

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, May 1, 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, Wes Greene, John Westervelt, and Doug Bonner. General Manager, P. Michael Thomas, Department Managers, Guy Pihera, Herbert Etheridge, Teresa Adams, Jim Poff and Terry Moy, Project Engineer, Mike Buffington, Finance Director, Emory McHugh, Stormwater Program Manager, Kevin Osbey, Risk Manager, Karen Riser, Interim Customer Accounts Director, Morris Kelly, Policy and Procurement Specialist, Terry Hicks, 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, Science Fair Winners, Garrison Beedles, East Clayton Elementary School, Gary and Deborah Beedles (parents), Horace and Lola Carmichael (grandparents), Trellis Henson (aunt) and Kenneth Smith, Rex Mill Middle School, Cassaundra Smith (parent), and from the Clayton County School System, Katrina Miller, Coordinator of Secondary Science, Donna Marks, Coordinator of Elementary Science, and Dr. Anthony Smith, Chief Academic Office for Secondary Instruction and the following employees: Michael Robinson, Michelle Mirzaiee, Renee Dumas, Angie Bennett, Connie Bowen, Gabi LaFleur, Leeanne Sumner, Bill Hansell, Mandy Lindow, Andrea Stallworth, Simone Mitchell, Amanda LaPierre, and Sarah Beth Shelton. Board member, John Chafin, was not present.

Chairman McQueen called on Jim Poff, Manager of Water Reclamation, to introduce Michael Robinson from the Northeast Plant. Mr. Poff gave some background information on Mr. Robinson and recognized Michael for recently passing his Class II Wastewater Operator exam. Michael then gave the invocation.

Science Fair Awards: Mr. Poff stated that the Authority supplied four (4) judges: Terry Moy, Melissa Hammond, Suzanne Brown and Jim Poff for the Clayton County Regional Science and Engineering Fair, which was held in February. Each year, the Authority selects two (2) projects that are related to the water resources industry.

Today, we would like to recognize Garrison Beedles, East Clayton Elementary School, for his project, "How Does the Natural Treatment System protect us from Drought?" Garrison had a great presentation of his project, had a great interview, and was recognized as a 1st place winner recipient. On behalf of the Clayton County Water Authority, Mr. Poff presented Garrison with our Water Environment Award.

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Next, Mr. Poff recognized Kenneth Smith, Rex Mill Middle School, for his project titled, "How Safe is our Drinking Water?" Kenneth not only compared our drinking water to some of our neighbors, such as DeKalb, Henry and Fayette Counties, but took scientific analysis on all four (4) samples and showed excellent scientific thought through his entire project. Kenneth had a great presentation and interview and took 1st place in the middle school category. On behalf of the Clayton County Water Authority, Mr. Poff presented Kenneth with our Water Environment Award.

Mr. Poff also recognized Donna Marks, Coordinator of Elementary Science, and Katrina Miller, Coordinator of Secondary Science. Ms. Miller then introduced Dr. Anthony Smith, Chief Academic Officer for Secondary Instruction.

Finance Certificate of Excellence: Mr. Thomas asked Mr. McHugh and his Finance staff to come up to be recognized for once again earning the Certificate of Achievement for Excellence in Financial Reporting. The Authority's Finance Department has won this achievement for twenty-one (21) years in a row.

Mr. Thomas added that there is one other person he would like to recognize, Kevin Osbey, Stormwater Program Manager. Mr. Thomas stated that just last weekend we had the Household Hazardous Waste Amnesty Day for residents of Clayton County. We serviced over four hundred (400) vehicles. This was a very successful event and Mr. Thomas appreciates Mr. Osbey's dedication to his job and the fine things he is doing for the Stormwater Utility.

Chairman McQueen recognized Steve Fincher, our legal counsel, who has been representing the Authority for ten (10) years.

Employee Service Recognition: Chairman McQueen called on Guy Pihera, Manager of Water Production, who introduced Jep Palmer, Recreation Area Coordinator. Mr. Pihera congratulated Jep and thanked him for his dedication and presented Jep with his twenty (20) year pin.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular Board Meeting minutes of Thursday, April 3 and Friday, April 4, 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 eleven-month period ending March 31, 2008.

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Highway 138 Utility Relocation Project Summary: Chairman McQueen called on Herbert Etheridge, Manager of Distribution and Conveyance, who gave the Board an informational summary on the Highway 138 project.

