as defined by the Authority.
- The verification that the ERP system operation meets the original business process objectives.

**Project Managers:**

- CH2M Hill, Engineers – Reggie Peagler
- Clayton County Water Authority – Terry Hicks

**Task Order Budget Proposal:**      \$80,000

**Funding:**      The Renewal and Extension Fund

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**TASK ORDER RE-02-01**

This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for the project referred to as the J.D. Edwards’ (“VENDOR”) Enterprise Resource Planning (ERP) System Implementation.

The purpose of this Task Order is to provide advisory services to the ERP steering committee and implementation team to facilitate continuity between the business analysis and the system implementation. The OWNER and VENDOR have principal responsibility for system implementation and cut-over to production.

Implementation of the ERP system spans several years. The first year involved the development of detailed requirements and an implementation approach. The second year involved the evaluation of alternatives, and the selection and purchase of a commercial off-the-shelf system to meet the detailed requirements. The J. D. Edwards’ One World XE suite of applications was selected for implementation. One World deployment will begin this fiscal year with the base environment and the Finance and Accounting functions.

**ARTICLE 1. SCOPE OF SERVICES**

Consulting services to be provided as part of this task order include:

1. Task administration – plan and coordinate ENGINEER’s team activities, monitor actual versus planned progress, generate bills and reports.
2. Implementation planning – set direction and provide system implementation advice regarding business processes and functional areas.

3. Implementation monitoring – participate in OWNER and VENDOR meetings to monitor and redirect implementation progress.
4. Functional validation – verify that system operation meets the original business process objectives.

**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 **\$80,000** without written approval from the OWNER. Compensation is for advisory services only and do not include materials.

**ARTICLE 3. SCHEDULE**

The project schedule will be driven primarily by the agreement(s) between the OWNER and the VENDOR. The expected duration of activities is indicated in the table below.

**Table 1 – Schedule for ERP implementation consulting**

Element / Month	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1. Task administration												
2. Implementation planning												
3. Implementation monitoring												
4. Functional validation												

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**ARTICLE 4. INSURANCE**

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

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

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

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

For ENGINEER, CH2M HILL

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

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

**EXHIBIT A  
 INSURANCE REQUIREMENTS  
 TASK ORDER RE-02-01  
 JD Edwards Enterprise Resource Planning System Implementation**

**ENGINEER's Insurance**

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

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

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

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

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The limits of coverage shall be:

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

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

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

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

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

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

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

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

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

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

RESOLVED: that Task Order RE-02-01 for Enterprise Resource Planning System Implementation Assistance in the not to exceed amount of eighty thousand dollars (\$80,000) be approved.

**CH2M Hill Task Order: Wide Area Network Design & Implementation:** Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that the final task order to be presented to the Board for their consideration is for Wide Area Network Design and Implementation Assistance. Mr. Hicks gave an informational slide presentation on the Wide Area Network Design and Implementation Assistance Task Order RE-02-02 and discussed the following information that was distributed to Board Members.

**TASK ORDER RE-02-02  
Wide Area Network Design & Implementation Assistance**

This Task Order will provide advisory services to CCWA in the development of a Wide Area Network (WAN) to connect all CCWA remote locations to the central computers. CH2M Hill

staff was involved in the design and implementation of the local area network at the headquarters office and the preliminary design of the WAN. Specific activities included in this task order are:

- Review feasibility document and detailed design and provide comments and quality assurance.
- Review the technical specifications for equipment, services and bid documents.
- Participate in owner progress meetings and review construction progress and provide technical assistance where needed.

**Project Managers:**

- CH2M Hill, Engineers – Michael Taylor
- Clayton County Water Authority – Terry Hicks

**Task Order Budget Proposal:** \$40,000

**Funding:** The Renewal and Extension Fund

**TASK ORDER RE-02-02**

This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for the project referred to as the Wide Area Network (WAN).

The purpose of this Task Order is to provide advisory services to the Owner to extend the computing infrastructure to the remote locations through a WAN. The Owner will complete a feasibility study, a final detailed design, procurement requirements and implementation. The Engineer will provide document review and advise to the Owner.

