

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, June 5, 2008

Chairman, Pete 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, Marie Barber, and Board Members, John Westervelt, and John Chafin. General Manager, P. Michael Thomas, Deputy Manager Mike Bennett, Department Managers, Guy Pihera, Herbert Etheridge, Teresa Adams, Jim Poff and Terry Moy, Program Management Engineer, Mike Buffington, Finance Director, Emory McHugh, Stormwater Program Manager, Kevin Osbey, MIS Director, Rodney Crowell, Interim Customer Accounts Director, Morris Kelly, Policy and Procurement Specialist, Terry Hicks, Human Resources Director, Ed Durham, Public Information Officer, Suzanne Brown, and Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher, Denmark & Williams, Jay Kirk and Steve Lavinder from CH2M Hill, Rodney Givens from EDT, and the following employees: Dave Shope, Nikki Mitchell, Chris Hamilton, Jimmy Stewart, Stephen Tarpley, Michelle Mirzaiee, Chris Sims, Derek Doss, Joey Keller, and Charles Carter. Board members, Wes Greene and Doug Bonner, were not present.

Chairman McQueen called on Dave Shope, Water Production, to give the invocation.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, May 1, 2008. Hearing none, the minutes were approved as presented.

Financial and Statistical Report: Chairman McQueen 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 twelve-month period ending April 30, 2008.

Employee Recognition: Chairman McQueen called on Mike Thomas, General Manager, who explained that the Georgia Association of Water Professionals (GAWP) has several annual awards. Three (3) years ago, they started an annual Customer Service Award. Throughout the state, utilities submit nominations for the best customer service person on their staff. We are very proud that this year, Nikkie Mitchell, Assistant Supervisor-Customer Service Call Center, was awarded the GAWP Customer Service Award. Mr. Thomas wanted to recognize Nikkie today for winning this award and to thank her for her dedication and hard work.

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Chairman McQueen called on Ed Durham, Human Resources Director, who stated that each year our employees participate in fund raising efforts for the American Cancer Society. Once again this year, Michelle Mirzaiee lead those efforts for us. The American Cancer Society had a goal this year to raise one hundred twenty thousand dollars (\$120,000) within Clayton County. The Water Authority raised almost twelve thousand five hundred dollars (\$12,500) of that goal. Although we had two (2) schools that raised more funds than we did, we were the number one (1) business within the county. Teresa Adams was a big help raising funds this year by being the “arrested” volunteer in our lobby one morning. Mr. Durham thanked Michelle for all her hard work and her willingness to head up these fund raising efforts for the American Cancer Society.

Chairman McQueen called on Rodney Crowell, MIS Director, who introduced Derek Doss and Joey Keller, who primarily work the network and the help desk. Since Derek has been in the MIS section, he has achieved an Associate of Applied Science in Network Computing and, on his own, received his CISCO Certified Network Associates certification, and his Wireless Sharp certification. Prior to coming on board with the MIS department, Derek had his A-plus Certification in Network Certification. These are certifications that the IT industry recognizes as proficiency levels.

Mr. Crowell recognized Joey Keller who has also achieved his Associate Degree of Applied Science from Clayton State University. Joey also received his Microsoft Certified Systems Administrator certification. Prior to coming to the Authority, Joey had his A-plus certification, his network certification, his Wireless plus certification, his CCNA, and his Microsoft Certified Professional.

Mr. Crowell congratulated Derek and Joey and thanked them for their continued educational endeavors.

Chairman McQueen called on Guy Pihera, Manager of Water Production, who asked Dave Shope to come forward to be recognized for passing his Class II Operator exam. Mr. Pihera stated that Dave started at the Authority in 2006 as a meter reader and after a short period of time became a water plant operator. Dave received his Class III certification and in a little over two (2) years has passed his Class II exam. Mr. Pihera congratulated Dave on his achievement.

Mr. Pihera stated that the Georgia Association of Water Professionals (GAWP) recognizes systems each year that have achieved total compliance with all regulations. Facilities that meet total compliance five (5) years in a row or less are awarded the Gold Award. Facilities that meet total compliance more than five years are awarded the Platinum Award. In April, the Hicks Water Production Plant was recognized for seven (7) years of total compliance with all regulations and was awarded the Platinum Award.

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Mr. Pihera congratulated Mr. Shope and the entire Hicks Plant staff for seven (7) years of total compliance.

Mr. Pihera called on Stephen Tarpley, Supervisor at the Hooper Plant, who is representing the entire Hooper Plant staff as they are being recognized with the Platinum Award by the GAWP for ten (10) years of total compliance with all regulations. This Gold and Platinum Award program has only been in existence for ten (10) years. Through those ten (10) years, there have been three (3) different expansion and/or renovation projects in progress at the Hooper Plant. Mr. Pihera commended Stephen and the entire Hooper staff.