In October 2005, the Georgia DOT began a project to widen SR 138 in Clayton County. As our Watermains were within the State Right-of-Way, our mains had to be relocated along this project, at our expense.

The following activities have been completed:

- Relocated 14,332' of 12" watermain on SR 138
- Lowered 350' of 16" watermain on SR 138
- Lowered 350' of 20" watermain on Berry Rd
- Lowered 350' of 30" watermain on SR 138 Spur
- Lowered 650' of 16" watermain on SR 138 Spur
- Lowered 300' of 8" watermain on Bamby Lane
- Relocated 400' of 12" watermain on Mt Zion Parkway
- Relocated 4 large water meter vaults
- Relocated over 100 meters (including replacement of service lines)
- Adjusted numerous hydrants, valves, and meter boxes.

The original estimate for this work was \$823,006.34. As we became aware of the need to relocate the mains on SR 138 Spur and Bamby Lane, the Board authorized spending up to \$1,059,950.05 in November 2006. We were also required to lower/relocate a 20" main on Berry Rd and a 12" main on Mt Zion Parkway. In January 2008, the Board authorized spending up to \$1,130,000.00 to complete this project. This project has been completed at a final cost of \$1,119,985.10 (\$10,014.90 less than Board's authorization).

We will be performing minor activities such as adjusting valves, hydrants, meter boxes, manholes, etc. through the end of the project in September 2008.

Masonry Block Work Bid Recommendation: Mr. Etheridge continued with the Masonry Block Work Bid Recommendation. Staff recommends that this annual contract be awarded to DAF Concrete, Incorporated at the specified line item prices with the option to renew for a 2nd and 3rd year with no changes in terms or conditions.

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Clayton County Water Authority
 Masonry Block Work
 April 2008

Contractor	Bid Amount
DAF Concrete Marietta, GA	\$28,000.00
Metz Construction Leesburg, GA	\$31,615.00
Ossat Concrete Co. College Park, GA	\$38,105.00
Southern Builders Jonesboro, GA	\$53,500.00
GCL Construction, Inc Decatur, GA	NO BID
All Star Concrete Senoia, GA	NO BID
C&G Concrete Construction CO Atlanta, GA	NO BID
Cloud & Cloud Concrete Inc Lithonia, GA	NO BID
HJF Concrete Inc Stone Mountain, GA	NO BID
Kilpatrick Construction Atlanta, GA	NO BID
Middle Georgia Masonry Griffin, GA	NO BID
ONYX Development Atlanta, GA	NO BID
Rhino Concrete Jonesboro, GA	NO BID
Veal Concrete Construction Roswell, GA	NO BID

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

RESOLVED: to approve the annual Masonry Block Work contract with DAF Concrete Incorporated, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

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Brown Road Lift Station Project Summary: Chairman McQueen called on Terry Moy, Manager of Program Management & Engineering, who gave the Board an informational update on the Brown Road Lift Station project.

The purpose of the Brown Road Lift Station and Force Main Upgrade project was to increase the existing station's pumping capacity. The previous station had a pumping capacity of approximately 400 gallons per minute (gpm) and operated on average from 12 to 15 hours per day.

The new station is designed to pump 1,300 gpm with a peak capacity of approximately 1,600 gpm (2.3 MGD). The new lift station is sized to accommodate future flows from the existing basin as well as flows from the Justice Center. Peak flow for the service area is estimated at 1.6 MGD. The new lift station currently operates for approximately 3 hours per day.

Other Significant Design Features include:

Site grading/access to raise the station the 100-yr flood elevation
 12-foot diameter wet well lined with PVC to prevent corrosion
 12-inch force main to a 24-inch gravity sewer system (W.B Casey Plant); and
 Reuse of refurbished backup generator from the Reeves Creek Lift Station

Construction started:	21 May 2007
Station placed in service:	13 December 2007
Construction closeout:	15 February 2008

Construction Contract Award:	\$1,100,563.60
Final Construction Cost:	\$ 987,576.59 (\$112,987 savings)

Contractor: Site Engineering, Inc.
 CCWA Design/Construction Engineer: Cliff Beronet, P.E.

Floodplain Mapping and Stormwater Services Task Order: Mr. Moy continued with the Floodplain Mapping and On Call Services Task Order SW-08-01.