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Implementation of the network-computing infrastructure spans a couple of fiscal periods. The previous fiscal years involved the design, development and implementation of the campus network and the preliminary design of the Wide Area Network. The Wide Area Network deployment will begin this fiscal year with network connectivity to 8 primary remote facilities referenced below.

**ARTICLE 1. SCOPE OF SERVICES**

Consulting services to be provided as part of this task order include:

1. Task administration – plan and coordinate Engineer’s team activities, monitor actual versus planned progress, generate bills and reports.
2. Feasibility study and final design advisory services – coordinate site demonstrations, review feasibility study evaluation and review final design document.
3. Procurement advisory services – review technical detail specifications for equipment and services and review bid document.

4. Implementation advisory services – participate in Owner meetings to monitor and redirect construction progress.

The sites on the table below are included in the WAN.

Network Location Clusters

No.	Site Cluster	NPA/NXX	Address
1	<b>J.W. Smith WTP</b>	<b>(770) 603</b>	<b>275 Hampton Rd., Hampton, GA 30228</b>
	• Shoal Creek WRF	(770) 946	301 Hampton Rd.
	• J. W. Smith CUB	(770) 471	143 N. Bridge Rd.
2	<b>Freeman Road</b>	<b>(770) 603</b>	<b>1693 Freeman Rd., Hampton, GA 30236</b>
	• Land Management	(770) 478	1791 Freeman Rd.
	– Control Building		
	– Services Building		
	• The Wetlands Center	(770) 604	2755 Freeman Rd.
	• Shamrock CUB	(770) 603	2610 Shamrock Rd.
	• Sewer Maintenance	(770) 478	10110 Dixon Industrial Blvd.
3	R. L. Jackson WRF	(770) 603	9740 Thomas Rd., Jonesboro, GA 30236
4	<b>W. B. Casey WRF</b>	<b>(770) 478</b>	<b>8890 Roberts Rd., Jonesboro, GA 30236</b>
	• Four additional buildings		
5	Northeast WRF	(770) 474	6100 Old Macon Hwy., Rex, GA 30273
6	William J. Hooper WTP	(770) 474	70 Oakdale Rd., Stockbridge, GA 30281
7	<b>Jack H. Drew Building</b>	<b>(770) 961</b>	<b>1600 Battle Creek Rd., Morrow, GA 30260</b>
	• Two additional buildings		
8	Forest Park Payment Center	(770) 960	541 Forest Pkwy, Suite 9, Forest Park, GA 30297

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CUB = Community Use Building - At sites with multiple locations, the hub is presented in bold.

Schedule and cost estimates for the implementation of the WAN are based on the following assumptions:

- Owner will engage services of a Vendor or Network Systems Engineer from a systems integration firm to assist with implementation.
- Remote locations with multiple buildings may need fiber cables between buildings or wireless connectivity.
- Cat-5 wiring will be performed by Owner where applicable and/or tested where it already exist prior to implementation.
- The WAN costs depend upon the bandwidth selected. The bandwidth in turn depends on the types of applications, their level of use and the number of employees at each site.

- A total of not to exceed 16 meetings are allocated for the project. Meetings are to be conducted bi-weekly for a maximum 2-hours period based on a mutually agreed upon schedule, with the exception of 1 visit per week during the implementation phase.
- Owner has primary responsibility for the following:
  - To produce a detailed project plan listing all tasks, schedule and resources. Project management activities, to include meeting agenda, meeting minutes and reports.
  - Development of a draft and final feasibility study document, to include the technical assessment approach for Wireless WAN, Wireless LAN, Frame Relay, Virtual Private Networks and corresponding economic evaluation.
  - Development of the final detail design document, to include network logic diagrams and detailed product specifications.
  - Development and coordination of procurement pre-bid meeting(s).
  - Detailed product technical configuration and specifications for equipment and services to be procured, to include bid document.
  - Vendor relationship management to include: proposal evaluation, selection of vendor of choice, and contract negotiations.
  - Continuity between the Campus Local Area Network and the remote WAN, to include integration to the SCADA system.
  - System implementation and cutover to production.

#### **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 **\$40,000** without written approval from the OWNER. Compensation is for advisory services only and do not include materials.

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

The project schedule will be driven primarily by the agreement(s) between the OWNER and the VENDOR. The expected duration of activities is indicated in the table below.