Chairman McQueen asked Mr. Pihera to give the Board a brief water report.

Mr. Pihera stated that our reservoirs are ninety-nine percent (99%) full. Just this morning, we have received written word from EPD that the Authority has been approved for an exemption to the ten percent (10%) reduction imposed, and relaxed outdoor watering restrictions.

Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who stated that each year the GAWP recognizes Top Operators who go above and beyond at both the wastewater treatment plants and water production plants. In the past, the Authority has had Curtis Price and Chris Hamilton recognized for this award. This year, Jimmy Stewart from the Shoal Creek Plant has been recognized as the GAWP's District 3 Wastewater Top Operator.

Mr. Poff also wanted to recognize our Gold and Platinum Award winners. Mr. Poff asked Chris Hamilton to come up and join Jimmy. Mr. Poff added that there are only two (2) plants in the state of Georgia that have won the ten (10) year Platinum, but this is an eleven (11) year Platinum Award. This is quite an honor and points to the dedication and teamwork of our employees that have been running our facilities. Mr. Poff presented the Platinum Award to Jimmy for the Shoal Creek Wastewater Reclamation Facility (WRF) and presented the GAWP Gold Award to Chris Hamilton, Supervisor at the W. B. Casey Plant. Mr. Poff congratulated Jimmy and Chris and their entire staffs for winning these prestigious awards.

Employee Service Recognition: Mr. Poff introduced Charles Carter who is a Class III Wastewater Treatment Plant Operator at the new, newly commissioned Northeast Plant. Mr. Poff gave some background information on Charles who started at the Authority in May 1988 and mentioned that Charles has been trained on one hundred nineteen (119) different pieces of new equipment at the plant. Mr. Poff congratulated Charles for his twenty (20) years of dedicated service and presented his service pin.

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Although Wayne Paris could not be present at today's meeting, Mr. Poff wanted to recognize him for his twenty-five (25) years with the Authority.

Chairman McQueen added that the Board also has someone to recognize. Congratulations to Mr. Joiner for his ten (10) years of service on our Board.

Waste and Trash Removal Contract Renewal: Chairman McQueen called on Teresa Adams, Manager of General Services.

The original contract for waste and trash removal included a second and third year renewal option without any increase in costs. The current contractor is not willing to renew at the current rates and CCWA staff believes bidding the services would result in significant cost increases. Therefore, we have negotiated a renewal to the current contract with a modest cost increase.

Previous Bids from April 2007

Vendor	Monthly Bid Amount	Total Annual Amount
United Waste Service Austell, GA	\$ 2,680.48	\$32,165.76
Advanced Disposal Services Jackson, GA	\$3,473.00	\$41,676.00
Waste Management Smyrna, GA	\$8,902.33	\$106,827.96

Staff recommends that this contract be renewed with United Waste Service for \$34,095.71, which includes a 6% increase in its 2007 bid amount.

This contract renewal will be for one year from June 1, 2008 through May 31, 2009 and may be extended for a third year by mutual consent by both parties with an annual adjustment at the time of the extension not to exceed five (5%) percent.

Funding Source: Operating Budget

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UPON Motion by John Westervelt and seconded by John Chafin it was unanimously

RESOLVED: to approve the renewal of the annual Waste and Trash Removal Services Contract with United Waste Service in the amount of thirty-two thousand one hundred sixty-five dollars and seventy-six cents (\$32,165.76).

Smith Reservoir Intake Structure Modification Proposal: Chairman McQueen called on Guy Pihera, Manager of Water Production, to discuss the Smith Reservoir proposal.

CCWA advertised, received and opened proposals for an intake modification structure at the J.W. Smith Water Production Plant. The intent of the intake modification was to allow adjustable depth withdrawal from the reservoir to improve water quality and reduce treatment costs.

An estimate of \$60,000 for installation of a structure to suit the purpose was received for inclusion of this project in the 2007 Fiscal Year Budget. The scope of the project was changed slightly during the process of developing the Request for Proposal document.

The RFP invitation was sent to seven vendors. One proposal was received as listed below. This proposal was from the same company that had given the original estimate of \$60,000.

Proposal Amount: \$278,000
Vendor: S.E. Underwater Services, Inc.

An evaluation team of staff members was established and the team recommends rejecting the proposal based on the cost of the project significantly exceeding our budgeted funds.

Staff will evaluate other options of providing flexibility of intake depth adjustment.

UPON Motion by John Chafin and seconded by Lloyd Joiner it was unanimously

RESOLVED: to reject the proposal for the Smith Reservoir Intake Structure Modification based on the cost of the project significantly exceeding our budgeted funds.

