

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting August 3, 2000

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

Present at the meeting were: Chairman, Joe T. Lane, Vice Chairman, Donald E. Whitman, Secretary/Treasurer, H. Lindy Rogers, Board Members, Pete McQueen, Lloyd B. Joiner, Marie Barber and Wesley E. Greene, Sr., General Manager, M. Wade Brannan, Deputy Manager, Terry R. Hicks, Department Managers, Frank Conort, Neal Wellons, Gary Howe, Herbert Etheridge, Jr., Guy Pihera, Dennis Hammock and Richard Calhoun, Assistant Department Manager of Administration, Scott Bailey, Executive Secretary, Patricia Groover, Administrative Secretaries, Deborah Bruce and Dianne Hammock, Project Managers, Mike Thomas & Mike Buffington, Civil Engineer, Cliff Beroset, Contracts & Procurements Administrator, Karen Riser, Human Resources Director, Ed Durham, Human Resources Specialist, Gwen Farris, Desktop Administrator, Paul Harris, Senior Conservation Specialist, Carol Lambert, Storekeeper, Charles Martin and Trouble Shooter M&C, Jarrett Smith. Also present were: Steve Fincher, Fincher & Hecht, L.L.C., Rick Hirsekorn, of CH2M Hill, Chris Wood and Becky Safrit, of Jim Wood & Associates Public Relations, Cheryl Slough, Clayton News Daily, Visitors Susan Echols and Ron Baum of Grant Thornton and Eric Hoover and Fred Hoover of Forevermore Productions.

Chairman Lane called on Charles Martin, Storekeeper, to give the invocation.

Chairman Lane called for any omissions or additions to the minutes of the regular and executive Board meeting on July 6, 2000 and called Riverdale meeting on July 20, 2000, hearing none, Chairman Lane stated that he would entertain a motion for the approval of these minutes.

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

RESOLVED: that the minutes of the regular and executive Board meeting on July 6, 2000 and the called Riverdale meeting on July 20, 2000 be approved as received.

Chairman Lane called on Frank Conort, Manager of Administration, who introduced Mr. Scott Bailey and stated that Mr. Bailey is the new Assistant Department Manager of Administration. Mr. Conort stated that Mr. Bailey comes to the Authority with a strong background in accounting and that he is glad to have him as his assistant.

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

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Mr. Conort stated that at last months meeting it was the Board's request that a notice be included in the bills mailed out to the Authority's customers, showing what the yearly water loss and yearly cost would be if they have a water leak in their home. Mr. Conort stated that, at this time, these notices are being included in the bills being mailed out to the Authority's customers. There was a general discussion concerning this information.

Chairman Lane gave the Board information concerning the City of Griffin taking water from the Authority and the amount of water that the City of Griffin is now able to take from the Authority.

Carol Lambert Wetlands Center: Chairman Lane called on Dennis Hammock, Manager of Land Management, who stated that he is proud to introduce Carol Lambert, Senior Conservation Specialist at the Authority's Wetland Center. Mr. Hammock stated that Ms. Lambert has been with the Authority at the Wetland Center since it was built five years ago. Mr. Hammock stated that he would like to recognize Ms. Lambert for her efforts in coordinating the Wetland Festival. Mr. Hammock stated that Ms. Lambert did an excellent job in organizing thirty volunteers, twenty exhibitors, fifteen agencies, wetland tours and ceremonies. Mr. Hammock stated that there were approximately three hundred adults and children who attended the Wetland Festival. Mr. Hammock stated that for the Board's information the Authority's Wetland Center is approaching a total of ninety thousand visitors. On behalf of the Board and Authority Mr. Hammock presented Ms. Lambert with a plaque and stated that Ms. Lambert is an asset to the Authority and the Land Management Department.