This Task Order includes services from CH2M Hill to provide continued support in mobilizing the stormwater utility. Two tasks are included:

Task 1 - Floodplain Mapping. The Metropolitan North Georgia Water Planning District Watershed Management Plan requires all local governments to update their floodplain maps and add future build-out floodplains. This task order will include field work and

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modeling to update “approximate” floodplain areas designated as “Zone A” on the effective FEMA floodplain maps. This task will also provide the hydrologic / hydraulic modeling data that will be used to complete the “detailed” map updates, which will be required in the next phase of the work.

Task 2 - On-call Stormwater Services. The on-call services will provide CCWA with continued access to technical resources to support ongoing activities related to stormwater services including:

Data management and review for the ongoing stormwater inventory project.

Development of an automated stormwater asset valuation update process.

Design support for capital improvements The ENGINEER will assist the OWNER with the review of floodplain mapping data and/or modeling results submitted by developers or other applicants as part of the new development review process.

Regulatory permitting support.

Project Managers:

CH2M Hill Project Manager – Doug Baughman

Clayton County Water Authority – Terry Moy

Task Order Summary:

Task Order Amount: \$298,725

Funding: Stormwater Revenues

TASK ORDER NO. SW-08-01

This Task Order is an attachment to the Master Services Agreement between CH2M HILL, INC., (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”) for a PROJECT generally described as *Floodplain Mapping & On-Call Stormwater Services*..

Background

The purpose of this Task Order is to provide professional engineering services in support of Stormwater Utility operations. Additional information on specific tasks is described in the following scope of services.

ARTICLE 1 — SCOPE OF SERVICES

The scope of services includes two primary tasks:

Floodplain Mapping. The floodplain mapping task is the first phase of study to update the floodplain maps for Clayton County and will provide the hydrologic/hydraulic modeling data that will be used to complete the detailed mapping in the next phase of the

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study. The goal of the work is to provide floodplain modeling and mapping information suitable to update floodplain areas designated as “Zone A” on the effective FEMA floodplain maps, and to provide the OWNER with updated information on which to base floodplain management decisions.

On-Call Stormwater Services. The on-call services task will provide the OWNER with access to technical resources to address a variety of tasks related to the implementation of stormwater services associated with the new stormwater utility.

Task 1 – Floodplain Mapping

Task 1.1 - County-wide Hydrology Analysis ENGINEER will develop a county-wide hydrologic model for the OWNER to calculate updated flood discharge rates for the hydraulic modeling. The hydrologic model will be developed using the U.S. Army Corps of Engineers’ HEC-HMS model, and will be based on the National Resources Conservation Service (NRCS) method for calculating runoff. HEC-HMS is a public domain model which will allow future users to improve the model as land development changes occur in Clayton County. The following items will be completed as part of this task:

- The ENGINEER will delineate stream centerlines for all streams in Clayton County up to a point where the contributing drainage area to the stream is at least one-square mile in area. Stream centerlines will be delineated using topographic data made available to the ENGINEER by the OWNER. Each stream segment between confluence points will be assigned a unique stream identifier based on the name of the stream on the effective Flood Insurance Rate Map (FIRM), and the latest U.S. Geological Survey (USGS) quadrangle maps.

The ENGINEER will establish study points along the stream centerlines at which the discharge rates will be needed for the hydrologic model. At a minimum, study points will be placed upstream and downstream of stream confluences and at the upstream ends of each stream. Up to 20 additional study points may be added at the discretion of the OWNER.

The ENGINEER will delineate sub-watershed boundaries along each stream segment based on the study points, and using the terrain and topographic information provided by the OWNER. Sub-watersheds will be identified using the stream segment IDs previously assigned. At the ENGINEER’s discretion, the drainage area for small stream segments may be combined with an adjacent upstream sub-watershed.

The ENGINEER will develop a composite raster map for the NRCS Curve Number (CN) based on land use and soil data provided by the OWNER. At the OWNER’s request, or if the OWNER does not have land use and soil data to provide to the ENGINEER, the ENGINEER may obtain the best available information from public (Federal Government) or private sources. The ENGINEER will develop separate maps for existing and future land use conditions. The raster maps will be used in combination with the sub-watershed

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boundaries to calculate average CN values for each sub-watershed for both existing and future conditions.