Deer Hunt Update and Recommendation: Mr. Pihera continued with an informational update and 2008 recommendation for the Authority's Deer Hunt season.

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2007 Season Overview

Huie Site

The site was open 6 weekends in September and November. 264 members of the public and 57 CCWA employees participated in the hunts making 1,583 daily visits. A total of 104 deer (62 does and 42 bucks) were harvested.

Woolsey Road and Shoal Creek property

CCWA employees were allowed to hunt this property throughout the state season. 57 employees either paid for annual permits or worked 4 hours at the Huie hunts. Employees made 525 visits to the sites. 22 deer were harvested.

Costs

The total cost of the 2007 Deer Management Program was \$15,596.13 with an income total of \$17,870.00. The \$2,273.87 surplus is the first surplus recorded for the hunt program during the 12 years of operation.

2008 Recommendation

Staff recommends continuing as in 2007 with the 6 weekend hunts spread during the months of September through November at the Huie Site open to the public. Staff also recommends employee hunting as allowed in 2007.

Fees

Staff recommends using the same fee structure as 2007:

- Clayton residents \$20.00 per weekend and residents of other counties \$30.00 per weekend.
- Season guest \$120.00 for the approved guests who are residents of Clayton County and \$180.00 for guests who reside in other counties. Approved season guest employees of a Clayton County Government Agency \$75.00.
- CCWA employees required to volunteer 4 hours at the Huie check station or pay \$75.00.

Southern Road Sewer Upgrade Project Summary: Chairman McQueen called on Terry Moy, Manager of Program Management and Engineering, to update the Board on the sanitary sewer upgrade on Southern Road.

The purpose of this project was to increase the capacity of the existing sanitary sewer to serve increased flows from two of CCWA's largest water customers (Fresh Express and Toto Industries). Because of the urgent need to provide immediate relief to the existing sewer system, this project was prepared as an emergency authorization.

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The project pipeline was surveyed and engineering determined that the existing 8-inch clay sewer needed to be increased to a nominal 12-inch diameter for approximately 2000 feet to meet the required flow capacity. Further investigation determined that this material and layout would be a good candidate for the pipebursting process which is a trenchless technology.

The project was then designed with specifications and drawings that were prepared by CCWA Engineering Staff in less than 30 days. Board award for the Request for Proposals (RFP) was approved on February 7th, 2008. Contracts were processed and a preconstruction meeting was held on March 7th.

Construction Contract Summary:

Construction started:	March 8, 2008
Upsized sewer placed in service:	March 31, 2008
Contractor Demobilization:	April 2, 2008
Construction Contract Award:	\$146,000
Final Construction Cost:	\$146,000

Contractor:	IEG, Inc.
CCWA Construction Engineer:	Cliff Beraset, P.E.
CCWA Project Manager:	Terry Moy, P.E.

Stormwater Infrastructure Inventory Contract Renewal: Chairman McQueen called on Kevin Osbey, Stormwater Program Manager.

The purpose of this work is to locate and survey the stormwater structures maintained by CCWA using Global Positioning System (GPS) technology and provide the data in an electronic format compatible with CCWA's Geographic Information System (GIS).

The benefits of this work include:

- Improved management, maintenance and operation of the stormwater system using GIS and Computerized Maintenance & Management (CMMS) tools
- Compliance with regulatory requirements for mapping, and documenting responsibility
- Support stormwater asset valuation requirements

Per Board approval in January 2008, CCWA authorized this work to ARCADIS and Woolpert with an initial award based on 12,000 unit-priced structure inspections and 1,000 unit-priced virtual structure inspections. This initial phase of the work is about to be completed with both field contractors performing satisfactorily.

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CCWA staff recommends that the Board approve an amendment to the contracts to continue the work by both Woolpert and Arcadis as follows:

<u>Contract Summary</u>	<u>Woolpert</u>	<u>ARCADIS</u>
Original Contract Amount	\$293,850	\$307,270
Change Order Amount*	<u>\$143,100</u>	<u>\$150,240</u>
Total Authorized Amount	\$436,950	\$457,510

*Amendment value based on an additional 6,000 unit-priced inspections at the original contracted price for each contractor.

The total value of this change order is \$293,340. This project will be funded from stormwater revenues.

Project Schedule

Project work to be completed by September 2008

Project Manager

Clayton County Water Authority – Terry Moy

UPON Motion by John Chafin and seconded by Marie Barber it was unanimously

RESOLVED: to approve amendments to the Woolpert contract in the amount of one hundred forty-three thousand one hundred dollars (\$143,100) and to the Arcadis contract in the amount of one hundred fifty thousand two hundred forty dollars (\$150,240) for the Stormwater Infrastructure Inventory. The Amendment value is based on an additional six thousand (6,000) unit-priced inspections at the original contracted price for each contractor.