Jarrett Smith Maintenance & Construction: Chairman Lane called on Herbert Etheridge, Manager of Maintenance & Construction, who introduced Jarrett Smith. Mr. Etheridge stated that Mr. Smith is a Utility Locator and Trouble Shooter with the Authority. Mr. Etheridge stated that he would like to recognize Mr. Smith for passing his certification exam for the Georgia Water Distribution Operator License. Mr. Etheridge stated that he is proud of Mr. Smith for all the hard work that he put into passing this certification exam.

Final Change Order for Line 8: Chairman Lane called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that he would like to give the Board information on line 8, which is now complete. Mr. Etheridge stated that the final change order is a deduct of one hundred forty one thousand four hundred fifty eight dollars and eighty-six cents (\$141,458.86), which brings the final cost of the project in at fourteen thousand five hundred eighty five dollars and seventy cents (\$14,585.70) under the original contract bid. Mr. Etheridge stated that the Clayton County Department of

Transportation is planning to pave Morrow Road as soon as he notifies them that the construction work on line 8 is complete.

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Mr. Etheridge distributed copies of the CCWA Water & Revenue Recovery Report and Leak Detection Monthly Report for the month of July 2000. Mr. Etheridge discussed the information in these two reports. Mr. Etheridge stated that two weeks ago the Authority completed the last large meter testing and repair. Mr. Etheridge stated that the net gain revenue, after completion of all of the Authority's large meters, was three million four hundred forty three thousand eight hundred four dollars and seven cents (\$3,443,804.07). Mr. Etheridge stated that the failing meters that were detected by the new failing meter program, that was written by the information services section, has given the Authority a net yearly gain of one hundred eighty four thousand eight hundred fifty two dollars and sixty cents (\$184,852.60). Mr. Etheridge stated that the leak detection program is going well. Mr. Etheridge stated that Channel 2 news televised some of his employees discussing the Authority's leak detection program and that this will be shown on the 6:00 p.m. news. Mr. Etheridge stated that for the year the Authority has surveyed 271,608.1 feet of water line and found 19 leaks. Mr. Etheridge stated that repairing these 19 water line leaks amounts to 219,490,200 gallons in recovered water with a dollar value of four hundred thirty eight thousand nine hundred eighty dollars and forty cents (\$438,980.40). There was a general discussion concerning the information.

Septage Rate Recommendation: Chairman Lane called on Neal Wellons, Manager of Water Reclamation, who stated that a study was conducted early this year with a proposal to raise septage rates. Mr. Wellons stated that at last months meeting there was a discussion concerning the Authority charging higher septage rates for out of county septage. Mr. Wellons stated that there was also a discussion concerning Fayette County not having a wastewater facility where septage from their own county could be treated instead of being brought into Clayton County to be treated. Mr. Wellons stated that he was given a copy of the Fayette County Water System's Board meeting minutes. Mr. Wellons discussed the information in these minutes and stated that these minutes indicate a concern about the need for Fayette County to provide their citizens with a facility where septage could be treated. Mr. Wellons stated that at this time the Authority is accepting septage waste from other counties including Fayette County. Mr. Wellons stated that it was the Board's decision at the June meeting for the Authority to raise its septage rate from \$30 to \$60 per 1,000 gallons effective August 1, 2000. Mr. Wellons stated that after discussion at last months meeting regarding septage rates covering the Authority's cost for treating septage and that a recommendation should be made concerning higher rates for out of county septage. Mr. Wellons stated that he looked at all the factors involved in treating septage waste including the financial statement and found that the cost for the Authority to treat septage waste is \$91.50 per 1,000 gallons. Mr. Wellons stated that it is his recommendation that the septage rate

increase of \$60 per 1,000 gallons of septage, which was approved at the June Board meeting, be increased to \$91.50 per 1,000 gallons of septage waste; that an administrative fee of \$25 per truck load be added for out of county septage waste; that

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septic tank companies be charged a two hundred dollar (\$200) administrative fee if they fail to fill out the Authority's required Septage Manifest and/or fail to provide all requested information or give incorrect information; that each year the Authority's septage rate be reevaluated and that the septage rate be set based on the financial report and that the new reevaluated septage rate go into effect each year on the first day of October. There was a general discussion concerning this information. There was also discussion concerning whether the Authority's septage rate should be set at 10% above the cost to the Authority to treat septage waste.

