

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, February 4, 2010

Vice Chairman, Lloyd Joiner, called the meeting to order at 1:30 p.m.

Present at the meeting were: Vice Chairman, Lloyd Joiner, Secretary/Treasurer, Marie Barber, Board Members, Wes Greene, John Westervelt, John Chafin and Don McMillian, General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams, Steve Lavinder of CH2M Hill, other CCWA staff and visitors.

Vice Chairman Joiner called on Sandra Flores, Call Center Rep for the Customer Service Department, to give the invocation.

Approval of Minutes: Vice Chairman Joiner called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, January 7, 2010. Hearing none, the minutes were approved as presented.

Financial and Statistical Report: Vice Chairman Joiner called on Emory McHugh, Finance Director, to give our financial report. Mr. McHugh reviewed the financial information that was given to the Board for the period ending December 31, 2009.

Recognition: Vice Chairman Joiner called on Jim Poff, Water Reclamation Manager, to recognize Mark Cochran, NTS Foreman, for passing the Wastewater Operator Class I Exam. Jim congratulated Mark and thanked him for his contributions to the Water Authority.

Flow Metering Annual Contract Renewal: Vice Chairman Joiner called on Herbert Etheridge, Distribution and Conveyance Manager, to present the Flow Metering Annual Contract Renewal.

The CCWA has been under contract with IDEX/ADS for several years for the provision of flow monitoring and data analysis for the collection of data related to billing of wastewater fees. This data is collected at sites where the CCWA receives wastewater from and/or transports wastewater to neighboring jurisdictions. For billing accuracy we contract these services to a third party consultant.

This contract renewal will be for 12 months beginning on May 1, 2010. The meter that was added in 2006 for the Yorktown area of College Park will be billed on a monthly basis to the City of College Park by the CCWA. We also removed one meter from this annual contract in 2009 that measured flow from Fulton County.

This meter will now be under Fulton County's control as an emergency connection and therefore has no normal usage which results in a savings of \$7,968.00. This contract renewal also includes a \$2,000.00 fee for annual support/updates of software used by the CCWA to view data on-line through ADS.

It is our recommendation that CCWA contract with IDEX/ADS Environmental Services for a 12 month period for the period of May 1, 2010 through April 30, 2011 for the monitoring, equipment servicing, and data reporting services for eight wastewater metering stations. For this contract renewal the monthly fee has not increased over the FY 2009 fees. The contract renewal amount will not exceed \$65,744.00 of which the CCWA portion will be \$57,776.00 (net after billing the City of College Park).

UPON Motion by John Chafin and seconded by Wes Greene it was unanimously

RESOLVED: to approve the contract renewal with IDEX/ADS Environmental Services for the period and amount as requested and outlined above.

Atlanta Lift Station Project Summary: Vice Chairman Joiner called on Terry Moy, Program Management and Engineering Manager, to present the Atlanta Lift Station Project Summary.

In the fall of 2008 the CCWA Board approved a series of related projects designed to collect and return wastewater historically sent to the City of Atlanta for treatment and return it to the CCWA W. B. Casey Plant for treatment.

The construction included a new one million gallon per day (1 MGD) capacity lift station and 3 mile long 16-inch force main pipeline. The pipeline work included negotiating more than 20 easements in a fully developed urban environment and 11 major crossings including Interstate 285, an active railroad line, and a tunnel constructed under Interstate 75 that was blasted in hard rock. The construction work included preparing and managing 4 major contracts. Permitting involved the Georgia Environmental Protection Division (GAEPD), Georgia Department of Transportation (GADOT), Georgia Power Company, US Army Corps of Engineers and the Norfolk Southern Railroad. All of the design, permitting, and construction inspection work to successfully complete this project was coordinated by CCWA's engineering staff.

The progress of the work included many challenges including a tight schedule based on the expiration of the current contract with the City of Atlanta and coordination of permitting and land acquisition activities. The crossings of Interstate 285 required multiple attempts using jack and bore and horizontal directional drilling techniques. Ground penetrating radar surveys to support the tunnel crossing of Interstate 75 required two, police assisted complete traffic stops of Interstate 75 south of the Interstate 285 cloverleaf intersection. The lift station was successfully put online on January 6, 2010.

The original construction estimate for this work was \$6.4 million. Including preliminary engineering studies, geotechnical investigations, permitting, construction change orders and materials provided by CCWA, the final cost of the work was \$4.2 million. The City of Atlanta has agreed to pay CCWA approximately \$3.2 million for its capacity in the City's South River plant; this includes a credit of approximately \$1.1 million for unpaid capital and operations invoices and a final payment to CCWA of \$2.1 million. This will also avoid future capital charges from the City and should result in lower treatment costs at the Casey plant versus what we were paying the City for treatment.

Floodplain Mapping Update: Vice Chairman Joiner called on Terry Moy, Program Management and Engineering Manager, to provide the Floodplain Mapping Update.

At the April 2009 Board Meeting, Phase 2 of a multi-year, multi-million dollar effort to update floodplain mapping for all of Clayton County was approved. Phase 1 included work to update areas previously mapped using approximate methods and initiating the preparation of a computerized, countywide hydraulic modeling program.