Williamson Mill Road Project Summary: Mr. Osbey next presented an informational update on the Williamson Mill Road Project.

While implementing the Stormwater Utility (2005 – 2006), the Technical Coordinating Committee (TCC) was given an opportunity to list areas of concern in their municipalities. The City of Jonesboro provided several areas where the stormwater infrastructure was of concern. Williamson Mill Road was one of the areas.

Site visits and preliminary cost estimates were completed in 2005 to assess the numerous problems identified. A recommendation was made to remove and replace all stormwater

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infrastructures on Williamson Mill Road. The estimated cost to perform these tasks was \$725,000.

Upon creating the CCWA Stormwater Maintenance Section (Marcus McLester – Foreman), this area was re-visited. Our maintenance staff found a majority of the infrastructure (piping and catch basins) completely clogged. There were also areas in which flow from the roads was bypassing catch basins.

Repairs took place in two phases. The initial phase had our maintenance staff clear “tail ditches” and vacuum/jet all catch basins and piping. The final phase involved televising all the piping and further infrastructure repairs along Williamson Mill Road.

Once the final phases of repairs were complete, the overall system has functioned properly (with the most recent rainfalls). CCWA has checked with several homeowners on the functionality of repairs. The homeowners stated the system is working. CCWA has also checked the area during rain events to verify system operation.

The cost of repairs performed by CCWA Staff was approximately \$11,000 (materials, labor, and equipment).

Based on the initial estimates to remove and replace the entire infrastructure, CCWA Staff recommends monitoring this area over numerous rainfalls to determine if further action is necessary.

Telephone System Replacement Update: Chairman McQueen called on Rodney Crowell, MIS Director, to update the Board on the Telephone System Replacement.
Project: CCWA Phone System Upgrade/Replacement

Funding Source: FY2008 Operating Budget at \$500,000

This document presents the implementation of an important technology project for the Clayton County Water Authority. The Management Information Services (MIS) team, in support of the Customer Accounts Department, has been researching and analyzing options for the replacement and upgrade of our aging telephone system which is a Lucent Definity G3 system. Parts of our existing phone system were moved from the old office location on Lake Harbin and are 20 plus years old. The newest telephone systems include modern technology features the Call Center and Customer Service can utilize to minimize the need for hiring additional CSR's (Customer Service Representative) based on current customer demands. There are additional justifications to support this business infrastructure replacement that include:

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- improved directory access for Water Authority telephones;
- reduced administration of the Water Authority's telephone systems;
- reductions in overall telephone maintenance costs;
- reductions in monthly service costs to AT&T, and;
- the ability to integrate the telephone system to the Water Authority's business network.

Today, even though we pay for hardware maintenance support on the existing telephone system, when a part requires replacement due to failure, we can not obtain a new replacement part for the telephone system as new parts have not been manufactured since 2001. Therefore, we must rely on refurbished parts. Due to this, our turn-around time on replacement parts can not be guaranteed and averages two business weeks, as the support vendor is required to locate the parts on the available market. Our experience over the past two years is a 75% failure rate on the refurbished parts. If the Water Authority had a need today for additional capacity of extensions on this telephone system, we would accomplish this by filling the remaining slots on the telephone system with refurbished parts. Additionally, upgrade support for this system ended in June 2004. This, along with the fact that present support models available for the existing telephone system do not allow the option of simply upgrading the system, puts the existing headquarters telephone system at end-of-support. Thus the existing telephone system will need to be replaced with a completely new system.

The newest telephone systems in the market, available from the top manufactures like AVAYA, CISCO and Nortel, include features that can be invaluable in providing superior customer service to our customers by our Customer Service and Call Center personnel not to mention other Water Authority team members in general. These features include:

- the ability to record and store a telephone conversation;
- the ability for a supervisor to ease onto an active conversation (for training purposes or otherwise);
- the ability to better integrate our IVR (Interactive Voice Response) system to the customer data base for the purpose of making and accepting payment arrangements without the need for a CSR to get on the telephone;
- intelligent call-back-this feature allows the customer to put themselves in a queue then the system assists the first available CSR in returning a call back to the customer;
- the ability to take calls at off-site locations improving our disaster response capabilities and teleworking options.

The initial analysis preformed by our CCWA Network Engineer supports moving to a Voice-over-Internet-Protocol (VoIP) telephone system. This is leading edge technology

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that would be the center piece of the Water Authority's telephone services for the next 20 years and support the 21st century requirements of the Customer Accounts Department.