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

RESOLVED: that the Board look at the Authority's septage fee quarterly and that the septage fee be readjusted yearly to go into effect on the first day of October of each year; that the yearly septage fee be set at the Authority's cost to treat septage waste, based on the financial report, plus 10% rounded off to the nearest dollar; that the septage rate increase of sixty dollars (\$60), which was approved at the June Board meeting, be increased to one hundred dollars (\$100) per 1,000 gallons of septage waste to go into effect on the first day of October 2000; that an administrative fee of \$25 per truck load be added to the septage fee for out of county septage waste; that septic tank companies be charged a two hundred dollar (\$200) administrative fee if they fail to fill out the Authority's required Septage Manifest, and/or fail to provide all requested information on the Septage Manifest or put incorrect information on the Septage Manifest.

It was the Board's request that Mr. Brannan meet with Tony Parrott, Manager of the Fayette County Water System, and let him know that the Clayton County Water Authority does not intend to upgrade our water reclamation facilities to accommodate the rapid growth in Fayette County at the expense of the Authority's customers and citizens of Clayton County.

Presentation of the CCWA 2000 Audit by Grant Thornton: Chairman Lane called on Ron Baum, of Grant Thornton, who introduced his associate Susan Echols and stated that she is the Project Director in charge of the Authority's audit. Mr. Baum distributed copies of the Authority's FY 2000 Annual Audit Report. Mr. Baum discussed the information in the audit report. There was a discussion concerning this information with Mr. Conort and Mr. Baum giving additional information and answering questions.

Upon Motion by Lindy Rogers and seconded by Don Whitman it was unanimously

RESOLVED: that the Audit report prepared by Grant Thornton be approved as presented.

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Chairman Lane requested a break at 2:50 p.m.

Chairman Lane called the meeting back to order at 3:00 p.m.

Chairman Lane called on Ed Durham, Human Resources Director, who stated that it is his pleasure to introduce Gwen Farris who is the latest addition to the Authority's Human Resources staff. Mr. Durham stated that Ms. Farris comes to the Authority with 22 years of experience in recruiting for the military.

Chairman Lane called on Mike Buffington, Program Manager, who stated that he is pleased to introduce Cliff Beroset who began working on Monday as the Authority's Civil Engineer. Mr. Buffington stated that Mr. Beroset would be working with Mike Thomas and him in Program Management and with personnel from the Authority's Engineering and Maintenance & Construction Departments. Mr. Buffington stated that Mr. Beroset comes to the Authority from Robert and Company and was the Resident Inspector at the Authority's Freeman Road WPP, J.W. Smith clear well and Barnett Road elevated tank.

Drayton Estates Lift Station Proposal: Chairman Lane called on Gary Howe, Manager of Engineering, who stated that he would like to give the Board information concerning a proposed subdivision development. Mr. Howe showed, on a map, the location of this proposed subdivision and stated that it is at the intersection of Wright's Circle and Thrail Kill Road with a small amount of frontage on Highway 138. Mr. Howe stated that this proposed development would include 75 homes with a small commercial track on Highway 138. Mr. Howe stated that the developer has proposed to install a lift station on the subdivision site. Mr. Howe stated that he requested that, if the Board approved the lift station, that the developer move the location of the lift station to Wright's Circle. Mr. Howe stated that having the developer move the location of the lift station would enable the Authority to catch an additional 150 acres of undeveloped land and open the way for the existing homes in this area to have sanitary sewer service. Mr. Howe stated that the Authority has already obtained all the necessary easements for the Wright's Circle location. Mr. Howe stated that the only cost to the Authority would be, if the Authority should decide to upsize the motors for the lift station at a cost of fifteen hundred to three thousand dollars and ten dollars per foot, to install a gravity line down to the lift station. Mr. Brannan stated that the cost for the lift station, generator and installation of the lift station, plus fifty thousand dollars maintenance fee would be the developer's responsibility. There was a general discussion concerning this information.