Phase 2 work is expected to be performed through the spring of 2011 and includes the following major efforts:

1. Detailed field surveys of more than two thousand critical stream/river locations (to be performed by outside contractors and managed by CCWA).
2. Complete development, simulations and quality control checks of a fully developed computer-based hydraulic model.
3. Preparation of revised floodplain maps in accordance with FEMA standards.
4. Preparation and submittal of engineering report, calculations, maps to FEMA for review and approval.
5. Floodplain mapping program support to coordinate work activities, provide quality control checks for field contractor data and general public information program implementation.

Since Phase 2 work was initiated, a field contractor scope of surveys has been prepared, advertised and awarded to 2 contractors who have been working to collect the required survey data. Field surveys are expected to be complete by the summer of 2010 when engineering and modeling work will begin. The work is currently on schedule and in line with budget.

Another important component of this project is about to be started and includes public information activities to help broaden awareness of the work that is being done. Since final approval of the revised floodplain maps by FEMA will not likely occur until sometime after the spring of 2011, CCWA and CH2M Hill are working to help homeowners that may be affected by these potential changes be more proactive.

Preliminary activities include developing a campaign using mailings and web supported information to focus on property owners who may be subject to floodplain boundary changes as a result of this updated study. These efforts are also expected to be supplemented by efforts to inform real estate/mortgage agents, insurers and related industry officials to provide additional support for interested homeowners.

E. Jesters Creek/Lake City Stream Restoration Design Task Order Amendment:
Vice Chairman Joiner called on Kevin Osbey, Stormwater Program Manager, to present the E. Jesters Creek/Lake City Stream Restoration Design Task Order Amendment.

Clayton County Water Authority and the City of Lake City are partnering to improve East Jesters Creek, a tributary and associated wetlands along with the development of a nature preserve adjacent to City Hall.

In March 2008, the Board approved Task Order SW-08-04 to start design services for the Lake City Nature Preserve and East Jesters Creek Stream Restoration Project. As work has proceeded on the aforementioned Task Order, out of scope issues have developed. This Amendment will resolve those issues and will allow completion of all design related services.

The amendment scope of services includes:

Task 1 – Kenyon Road Tributary Restoration Design - \$8,304

- Stabilization of approximately 180 feet of a tributary that parallels Kenyon Road on the East Side of Jester’s Creek

Task 2 – CLOMR Preparation and Coordination - \$14,308

- Preparation of the Conditional Letter of Map Revision (CLOMR) application with the Federal Emergency Management Agency (FEMA)

Task 3 – Federal and State Permitting for Stream Restoration - \$6,536

- Preparation of Federal and State permits for stream restoration including a US Army Corps of Engineers (USACE) Nationwide 12 permit for relocating the West Tributary

Task 4 – Mitigation Banking Services - \$54,206

- Preparation of mitigation banking instrument (addendum) to be consistent with the new USACE Guidelines

Project Managers:

- CH2M Hill, Engineers – Wayne Murphy
- Clayton County Water Authority – Terry Moy

Task Order Amendment #1 Amount: \$83,354

UPON Motion by John Westervelt and seconded by Don McMillian it was unanimously

RESOLVED: to approve the Task Order SW-08-04 Amendment No. 1 for the amount as requested and outlined above.

Personnel Policy Revision: Vice Chairman Joiner called on Ed Durham, Human Resources Director, to present the Personnel Policy Revision.

CCWA utilizes temporary employees for a variety of situations including;

- temporary meter readers to backfill these positions while our permanent staff is utilized for our automated meter reading change out program;
- to backfill positions that are temporarily vacated due to family medical leave or other reasons; and
- to utilize retired employees to assist with the transition to new managers or programs.

The current policy is being revised primarily to remove the time limit of seven months for these employees as the temporary meter readers may be needed for as long as 3 years.

Current Policy

Temporary Appointment - if a work load of a department demands positions of strictly temporary nature because of seasonal peaks or similar circumstances, such temporary positions may be established for a designated period of time not to exceed seven (7) months. The Department Manager shall submit an Employment Requisition Form to fill temporary position(s) in the same manner to fill a regular position(s). Employment in a temporary position shall not confer on the incumbent any privileges or right of promotion, transfer, or reinstatement. Time spent in the temporary position shall not constitute a part of a probationary period.

Revised Policy

Temporary Appointment – if a work load of a department demands positions of a strictly temporary nature because of seasonal peaks, one time tasks, time limited tasks, or similar circumstances, such temporary positions may be created for a designated period of time as established by the General Manager and the Board. The Department Manager shall submit an Employment Requisition Form to fill the temporary position(s). Employment in a temporary position shall not confer on the incumbent any privileges or right of promotion, transfer or reinstatement. Time spent in the temporary position shall not constitute a part of a probationary period. Appointments may be made through competitive or non-competitive procedures.

Employees serving in temporary appointments are not eligible for benefits unless such benefits are included in an employment agreement.

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

RESOLVED: to approve the Personnel Policy Revision as requested and outlined above.

Upon Motion by John Chafin and seconded by Wes Greene it was unanimously

RESOLVED: that the Board adjourn into executive session for land, legal, and personnel issues. The Board reserves the right to return to open session.

The Board returned to open session. The following items were discussed:

Mr. Thomas provided an update regarding the City of Atlanta payment to be received.

Mr. Thomas called upon Mike Bennett to provide an update of the Customer Service Call Center improvement plan. Mr. Bennett provided an update and noted the improved call abandonment rate the last couple months. He invited the Board to stop by the Call Center to view its newly renovated location.

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

RESOLVED: to adjourn the regular session board meeting.

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

Lloyd Joiner, Vice Chairman

Walter Marie Barber, Secretary/Treasurer