These newer telephone systems are integrated to the company's business network, enabling us to maintain a better database. Each telephone user will be able to access a company directory on their telephone hand set, thereby eliminating the need for manually updating a printed version of a company telephone directory. Administration of the new telephone system(s) would be reduced by not having to physically connect a wire at the punch-down board for each new telephone or for changing telephone locations. Each telephone will plug into an existing network outlet and the location of any telephone is found based on an electronic address assigned to it.

An add-on value of the newer technology will be a later integration of telephone services at remote sites into the telephone services at the headquarters complex, which will reduce costs over the next one to three years for public telephone system access, as well as, maintenance and technical support of the other telephone systems currently installed at remote Water Authority facilities. Due to the age of the equipment, the close integration of a new telephone system into the Water Authority's business network will require upgrades to existing network equipment and wiring.

The Clayton County Water Authority's MIS team employs a Common Operating Environment (COE) for new technologies. This is similar to standardizing on a single pump manufacturer to reduce the need for spare parts, and the need for staff to be trained to maintain a variety of equipment reducing the "Total Cost of Ownership" (TCO) for day-to-day operations of the technology. CCWA staff will conduct an evaluation of telephone system manufacturers for the upgrade/replacement of the headquarters complex phone system and network wiring. Once this evaluation is complete, the results will be presented to the Board for recommendation and authorization of a preferred manufacturer.

JDEdwards Hardware Replacement Update: Mr. Crowell continued with the JDEdwards Hardware Replacement Update.

Project: Replacement of large computer server

Funding Source: FY2008 Operating Budget at \$515,000

Expected Savings: \$250,455 over a 3 year period

Project Description

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Water Authority staff has budgeted to replace an aging JDEdwards Enterprise computer server. As part of this equipment replacement, we plan to merge the historic Legacy Customer Service Application from the obsolete computer server (known as the AS/400) onto the new server to reduce hardware maintenance and backup costs. These computer hardware upgrades are primarily necessitated due to increasing memory speed requirements of new software and the end of support by the hardware manufacturers for the older machines. This upgrade will provide the Water Authority with a cost savings on hardware maintenance and annual software licensing costs over the next three years because of warranties and licenses provided with the new hardware. Additionally, this move will assist towards improving Disaster Recovery response time for the JDEdwards solution as well as reduced Disaster Recovery support costs paid to SunGard Services.

The JDEdwards Enterprise server was originally purchased in 2001 with a five year life expectancy. This seven year old system, while it still currently supports our JDEdwards solution, will soon become obsolete because it will not be compatible with new software or software upgrades. The Legacy Customer Service Application server was originally purchased in 1999 with a life expectancy of five years. While the Legacy applications are not currently in use, these applications are still accessed daily to reference historical information on payrolls, capital assets, customer billings, customer usage and general customer account verification. The current Legacy computer hardware for these applications is no longer manufactured and will not be supported by manufacturers much longer. However, we can utilize the proposed replacement server for these Legacy Applications so that we are maintaining one piece of equipment rather than two. The new proposed server, while possibly requiring a minor upgrade after four to five years, has a life expectancy of at least 10 years.

As mentioned above, significant annual maintenance and licensing cost savings will be realized by replacing the aging equipment. The expected hardware maintenance and annual software licensing savings is \$157,755 over the next three years. Additional cost savings and enhancements to our disaster recovery procedures will also be gained. Due to this hardware's configuration, we currently have to purchase disaster recovery services for these two servers and applications from a third party vendor (SunGard Services). With the upgrade to the proposed new server, the MIS team could recover the applications ourselves on these servers in 12 hours with a maximum of one day's data loss, eliminating the need for the SunGard Disaster Recovery services (\$92,700 savings over three years).

Our Legacy Customer Service application and current JDEdwards solution are configured to only run on IBM hardware and operating systems making the proposed server purchase a sole source procurement. While we could migrate these applications to other hardware, there would be additional programming and staff training costs. Optimus

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Solutions is the Water Authority's IBM partner of record as registered with IBM, meaning they can provide this system to the Water Authority at a preferred pricing level that other IBM Business Partners will not have available to them. CCWA staff therefore request authorization to negotiate the best cost with Optimus Solutions and return to the Board in July with a recommendation for purchase and approval at that time.

This project is included in the FY2008 budget as adopted at a funded amount of \$500,000 for hardware and related software along with \$15,000 for professional services to assist with installation and configuration of the new system.

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

RESOLVED: to approve negotiations for the best cost for the JDEdwards computer server with Optimus Solutions and return to the Board in July with a recommendation for purchase and approval at that time.

R&E Fund Project Additions: Chairman McQueen called on Mike Bennett, Deputy Manager, to review the additional R&E Fund Capital Improvement Projects.