The ENGINEER will delineate a flowpath for each sub-watershed to calculate Lag Time. The NRCS watershed lag time equation will be used to calculate the lag time for each sub-watershed.

The ENGINEER will build the HEC-HMS model using the information collected through the GIS analysis. The Modified Puls Routing method will be used to route flows through the watershed.

The ENGINEER will perform rainfall-runoff simulations using the HEC-HMS model for the existing conditions 2, 5, 10, 25, 50, 100, 500-year, and the future 100-year, 24-hour storm events.

Deliverables

At the completion of Task 1.1, the ENGINEER will provide the OWNER with the following deliverables:

An electronic GIS personal geodatabase file containing stream centerline delineations, sub-watershed boundary delineations, and delineations used for lag time calculations.

Electronic GIS raster files containing National Resource Conservation Service (NRCS) Curve Number data for both existing and future conditions.

A hardcopy map displaying the information developed for the hydrology model.

A hardcopy technical memorandum summarizing the development of the hydrology data and the HEC-HMS hydrology model.

Note: Because of the iteration between the HEC-HMS model developed under Task 1.1, and the HEC-RAS model developed under Task 1.2, final discharge rates from the hydrology study cannot be provided until Task 1.2 is completed.

Task 1.2 –County-wide Hydraulic Analysis

The ENGINEER will develop a county-wide hydraulic model for the OWNER to calculate flood elevations along streams identified under Task 1.1. The hydraulic model will be developed using the U.S. Army Corps of Engineers' HEC-RAS software. HEC-RAS is also a public domain model which will allow future users to improve the model. HEC-RAS is a FEMA-accepted model which can be used to revise the FEMA FIRMs for the OWNER. A separate HEC-RAS model will be developed for each HUC-12

watershed in Clayton County. The following items will be completed as part of this task: The ENGINEER will create a HEC-GeoRAS database which will include cross section, stream centerline, flowpath, bank station, bridge and in-line structure information.

The ENGINEER will identify all road crossings over public right-of-ways at bridges and private stream crossings and pond embankments as in-line structures. Sections along each bridge and in-line structure will be made along the centerline of the crossing and will extend far enough to cross the entire anticipated floodplain width. For the purposes of the LDS, private crossings (typically driveways or pedestrian bridges) will be considered minor obstructions in the channel and will be assumed to clog and overflow.

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The ENGINEER will cut cross sections along the stream centerlines at intervals of approximately 400 to 500 feet, from left to right facing downstream. Additional cross sections will be placed at sudden contractions or expansions in the channel, and will be placed upstream and downstream of bridges and in-line structures. Cross sections will be placed such that they are approximately perpendicular to the flowpath of the stream, and will extend far enough to cross the entire width of the floodplain.

The ENGINEER will delineate the bank lines and flowpaths for the left and right banks of each stream using standard offsets.

The ENGINEER will collect data on pipe material type, diameter, and geometry through field visits. The time associated with field visits will depend on the number of stream crossings identified, but is not expected to exceed 5 working days. The data will be approximate only, and will be collected using simple measurement devices. The height between the top of the road and the top of the pipe will be estimated in the field, and used to estimate upstream and downstream invert elevations for each crossing point.

The ENGINEER will extract the GIS data and import it into HEC-RAS. The model will be completed by adding the road crossing data for each bridge in the model, adjusting the bank stations to match the cross section geometry and adding ineffective areas upstream and downstream of bridges.

The use of the Modified Puls Routing method in the hydrology model requires channel volume as an input. The channel reach volume is calculated using HEC-RAS, therefore the ENGINEER will iterate between the two models until the flow rate stabilizes in the HEC-HMS model.

The ENGINEER will perform a quality control review of the HEC-RAS models and make any necessary adjustments to cross section lengths and bank stations. The ENGINEER will ensure that there are no crossing profiles in the HEC-RAS model. A final iteration of the HEC-HMS model may be made at the ENGINEER's discretion to account for the changes to the HEC-RAS model.

Once the HEC-RAS model is finalized, the ENGINEER will export the HEC-RAS data to a GIS format for mapping using HEC-GeoRAS.

Deliverables

The ENGINEER will provide the OWNER with the following deliverables:

An electronic geodatabase file containing layers for cross section, stream centerline, flowpath, bank station, bridge and in-line structure information.