Water Conservation Update: Chairman Lane called on Guy Pihera, Manager of Water Production, who gave the Board an informational and slide presentation on the status of the Authority's raw water reserves. Mr. Pihera stated that due to rainfall in the last few days the Authority raw water reserves went from 63% to 65%. Mr. Pihera stated

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that this 2% increase amounts to about 40 million gallons of additional raw water that the Authority now has in storage. Mr. Pihera stated that if the Authority did not have the new Shoal Creek Reservoir the percentage of raw water reserves would be around 28%. Mr. Pihera stated that the water demand has decreased considerably due to the recent rainfall and the Authority's increase in the number of hours of no outside watering. Mr. Pihera stated that the recent rainfall also allowed the Authority to reduce the amount of water purchased from the City of Atlanta. Mr. Pihera gave the Board information concerning the W.J. Hooper Reservoir. Mr. Pihera stated that the water level in the Hooper Reservoir is being monitored closely because when this reservoir gets full and starts to overflowing, this is raw water that the Authority has lost. There was a general discussion concerning this information. There was also a discussion concerning the Authority's planned upgrades to the W.J. Hooper WPP. Mr. Pihera and Mr. Buffington gave additional information and answered questions.

Water Resource Initiative Update: Chairman Lane called on Mike Thomas, Program Manager, who gave the Board an informational and slide presentation update on the water resource initiative. Mr. Thomas stated that the slide presentation that he is giving to the Board contains some of the same slides that are being used by him and other Authority personnel in the public involvement presentations. Mr. Thomas stated that the public involvement presentations are being conducted throughout the community in order to educate the public about the Authority's Master Plan projects. Mr. Thomas gave the Board additional information about the public involvement presentations. Mr. Thomas discussed the Board approved five-year Master Plan projects and the cost to the Authority in order to finance these Master Plan projects. Mr. Thomas stated that most of these projects are for improvements to the wastewater system. Mr. Thomas stated that at this time that he and Mr. Buffington, as the Authority's Program Managers, are managing over 15 active task orders from CH2M Hill. Mr. Thomas stated that when you include the Robert and Company projects that are still ongoing and some of the Authority's own projects that are in the Master Plan, there are around 25 or 30 projects to be managed. Mr. Thomas gave the Board an informational and slide demonstration of the Primavera software that will be used to manage the detailed scheduling and budgeting of all the Authority's major projects. Mr. Thomas distributed printouts created by the Primavera software and discussed the information on this printout. There was a general discussion concerning this information.

Mr. Brannan stated that there is another issue that needs to be considered that goes along with the Program Management staff trying to keep up with these Master Plan projects. Mr. Brannan stated that keeping up with all of these projects creates a lot of in-house administrative type functions. Mr. Brannan stated that the Program Management staff is going to need an Administrative Secretary to enter the needed data into the Primavera software and do other administrative duties. Mr. Brannan gave the Board information on how this position would be funded. There was a general discussion concerning this information.

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

RESOLVED: that the position of Administrative Secretary to work with the Program Manager staff be approved.

Industrial Surcharge Task Order CH2MHill: Chairman Lane called on Mike Thomas, Program Manager, who stated that he would like to give the Board a brief overview of the status of the Master Plan projects. Mr. Thomas stated that the new 4.4 MGD Shoal Creek WRF would be bid in September. Mr. Thomas stated that this would be a Schreiber Process similar to the Northeast WRF. Mr. Thomas stated that the W.B. Casey one plant design is moving along. Mr. Thomas stated that an operational process for this plant was selected and the project could be bid by early next summer. Mr. Thomas stated that the Authority is actively designing the Shoal Creek constructed wetlands on the new property that the Authority bought and is in the process of doing the cultural resources survey. Mr. Thomas stated that the Waste Load Allocation permit for these projects has been requested and the Authority is awaiting a reply from Georgia EPD. There was a discussion concerning this information and the amount of money that Gwinnett County has paid for the permitting of their new plant that has not yet been approved. Mr. Thomas stated that the upgrade to the W.J. Hooper WPP is in the process of being designed as well as the advance disinfection design for all three Water Production Plants.