Based on CCWA's "pay-as-you-go" capital financing plan, we periodically reallocate revenue funds to the Renewal & Extension (R&E) Fund to pay for necessary capital improvement projects. At the close of fiscal year 2007, we were able to reallocate \$5,000,000 to the R & E Fund. Based on this funding, along with other savings in the R&E Fund, CCWA staff proposes to add the following list of projects to the R&E Fund at a total value of \$7,000,000.

- 1. Emergency Power Generators for Water System (\$1,360,000)** – The Water Production Plants do not currently have emergency power generation capability. The three major pumping stations have a natural gas engine attached to one pump in each station for emergency pump operation. These back-up engines can not be operated remotely and also require several manual electrical and water valve operations to enable usage. This initial project will provide automated emergency power generation for the minimum number of pumps required to maintain service during a major power outage at the Noah's Ark Road Pump Station. The project also includes the replacement of outdated electrical switchgear that has reached its expired service life.
- 2. Forest Park Distribution and Pumping Improvements (\$500,000)** - This project includes a detailed design and modeling study of the Forest Park service area to determine the optimum improvements to increase system pressures in this area. The construction portion of this project will include pipeline installation and pump station modifications.

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- 3. Program Management – 2009 Services During Construction (\$300,000) –** Includes CH2M Hill services related to overall program management; and construction related services for Huie Constructed Wetlands Phase 4 (Part 2); Casey Pelletization Improvements; J. W. Smith WPP Improvements; and Tank Painting project. Services include construction management, contract administration, shop drawings review, design clarification and review of changes, field inspection, and preparation of record drawings.
- 4. 2-Inch Galvanized Pipe and Asbestos Cement Pipe (\$1,000,000) –** CCWA currently has 240,000 liner feet (45 miles) of old 2-inch galvanized pipe in the system that contributes greatly to discolored water and low pressure complaints. In addition, these small lines can not meet fire flow requirements for the protection of public health. CCWA also has 60,000 linear feet (11 miles) of old asbestos cement pipe in the system that needs to be replaced.
- 5. Cast Iron Pipe Cleaning & Lining (\$300,000) -** CCWA currently has 60,000 liner feet of old unlined cast iron pipe in the system that contributes greatly to discolored water complaints. These pipes were manufactured before new technology developed that allowed a cement mortar lining to be placed inside the pipe to prevent iron pipe corrosion that occurs at the water and iron pipe interface. CCWA plans to clean and line these cast iron pipes in the next 5 years.
- 6. 3-inch and Larger Backflow Assembly Installation (\$500,000) –** Prior to the mid 1990s, backflow devices were not required for commercial customers. The CCWA goal is to have backflow devices on all metered accounts. Funding is currently in place to meet this goal for 1 ½ -inch and 2-inch meters. This multi-year project includes meters that are 3-inch and larger of which the majority are apartment complexes.
- 7. Anvil Block Road Widening Project -12-inch (\$130,000) –** The Clayton County Transportation Department has current plans to widen this section of roadway which will require the replacement of 1,300 linear feet of 6-inch water line with a new 12-inch water line. This project is also included in the 2005 Master Plan to increase fire protection in this area.
- 8. Fire Hydrant Replacement (\$100,000) –** There are approximately 250 old “2-eared” (2 ½-inch nozzles) fire hydrants remaining in the system. All current standard fire hydrants have a 4 ½-inch pumper connection in addition to the 2, 2 ½-inch nozzles to facilitate maximum water availability to match up with standard fire department pumper nozzle connections of 4 ½-inches.
- 9. 2010 Master Plan Update (\$500,000) –** The master plan update will include a review of existing facilities; projected population and flow demands; and recommended water and wastewater system capital improvements. Emphasis will be on treatment issues related to use of reclaimed water, continued use of natural treatment systems, changing regulations and technology, and improvements to water distribution, and wastewater collection systems.

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- 10. Large Valve Replacements (\$60,000)** – Many of the large, older water transmission mains in the system have non functioning double-disk horizontal gate valves that create significant problems when these mains require isolation. This 6 year program will replace these valves with butterfly valves or resilient seat vertical gate valves.
- 11. Boy Scout Dam Improvements (\$250,000)** – The project will involve the construction of a new bypass channel that will allow the declassification of the dam. The channel will be lined with riprap/stone and vegetated for stabilization.
- 12. J.W. Smith WPP Improvements (\$2,000,000)** – The facility was originally constructed in 1985 and expanded in 1989. The existing infrastructure at the plant is aging and approaching the end of its useful service life. The 2005 Master Plan Update recommended CCWA invest \$8,000,000 to renovate all 8 filter units and upgrade the chemical feed systems and implement a centralized SCADA system. CCWA staff has cost effectively implemented portions of the chemical feed system and SCADA improvements. The Board approved \$3,300,000 for this project in January 2008. An additional \$2,000,000 is being added to this project to ensure all required upgrades currently being identified in the preliminary design phase will be adequately funded.