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

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

The limits of coverage shall be:

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

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

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

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

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

(f) The ENGINEER will furnish a Certificate of Insurance to the Owner for coverage's (a) Workers' Compensation/Employers Liability; (b) Automobile Liability; (c) Commercial General liability; (d) Professional Liability; and (e) Umbrella Liability. The certificates will include a copy

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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 Lloyd Joiner and seconded by Alan Horton it was unanimously

RESOLVED: that Task Order RE-02-02 for Wide Area Network Design and Implementation Assistance in the not to exceed amount of forty thousand dollars (\$40,000) be approved.

Jesters Creek Outfall Recommendation: Chairman McQueen called on Wade Brannan, General Manager, who stated that he would like to give the Board information on the Jesters Creek Outfall. Mr. Brannan stated that the Authority had a contractor televise the Jesters Creek outfall line and categorized the types of repairs that needed to be performed. Mr. Brannan stated that the Board initially approved ninety seven thousand dollars (\$97,000) for repair work to the Jesters Creek outfall line. Mr. Brannan stated that after these repairs were completed the Board approved extending this contract in order for additional needed repairs to be done to the Jesters Creek outfall line. Mr. Brannan stated that he had a concern whether the continued repairs to the Jesters Creek outfall line should be put out for bid on a unit cost basis. Mr. Brannan stated that he talked with the Authority's attorney, Mr. Fincher, to be sure that the Authority could continue allowing the original contractor to proceed with these additional repairs without putting this work out for bid. Mr. Brannan stated that Mr. Fincher assured him that the Authority could continue to extend the original contract based on unit price basis. Mr. Brannan stated that Jesters Creek outfall line still has an additional two hundred twenty two thousand dollars (\$222,000) of repair work that needs to be completed. Mr. Brannan stated that he is asking the Board to authorize the original contractor to complete the repair work that was identified on the Jesters Creek outfall line. Mr. Brannan stated that there would be an additional cost for materials of sixty thousand dollars (\$60,000). There was discussion concerning this information.

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

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RESOLVED: to approve the Managers request that the original contractor be authorized to complete the repair work that was identified on the Jesters Creek outfall line at an additional cost of two hundred twenty two thousand dollars (\$222,000) labor plus sixty thousand dollars (\$60,000) for the cost of needed material.

Lovejoy Sewer Feasibility Study: Chairman McQueen called on Wade Brannan, General Manager, who stated that a copy of a letter that he received from an attorney representing the City of Lovejoy was distributed to Board Members. Mr. Brannan stated that this letter contained information concerning the City of Lovejoy's request to the Authority that a sewer feasibility study be conducted for the City of Lovejoy. Mr. Brannan stated that at the present time the Authority provides sewer service to part of the City of Lovejoy. Mr. Brannan showed the Board a map of the City of Lovejoy with the area marked that the Authority now provides with sewer service. Mr. Brannan showed the area that the Authority does not provide sewer service and stated that providing sewer service to this area is something that the Authority should look at. Mr. Brannan stated that he is bringing this request for a sewer feasibility study for the benefit of the City of Lovejoy, the Authority and for future development of this area. Mr. Brannan stated that Mr. Hirsekorn, CH2M Hill, determined that the cost for CH2M Hill to assist the Authority with this feasibility study would be fourteen thousand one hundred dollars (\$14,100). Mr. Brannan stated that at this time he is asking the Board to authorize the Authority to proceed with obtaining aerial photography of the area that the Authority is not presently providing with sewer service. Mr. Brannan stated that this aerial photography would not only include the City of Lovejoy but would also include the surrounding area. Mr. Brannan stated that the aerial photography would show the Authority the contour of this area in order for the Authority to determine the preliminary cost of what it would take for the Authority to provide sewer service to this area. Mr. Brannan stated that the cost for the aerial photography would be around fifty thousand dollars (\$50,000) to sixty thousand dollars (\$60,000). Mr. Brannan stated that he is asking the Board to approve the not to exceed amount of seventy five thousand dollars (\$75,000). Mr. Brannan stated that this amount would cover the cost of the aerial photography and the cost for CH2M Hill to assist the Authority with the feasibility study. There was discussion concerning this information.