Mr. Thomas distributed copies of Task Order RE-00-05, Evaluation of CCWA Industrial Surcharge Program and stated that he would like to ask the Board's consideration in approving this task order.

Task Order No. RE-00-05
Evaluation of CCWA Industrial Surcharge Program
August 3, 2000

During the review of proposed increases in the CCWA industrial surcharge rates, an industrial customer raised several technical and financial related questions and issues. In order to respond to these questions and issues in the most technically defensible way, CCWA wishes to enlist the services of CH2M Hill to review the industrial surcharge

methods and rates and propose any modifications to make these technically defensible and equitable for our customers.

This task order includes CH2M Hill's services to:

- 1) evaluate our current industrial surcharge methodology;
- 2) evaluate the need to include additional pollutants, especially considering future treatment plant process modifications; and
- 3) address specific issues raised by industrial customers.

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The cost for these services is \$34,870. This project will be completed in approximately 3 months. This task order would be funded from the Renewal and Extension fund by utilizing funds set aside for a rate study.

Mr. Thomas discussed some of the factors that would be used to determine what the Authority's industrial surcharge rate would be. Mr. Thomas stated that the increase for the Authority's industrial surcharge increase would be approximately 30%, which would equate to a seventy to eighty thousand dollar (\$70,000 to \$80,000) increase per year in surcharges. There was a general discussion concerning this information and if it would be justifiable to pay CH2M Hill thirty four thousand eight hundred seventy dollars (\$34,870) to determine what the Authority's industrial surcharge should be.

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

RESOLVED: that Task Order RE-00-05 Evaluation of CCWA Industrial Surcharge Program be approved as presented.

There was a general discussion concerning the amount of money that the Authority is losing, at this time, in the treatment of industrial wastewater.

General Office Architect Status: Chairman Lane called on Mike Buffington, Program Manager, who stated that he would like to give the Board an update on the design contract for the addition to the Authority's administration building. Mr. Buffington stated that at last months meeting the Board approved a proposal from Manley Spangler Smith Architects to design this addition. Mr. Buffington stated that Fincher and Hecht prepared an owner architect contract, which was submitted to Manley Spangler Smith Architects along with the risk management requirements. Mr. Buffington stated that a proposed construction contract with risk management requirements was also submitted to Manley Spangler Smith Architects for their review. Mr. Buffington stated that he expects some comments back from Manley Spangler Smith Architects within the next few weeks. Mr. Buffington stated that the Authority is working toward reaching a contract that will be acceptable with Manley Spangler Smith Architects, the Authority and the Authority's attorney.

McDonough Road Softball Complex Update: Chairman Lane called on Wade Brannan, General Manager who stated that he would like to give the Board information on the County and the Authority working together on cost sharing projects. Mr. Brannan stated that at this time the County is in the process of constructing a parking lot for the Authority. Mr. Brannan stated that this parking lot is located behind the office complex in the vicinity of the warehouse building. Mr. Brannan stated that this parking lot is to provide additional parking when the Authority's wastewater maintenance section is relocated into this area. Mr. Brannan stated that the County called to request that the

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Authority extend a water line at the Soccer Complex on McDonough Road. Mr. Brannan stated that this would be approximately 1400' to 1600' of 8" water line to a fire hydrant. Mr. Brannan stated that this would be a cost-sharing project with the County paying the cost of the materials and the Authority providing labor to extend the water line. Mr. Brannan stated that it is his opinion that arranging these cost-sharing projects with the County is working out to be a good relationship between the County and the Authority.