UPON Motion by John Chafin and seconded by Marie Barber it was unanimously

RESOLVED: to approve the allocation of funds to the R&E fund to cover the Capital Improvement Projects as discussed.

Policy Manual Amendments: Chairman McQueen called on Terry Hicks, Policy/Procurement Specialist, who stated that each Board member has before them a final version of the Policy Manual. This version will include the following amendments requested at the April Board meeting:

- Deletion of the item in Section 5 authorizing Board Members to have two way radios for communication with Authority staff.
- A statement regarding auditing of Purchasing Cards was added to the section regarding purchasing cards under Chapter 10, Purchasing and Disposal.
- A policy on Board member and CCWA staff interaction has been drafted by Mr. Fincher and is attached for your review and discussion.

An ordinance regarding penalties for meter tampering and water theft will be drafted and presented to the County Board of Commissioners at a later date.

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Additional policies adopted by the Board at the May 2008 meeting (Hardship Fund, Volunteers) are also included in this version of the Manual.

CCWA staff and attorney recommend the adoption of the referenced policy amendments and approval of this complete version of the manual.

Proposed CCWA Board Policy
Direction and Management of Authority Employees and Operations

- (1) The General Manager is the chief executive officer of the Authority, and, as such, all department heads, except the Authority attorney who is appointed by and reports to the Board, report to the General Manager. The members of the Board shall respect the management authority of the General Manager.
- (2) The Chairman of the Board shall have no management authority or responsibility with respect to the operations and administration of the Authority.
- (3) The members of the Board shall not in any manner dictate the appointment or removal of any Authority administrative officers or employees whom the General Manager or any of his or her subordinates are empowered to appoint.
- (4) Except for the purpose of conducting an investigation or inquiry authorized by the full Board, the members of the Board shall deal with Authority officers and employees solely through the General Manager, and no member of the Board shall give orders to any such officers or employees either publicly or privately. If any employee shall receive any order directly from a Board member, he or she shall, in writing, immediately report such order to the General Manager, who shall consult with the Board member about this policy. If a pattern of violating this policy is established by any Board Member, the General Manager shall report the matter to the full board at the next regularly scheduled meeting.
- (5) While members of the Board are not prohibited from communicating with Authority officers or employees with constituent complaints or concerns, the General Manager shall be copied on all such communications. However, the members of the Board shall not give directives to any Authority officers or employees, other than the General Manager or the Authority attorney regarding any matters including, but not limited to, constituent complaints and complaints regarding the services, operation, or administration of any department or function of the Authority.
- (6) The members of the Board, unless acting pursuant to a duly authorized investigation or inquiry, shall not discuss in open session the performance of or complaints against any

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Authority officer or employee during an Authority meeting. This provision is not intended to prevent the members of the Board from discussing, in general terms, the performance of or any issue relating to any department or function of Authority.

(7) It shall be prohibited for the members of the Board to sit in on personnel and management meetings between the General Manager and Authority employees unless such participation is by consent of the General Manager and approved by the full Board.

(8) The members of the Board shall possess fundamental oversight duties and responsibilities with respect to all operations and administration of Authority operations and the General Manager shall be responsible and duty bound to facilitate this oversight function. Once the members of the Board have passed the operating and capital budgets of the Authority, it shall be the responsibility of the General Manager to administer such budgets and to keep the members of the Board fully informed as to the Authority's progress against such budgets.

UPON Motion by John Chafin and seconded by Marie Barber it was unanimously

RESOLVED: to approve the adoption of the referenced policy amendments and to approve the complete version of the CCWA Law & Policy Manual as presented.

Upon Motion by Marie Barber and seconded by John Chafin 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.

With gas prices the way they are and the current market, Mr. Thomas stated that he has had some requests from employees for flex time and telecommuting. Some departments already have some flex time. We have had a few more requests to expand that program and make it a little more flexible. Mr. Thomas just wanted the Board to be aware that management is evaluating some of those proposals and may do a pilot test over the summer with flex time and/or telecommuting.

Mr. Thomas mentioned that we have talked with the Board about the Jesters Creek credits, and we are making progress. Mr. Fincher is reviewing the legal agreement with the airport to actually make the purchase of the credits. Mr. Thomas reminded the Board that the Water Authority had the Clayton County Development Authority to give us a restrictive covenant of initially a seventy-five foot (75') buffer. Mr. Thomas added that

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the Authority may have to give some easement compensation to the Development Authority.