An electronic GIS point shapefile identifying the locations at which discharge rates were calculated under Task 1.1, which includes the calculated discharges for each of the flood frequencies analyzed.

A hardcopy summary of the culvert and bridge information used in the HEC-RAS model.

An electronic copy of the HEC-RAS and HEC-HMS models.

A technical memorandum summarizing the development of the hydraulic data and the HEC-RAS hydraulic model.

Task 1.3 –Floodplain Boundary Delineation

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ENGINEER will develop floodplain boundaries for the OWNER based on the hydraulic modeling work performed in Task 1.2. The mapping will be developed based on the digital terrain model and topographic data provided to the ENGINEER by the OWNER. The following items will be completed as part of this task:

The ENGINEER will create floodplain boundary delineations for the 100-year, future 100-year and 500-year storm events using automated floodplain mapping tools.

The ENGINEER will review the results of the floodplain mapping delineation to ensure that the boundaries correctly represent the calculated flood elevations. The ENGINEER will make manual adjustments of the boundary where needed.

The ENGINEER will closely examine the boundaries of the floodplain in the vicinity of existing houses to check that houses that should be included in the floodplain fall within the boundary, and those that should be excluded are placed outside of the floodplain.

The ENGINEER will provide a draft electronic version of the floodplain boundary to the OWNER for their review. The ENGINEER will address any comments from the OWNER and finalize the floodplain boundaries.

Deliverables

An electronic GIS polygon shapefile that includes the draft boundaries of the existing 100-year floodplain, the future 100-year floodplain and the 500-year floodplain.

An electronic GIS polygon shapefile that includes the final boundaries of the existing 100-year floodplain, the future 100-year floodplain and the 500-year floodplain.

A hardcopy technical memorandum detailing the procedure used to develop the floodplain boundary polygons.

Task 1.4 –Report Compilation

ENGINEER will develop a report for the OWNER that details the work performed under this Task Order. The report will include a CD which will include all electronic copies of the GIS data developed for the model, copies of the HEC-RAS and HEC-HMS models, PDF versions of the maps, and a PDF version of the final report. The following items will be completed as part of this task:

The ENGINEER will prepare a written report detailing the work performed in Tasks 1.1, 1.2, and 1.3.

The ENGINEER will prepare hardcopy maps illustrating the floodplain boundaries developed through the PROJECT. The hardcopy maps will be arranged in a similar fashion to the Digital Flood Insurance Rate Map (DFIRM) panels, but these will not be full DFIRMs. They will be designed for the OWNER to have quick and easy access to the information as the need arises.

The ENGINEER will prepare a CD which includes all of the final GIS layers developed during the PROJECT. The CD will also include the final HEC-HMS, and HEC-RAS models and electronic PDF copies of the maps and the final report. The CD will be included in the report.

The ENGINEER will compile a report detailing the activities taken to develop the hydrologic, hydraulic and mapping information. The report will include a CD which will

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include all electronic copies of the GIS data developed for the model, copies of the HEC-RAS and HEC-HMS models, PDF versions of the maps, and a PDF version of the final report.

Deliverables

Three hard copies of the final report.

Three sets of hard copy maps depicting the final floodplain boundaries and the effective FEMA floodplain boundaries.

A CD or DVD which includes all of the electronic data delivered under Tasks 1.1, 1.2, and 1.3; as well as an electronic copy of the final report in PDF format, and PDF versions of final floodplain maps.

Task 2 – On-Call Stormwater Services

ENGINEER will provide staff augmentation on an as-needed basis to assist the OWNER in executing projects under the Stormwater Utility program. Specific tasks may vary depending on the OWNER's needs. To focus the scope and level of effort required to complete on-call tasks, the ENGINEER will submit a brief memo and cost estimate activities under Task 2 for approval by the OWNER before proceeding with specific tasks. The following technical tasks may be completed at the OWNER's request:

The ENGINEER will assist the OWNER in reviewing the stormwater infrastructure inventory data and addressing questions from the staff or OWNER's contractors regarding the data collection protocols. A senior engineer with experience in inventory data collection will be available to support this task.

The ENGINEER will assist the OWNER with updating or modifying the inventory data QC tools based on feedback and application of the tool by the OWNER's staff.

Additional on-call GIS support will also be provided by the ENGINEER.