Employee Drug Policy Proposal: Chairman Lane called on Wade Brannan, General Manager, who stated that the Board requested Ed Durham, Human Resources Director in conjunction with the Authority's attorneys, prepare an Alcohol and Controlled Substance Policy. Mr. Brannan stated that a copy of this policy was distributed to Board members in their Board package. Mr. Brannan discussed the information in this policy. Mr. Brannan and Mr. Durham recommended that this policy be accepted as proposed.

XX-A. ALCOHOL AND CONTROLLED SUBSTANCE POLICY

SECTION I PURPOSE

It is the position of the Clayton County Water Authority that alcohol and controlled substance abuse is a severe problem in the United States. The costs involved with this problem include human costs such as job loss, moral problems, injuries, illnesses, and deaths, as well as economic costs such as property damage, tardiness, absenteeism, lost productivity and increased health care insurance cost.

The use of alcohol or controlled substances by Water Authority employees constitutes a direct threat to property and the safety of others. The work involved in many positions is inherently dangerous, and the safety of citizens and employees depends upon the ability of fellow employees to think clearly with unimpaired faculties.

The Clayton County Water Authority has an obligation to its employees, customers and the public at large to reasonably insure safety in the work place and to provide safe and effective public service. To meet these objectives, the problem of alcohol and controlled substance abuse must be identified, confronted and controlled. In order to achieve this, the Clayton County Water Authority has developed the following alcohol and controlled substance policy.

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Note: The term "controlled substance" refers to all of the following: any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, hashish, PCP, LSD, "designer drugs" and "crack." They also include legal drugs that are not prescribed by a licensed physician.

SECTION II PERSONS TO BE TESTED

A) Public Health & Safety Sensitive Positions

Employees in Public Health and Safety Sensitive positions are responsible for the health, safety and welfare of the general public and their fellow employees. They have an obligation to work free of impaired judgment or physical ability so as to avoid injury to themselves, other employees or the public, and to maintain credibility and the trust of the public.

With a detailed list of classifications in Appendix A, Public Health & Safety Sensitive Category Employees are broadly defined as:

- Non – CDL Drivers
- Water Treatment Personnel
- Hazardous Duty Workers

These employees are subject to all tests listed in section III.

B) Applicants Testing for Employment

Applicants for all Public Health and Safety Sensitive positions must consent to undergo drug and alcohol testing at the time of the pre-employment/post-offer physical examination.

C) Employees

All employees are subject to testing in situations as defined in Section III below, other than random testing which applies only to those who are in Public Health and Safety Sensitive positions or CDL positions.

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SECTION III POLICY

A) Pre-Employment - Any applicant being considered for employment is required to take and pass a drug/alcohol screen prior to becoming an employee of the Water Authority. A positive reading will be cause for a denial of employment. Employment is contingent upon passing all portions of the drug/alcohol screen.

Applicants contesting the results of their drug/alcohol test may have the same sample re-tested by a laboratory of their own choosing at their own expense. However re-testing must be performed within two (2) days of the date the applicant received notification from the Water Authority of a positive test. If the subsequent test is negative, the Water Authority will request a second test conducted by its designated laboratory. Subsequent test results must be negative for the applicant to be reconsidered for employment. If both tests subsequent to the initial test are negative, the Water Authority will reimburse the applicant for the reasonable cost of the independent test gained by the applicant after the initial test. The applicant must submit the bill to the Human Resources Department within thirty (30) days of the billing date of the test and present proof of payment at that time. The results of drug/alcohol tests will be kept confidential; the results shall not be released to third parties, including prospective employers.

B) Employee Related Accidents - The following policies concern accidents involving company vehicles and/or equipment and accidents involving personal injury.

1) Accidents Involving Vehicles and Equipment - Any employee involved in an accident while operating a licensed company vehicle or equipment will be required to take a drug/alcohol test if damage occurs to company property and/or public property. Testing should be done the same day of the accident or as soon thereafter as possible. The employee must sign an Employee Consent and Notice Form and an Authorization for Drug Screening Form.