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

RESOLVED: to approve the not to exceed amount of seventy-five dollars (\$75,000) for the initiation of the sewer feasibility study for the City of Lovejoy. This motion passed with Lindy Rogers abstaining due to the fact that this would increase the value of his property which is located in this area.

There was additional discussion concerning the City of Lovejoy feasibility study with questions. Mr. Brannan answered questions and give additional information.

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Mr. Moore requested to make a statement to the news media that were present at the board meeting. Mr. Moore stated that he has been an Authority Board Member for the past three months and that he would like to report that he has filled out his discloser statement that he has not, and does not, do business with the Water Authority.

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

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

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

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

Chairman McQueen invited Board Members to attend the Authority's bond, series 2001 signing scheduled for Tuesday, May 8<sup>th</sup> at the office of King & Spalding.

Chairman McQueen invited Board Members to attend the AWWA 2001 Annual Conference, which will be held in Washington, D.C. on June 17 through 21<sup>st</sup>.

Chairman McQueen stated that several years ago the Authority did a salary study which included the reevaluation of employee positions. Mr. McQueen stated that this salary study and reevaluation of positions resulted in raises for the majority of the Authority employees. Mr. McQueen stated that each year the Authority employees are given merit raises and a cost of living raise. Mr. McQueen stated that he asked Mr. Brannan to have Mr. Durham, Human Resources Director, contact other County Water and Sewer Authorities in order to get a job salary comparison for the Authority. Mr. McQueen stated that the Board will be reviewing merit raises for the Authority's Department Managers and that he thinks it is important for the Board to know how the Authority's salaries compare with similar jobs in other counties. Mr. McQueen stated that he wanted to make the Board aware of the reason why he requested this job salary comparison. There was discussion concerning this information.

There was discussion concerning the request from Jerry Garr, on behalf of the City of Lake City, that the Authority's policy requiring meters to be installed on all fire lines be changed to exempt all governmental entities. Mr. Brannan gave the Authority's new Board Members information concerning the reason why the Authority made the decision

to require meters to be installed on fire lines. Mr. Brannan stated that the Authority had an unacceptable percent of unaccounted water loss, which amounted to a substantial loss in revenue to the Authority. Mr. Brannan stated that in the process of looking at some of the weaknesses in the Authority's distribution system the fire line connections were

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looked at as one of the possible causes of this unaccounted water loss. Mr. Brannan stated that the Authority had no way of knowing if there was water usage from these fire line connections. Mr. Brannan stated that any water usage from these fire line connections could be caused by a leak in the fire line, by mistakenly using water from the fire line, or intentionally taking water from the fire line. Mr. Brannan stated that the suspected fire line water usage was the reason that this issue was brought to the Board for their consideration. Mr. Brannan stated that the only way for the Authority to detect fire line water usage would be to require the installation of meters on all fire lines. Mr. Brannan gave the Board information concerning a business that the Authority suspected was intentionally stealing water through a fire line connection. There was discussion with questions concerning this information. Mr. Brannan answered questions and gave additional information. After further discussion, it was the decision of the Board that the Authority's policy requiring the installation of meters on all fire line connection would not be changed to exclude government entities. Mr. McQueen requested that a letter be sent to Mr. Garr, City Manager of the City of Lake City, and inform him of the Board's decision.

Mr. Brannan stated that he would like to give the Board information concerning a quote for errors and omissions insurance for Cliff Beraset, Civil Engineer for the Authority. Mr. Brannan stated that Mr. Beraset oversees all of the Authority's construction work and that this errors and omissions insurance is necessary for the protection of Mr. Beraset and the Authority. Mr. Brannan stated that of the two quotes that the Authority received for the errors and omissions insurance the higher quote offered much better coverage for a marginal amount of additional cost. Mr. Brannan stated that if the Board has no objections that the Authority would proceed with whatever is necessary to implement the errors and omissions insurance and accept the quote that offers the best coverage. The Board had no objections to accepting the quote for errors and omissions insurance that offered the best coverage.

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

RESOLVED: that the regular session board meeting be adjourned.

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

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Pete McQueen, Chairman

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H. Lindy Rogers, Secretary/Treasurer