ENGINEER will assist the OWNER in development of an Access database to support frequent updates to the stormwater infrastructure asset valuation. This database will be based on the stormwater infrastructure inventory currently being conducted by others (under contract to the OWNER) and the asset valuation methodology developed by the ENGINEER under a previous task order. The ENGINEER will participate in an initial planning workshop with the OWNER to define the objectives, output, and framework for the database prior to initiation of the PROJECT.

The ENGINEER will provide technical assistance to the OWNER's engineering staff to evaluate and/or develop engineering data for various capital improvement projects (CIPs). This activity may include hydrologic/hydraulic modeling, engineering calculations, cost estimating, and preliminary design.

The ENGINEER will assist the OWNER with the review of floodplain mapping data and/or modeling results submitted by developers or other applicants as part of the new development review process.

The ENGINEER will assist the OWNER with preparation of regulatory permitting support needs.

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Deliverables

Memorandums, spreadsheets, and/or engineering drawings depending on the final specific tasks requested under this on-call task order.

Task 3 – Project Management

The ENGINEER will use its internal project control system to manage all administrative activities for this PROJECT. The Project Manager will review monthly project control reports of the task activities that have been conducted during the monthly reporting period. Managing the monthly reports will confirm that the work performed is assigned to appropriate tasks, and questions about charges can be clarified. During each monthly reporting period, ENGINEER will provide OWNER a summary of the tasks completed and proposed work scheduled for the next period. Project problems, their solutions, and the milestones will be documented by ENGINEER.

The Project Manager will meet internally with the ENGINEER's project staff to obtain verbal updates on status and to identify problems for inclusion in the monthly status reports. These meetings will be conducted at the OWNER's or ENGINEER's offices to confirm that tasks are being completed on schedule and that future work is properly planned.

Deliverables

Monthly progress reports (twelve) including activities completed and proposed for the next month.

Monthly invoices (twelve).

Client Meetings (up to four).

ARTICLE 2 — COMPENSATION

Compensation for the Scope of Services outlined in Article 1 shall be in accordance with the terms specified in the Master Service Agreement. Compensation shall be on a Per Diem basis (time and expense) with a maximum not to exceed amount of \$298,725 without prior written approval from the OWNER.

Table 1
Costs by Task

Task	Labor Hours	Cost by Task
Task 1 – Floodplain Mapping		
Task 1.1- County-wide Hydrologic Analysis	492	\$50,000

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EXHIBIT A

INSURANCE REQUIREMENTS

TASK ORDER No. SW-08-01

FLOODPLAIN MAPPING AND ON-CALL STORMWATER SERVICES

ENGINEER's Insurance

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

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

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

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

The limits of coverage shall be:

\$ 1,000,000	Per Occurrence
\$ 1,000,000	Personal or Advertising Injury
\$ 1,000,000	Fire Damage

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\$ 5,000 Medical Payments
 \$ 1,000,000 General Aggregate
 \$ 1,000,000 Products/Completed Operations Occurrence and Aggregate

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

(d) Professional Liability Insurance to include coverage for the OWNER and all Subcontractors, ENGINEER and Design Consultants, with a minimum annual policy limit of \$10,000,000 per claim and in the aggregate. The OWNER may increase the limit requirements where, in the opinion of the OWNER, such increase is desired. The policy shall contain an eight (8) year Extended Reporting Period or the ENGINEER will furnish the OWNER evidence of continuing coverage for that same period of time after completion. The Retroactive date under the policy will predate any work for the OWNER. Sixty (60) days prior written notice of cancellation or non-renewal shall be given to the OWNER in the event of termination or non-renewal. The OWNER may elect to obtain a PROJECT or Owner's policy on a primary or excess basis. The ENGINEER will amend their PRACTICE policy to provide primary or excess coverage to increase the combined limits of coverage. Deductibles included in the policies will be the responsibility of the ENGINEER.

(e) An Umbrella policy, including Excess following form, will be provided with a minimum limit of \$10,000,000 Per Occurrence and Aggregate (Per Project) and will apply over underlying policies for Automobile Liability, Commercial General Liability and Employers Liability. The Umbrella policy limits may be combined with the underlying limits to obtain the total limits required.