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A Report of Accident Form must be completed by the employee's supervisor or manager and submitted to the Human Resources Director. The Human Resources Director will make the necessary arrangements for the drug/alcohol testing. The Safety Committee will submit copies of the Report of Accident Form to the Safety Director for review and possible action.

2) Accidents Involving Personal Injury - An employee who has an accident which results in a personal injury that requires medical treatment, will be required to take a drug/alcohol test. The injured employee must sign an Employee Consent and Notice Form. This form will be placed in the employee's personnel file. Also, an Authorization for Drug Screening Form must be obtained from the Human Resources Director. The Authorization for Drug Screening Form must accompany the employee to the Water Authority's designated medical facility. Testing should be done the same day as the injury or as soon thereafter as possible. Testing will not delay appropriate medical treatment.

3) Accidents Caused by Other Employees - An employee whose actions lead to an accident that results in a medically treated injury to another person will be required to take a drug/alcohol test. Testing will be done the same day as the accident. Testing procedures are the same as outlined in #1 above.

- 4) Possible Action - Refusal to submit to a drug/alcohol test as required by the Clayton County Water Authority's Alcohol and Controlled Substance Policy will subject the employee to disciplinary action up to and including discharge for their refusal to cooperate. A positive drug or alcohol test may result in termination of employment or other disciplinary action, or the employee may be referred for mandatory drug or alcohol rehabilitation as a condition of continued employment. The action taken will be at the discretion of the General Manager and will take into consideration the following factors:

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- a) length of employment
- b) overall job performance
- c) previous accidents or other negligent incidents
- d) severity of damages and/or injuries resulting from the current accident
- e) the type and quantity of substance for which the employee tested positive

If an employee contests the results of their drug/alcohol test, they may have the same sample retested by a laboratory of their own choosing at their own expense. The re-testing must be performed within two (2) days of the date the employee received notification from the Water Authority of a positive test. If the second test is negative, the Water Authority will request an additional test conducted by its designated laboratory. Subsequent test results must be negative. If both tests subsequent to the initial test are negative, the Water Authority will reimburse the employee for the reasonable cost of the independent test gained by the employee after the initial test. The employee must submit the bill to the Human Resources Department within thirty (30) days of the billing date of the test and present proof of payment at that time.

If the employee is offered the opportunity to undergo rehabilitation, the employee will be responsible for all costs of treatment that are beyond those covered by CCWA's EAP agreement. The Clayton County Water Authority reserves the right to require the employee to submit to random drug/alcohol tests thereafter for up to two (2) years.

C) Reasonable Suspicion

If in the opinion of the supervisor and/or management, a reasonable suspicion (a reasonable suspicion must be based on objective indications and/or observations of substance abuse) exists in which the employee is reporting to work, or is working, while under the influence of alcohol or controlled substances, or is impaired from the use of same, the following procedures shall be followed:

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- 1) The employee's supervisor shall arrange if possible, for at least one other supervisor, the Department Manager or the Human Resources Director, to observe the conduct of the employee. A written report of the incident shall be completed which includes a description of the employee's conduct upon which such reasonable suspicion is based.
- 2) If employee was actually observed consuming alcohol and/or controlled substance, purchasing alcohol and/or controlled substance, and/or possessing alcohol and/or controlled substance, a preliminary investigation will be conducted. Disciplinary action may be taken based on such observation independently of the results of the alcohol/drug test.
- 3) In all other cases, an alcohol/drug screening test shall be administered to the suspected employee. Refusal to submit to such test shall constitute insubordination, and shall be sufficient grounds for termination.
- 4) The suspected employee shall be placed on suspension with pay pending completion of the investigation of the incident and receipt of alcohol/drug test results. If the confirmed results of the alcohol/drug tests indicate a positive result, it will be assumed that the employee is impaired. The respective Department Manager may recommend an appropriate disciplinary action, up to

and including termination. The disciplinary action will be implemented in accordance with Chapter XV of the Clayton County Water Authority Personnel Rules and Regulations.