Mr. Thomas stated that the Authority is working with the city of Lake City on a project. Initially, we had planned to do another stream restoration project on Jestors Creek, behind city hall, about sixteen hundred feet (1,600') in length. During that time, the city also decided to build a park behind city hall. This looked like a good opportunity to work with them to make the stream restoration fit in with their park plans. On the city's property is another small stream and wetlands. As part of that project, we would do some restoration on that area which would generate a lot of additional credits. We will be selling all the credits that we have for the airport and would have a need for additional credits. We have been working with CH2M Hill, as the city's engineer, in designing the park. The complex question comes when it comes time to deal with construction. It would be much more efficient to do it all at one time using one contractor. The city would have one contractor to build the trails for the city. In the discussions we have had so far, Lake City is not interested in managing big construction projects. It might make sense for the Water Authority to take the lead on this project as long as it is clearly spelled out who is responsible for paying which part of the project.

Mr. Thomas stated that the Authority has been working with the city of College Park to determine if we can provide sewer service. College Park is paying CH2M Hill for a feasibility study. We have found that the Authority could only take about five hundred thousand (500,000) gallons per day (gpd) unless we increase the size of the lines. College Park needs to decide if this would be financially beneficial to them. The Authority is also going to do some modeling work to see what it would take for us to supply them anywhere from one to six million gallons of water a day (1-6 MGD).

Mr. Thomas stated that the price of pipe is based on scrap metal costs and the Authority primarily buys ductile iron pipe. We have bought from U. S. Pipe for a number of years and they have been good about working with us on pipe prices and have even lowered prices a couple of times based on scrap metal index. Our bid guarantee with them expires at the end of this month. Mr. Etheridge has been working with U. S. Pipe and other vendors to figure out the best way to cap the bid. If we just rely on scrap prices, we would probably not receive a very good quote with fuel costs and other things that impact the price and production. The Authority will have a two or three (2 to 3) month window where we are going to exceed our bid guarantee. Mr. Etheridge has negotiated with U. S. Pipe to extend the contract through September 4, 2008.

Our bid for Ductile Iron Pipe is due to expire on June 30. We have been working with various Pipe Manufacturers since early April to put together a bid package that both parties could live with as we establish prices for 6 month intervals. Annual Contracts for

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Ductile iron Pipe are becoming rare and are generally offered in 6 month periods only to clients that have a long term history with a vendor and are willing to structure the contract so that there is a method for looking at cost of numerous items during the renewal process. Our current bid allows for escalation based solely on the independently published price of scrap metal. Future bids will also require us to look at other consumables such as foundry coke, energy costs, delivery cost, etc. The volatility of Scrap Steel Prices has caused the Pipe Manufacturers to be very conservative in offering long term pricing. The price of scrap steel in 2005 was approximately \$235.00 per ton. After numerous rises and reductions in this price it appeared that the price had somewhat stabilized in September 2007 at \$280.00 per ton, however the overseas Scrap Market drove this price up to \$390.00 per ton in March 2008 and then in mid April 2008 it went to \$580.00 per ton and has remained at or near that level through today.

Our current schedule for getting a bid package out is as follows:

June 30, 2008 - Finalize verbiage of Bid Documents
 August 8, 2008 – End of Legal Advertising Period
 August 12, 2008 – Open Bids
 September 4, 2008 – Recommendation to Board (contract to become effective immediately).

It is our recommendation that we accept U.S. Pipe & Foundry's offer to extend our contract with them for supplying Ductile Iron Pipe through September 4, 2008 at the prices for selected sizes/classes as listed below.

Clayton County Water Authority
 Ductile Iron Pipe
 Quote Sheet
 Contract extension through September 4, 2008

ITEM	CURRENT PRICE/FOOT	PROPOSED PRICE/FOOT
6" DIP – S CLASS 51	\$8.90	\$11.46
8" DIP – S CLASS 50	\$11.17	\$14.38
8" DIP – P CLASS 350	\$10.74	\$13.84
12" DIP – S CLASS 50	\$18.86	\$24.29

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12" DIP – P CLASS 350	\$17.81	\$22.93
12" RESTRAINED JOINT	\$6.44 per foot added	\$6.76 per foot added
16" DIP – S CLASS 50	\$28.62	\$36.86
16" DIP – P CLASS 250	\$26.03	\$33.52

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

RESOLVED: to approve accepting U.S. Pipe & Foundry's offer to extend our contract with them for supplying Ductile Iron Pipe through September 4, 2008 at the prices for selected sizes/classes as presented.

Upon Motion by John Chafin 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.

Pete McQueen, Chairman

Walter Marie Barber, Secretary/Treasurer