5) At all times during an investigation of violations of the Alcohol and Controlled Substance Policy, the confidentiality of the case will be protected as required by law.

D) Random Testing

Tests are ordered on a random, unannounced basis from the pool of Public Health and Safety Sensitive employees identified in section II A. At least 25% of employees in the pool will be tested annually, with selections done on a CCWA wide basis. Random selection is done with a statistically valid method, such as a computer-based listing of employees by employee number. An employee's name remains in the pool after being tested so that every employee shall have an

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equal chance of being tested each time selections are made. Any employee notified by his supervisor to report for a controlled substances and/or alcohol test must go immediately to the collection site.

Section IV Return to Duty and Follow-up Testing

Return to Duty – Any employee who tests positive under this policy shall not be allowed to return to normal duties until he/she submits to a return to work test with a confirmed negative and he/she is recommended by the Employee Assistance Program representative or other appropriate counselor to return. However, no employee maintains any vested right to return to work with a negative test after a previous positive test.

Follow-up – Upon an employees return to work, the employee is subject to unannounced random drug/alcohol tests thereafter for up to two (2) years. For follow up alcohol tests, any level will constitute a positive, even if it is below the normal cutoff level of 0.04 for alcohol. Follow up drug tests must be negative for all controlled substances listed in Section I.

Section V GRACE PERIOD

A sixty (60) day grace period shall apply to all present employees who are newly subjected to random drug testing as a result of the adoption of this random drug testing policy. The grace period does not apply to present employees already subject to random drug testing. The grace period does not apply to persons hired during the grace period or thereafter.

For all applicable personnel, the grace period begins the day after this random drug testing policy is adopted by the Water Authority and for fifty-nine (59) days thereafter. During this time, employees who need counseling and/or rehabilitation are encouraged to seek help. Anyone who seeks counseling during this period or who is currently participating in a program will not be disciplined for voluntary self-identification as long as he/she complies with the counseling program and return-to-work agreement and refrains from abusing controlled substances and

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alcohol. If a problem with controlled substances or alcohol abuse occurs at any time after the grace period, appropriate action (referral for counseling or discipline) will be taken in accordance with this policy. The sixty-day grace period shall not apply to pre-employment, post-accident, or reasonable suspicion testing.

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

RESOLVED: that the Alcohol and Controlled Substance Policy be accepted as presented.

Business Rates for CUB Events: Chairman Lane called on Wade Brannan, General Manager, who stated that the Authority has been trying to encourage business use of the Authority's Community Use Buildings. Mr. Brannan stated that so far the Authority has had limited success in encouraging businesses and organizations to use these facilities. Mr. Brannan stated that what the Authority would like to do is establish a different rate for businesses. Mr. Brannan stated that the hours for the business rate would be from 8:00 a.m. to 6:00 p.m. Monday through Friday. Mr. Brannan stated that he recommends that the rate for the Blalock/Shamrock CUB be set at two hundred fifty dollars (\$250) and the rate for the J.W. Smith CUB is one hundred fifty dollars (\$150). There was a general discussion concerning this information.

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

RESOLVED: that the Authority's Community Use Building business rate, Monday through Friday from 8:00 a.m. to 6:00 p.m., be set at two hundred fifty dollars (\$250) for the Blalock/Shamrock CUB and one hundred fifty dollars (\$150) for the J.W. Smith CUB and if the CUB's are left clean then the businesses will receive a fifty dollar (\$50) rebate.

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

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

RESOLVED: that the Board adjourns into executive session and the Board reserves the right to return to the open session.

Chairman Lane called the regular session Board meeting back to order.

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There was a discussion concerning the Authority giving Master Plan presentations to retired and civic groups in the county.

Upon Motion by Lindy Rogers and seconded by Don Whitman it was unanimously

RESOLVED: that the regular session Board meeting be adjourned.

They're being no further business to come before the open meeting the meeting was adjourned.

Joe T. Lane, Chairman

H. Lindy Rogers, Secretary/Treasurer