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

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

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

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

**Exhibit 1
 Project Schedule**

TASKS	DAYS FROM NOTICE TO PROCEED																									
	0	1	3	4	6	7	9	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3				
	5	0	5	5	0	5	0	0	2	3	5	6	8	9	1	2	4	5	7	8	0	1	3	4	6	
Task 1.1 – County-wide Hydrology Analysis																										
Task 1.2 – County-wide Hydraulic Analysis																										
Task 1.3 - Floodplain Boundary Delineation																										
Task 1.4 – Report Compilation																										
Task 2- On Call Stormwater Services																										
Task 3 – Project Management																										

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

RESOLVED: to approve the Floodplain Mapping & On-Call Services Task Order as presented in the amount of two hundred ninety-eight thousand seven hundred twenty-five dollars (\$298,725).

Northeast Water Reclamation Facility Expansion Project Summary: Chairman McQueen called on Mike Buffington, Program Management Project Engineer, who presented the final construction update on the Northeast WRF.

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The Northeast WRF is being upgraded and expanded from 6.0 MGD to a design capacity of 10.0 MGD. The plant is designed for a high degree of treatment for discharge to Panther Creek.

The major treatment processes include new raw waste pump station; preliminary treatment; primary sedimentation; modifications to the aeration basins; secondary clarifiers; flocculation and filtration; UV disinfection; sludge thickening and dewatering; emergency standby generators; and new control building and operator laboratory.

Construction is complete and all new treatment units have been placed in service. The project went extremely well and was completed under budget and more than seven months ahead of schedule.

The General Contractor, Crowder Construction Co., was a good corporate citizen in the county throughout construction. They had an active program to solicit MBE/WBE/DBE businesses. At completion of the project they made a sizeable donation of a triple wide trailer complex to a local church to be used for an after school program for children.

Project Managers:

CH2M Hill, Engineers – Dave Goddeyne (Construction Manager)

CH2M Hill, Engineers – Chris Cranmer (Resident Engineer)

Clayton County Water Authority – Mike Buffington

Construction Contract Summary:

General Contractor – Crowder Construction Co., Charlotte, North Carolina

Bid (Contract) Amount – \$55,633,000.00

Final Change Order (Deduct) – (\$110,301.72)

Final Contract Amount – \$55,522,698.28

Construction Funding: Series 2005 Bond Issue

Dedication of the Northeast Plant is scheduled for Tuesday, May 20, 2008 at 9:00 a.m.

Mr. Thomas stated that today is Mr. Buffington's eighth (8) anniversary with the Water Authority. Mike was involved in our 1960 Master Plan and every Master Plan since then. Mike has worked on projects for forty (40) years, since 1968.

Mike will be retiring in May and so today, we would like to recognize him with a retirement plaque. We have had a good partnership. Mr. Thomas wanted Mike to know

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that we have appreciated his service and recognize and thank him for all he has done for the Water Authority.

Chairman McQueen congratulated Mr. Buffington and added that hiring him as the Project Engineer for the Authority was a wise decision. The Board wished Mike and his wife the best in the years to come.

Mr. Buffington commented that he appreciated the opportunity to have worked here at the Authority the last eight (8) years, having had forty (40) years in the engineering business. He added that he wants to be a part of the Authority's 2010 Master Plan.

Highway 81 McDonough Road Widening: Mr. Thomas wanted to give the Board an update on a proposed Georgia DOT widening alignment project of McDonough Road that comes from Interstate 75 over to Tara Boulevard.

The Georgia DOT is designing a widening and realignment of McDonough Road which forms the southern boundary of the Water Authority's Huie Land Application site. Once this widening and realignment is completed from Interstate 75 to Highway 19/41, this segment of road will become Highway 81. The current design will significantly impact CCWA property by moving the roadway significantly to the north in some areas and isolating small portions of the property on the south side of the new road. Right-of-way acquisition is expected to begin later this year or in 2009. CCWA staff is evaluating the impact of this proposed project on our property and operations.

Hardship Assistance Program Update: Mr. Thomas wanted to update the Board on the Hardship Assistance Program.

Due to the current economic situation, we have experienced an accelerated utilization of the Hardship Assistance funds as compared to 2007. The Board originally designated \$22,000 to this program with \$1,000 going to Clayton Family Care for administration of the program. The Board approved the utilization of additional funds in 2007 so that we would not have to turn any applicants away around the end of the year and the Holidays.

For the calendar year 2007, we expended \$25,023.96 including the Clayton Family Care administration fee.

So far in calendar year 2008, we have expended \$12,020.70 including the Clayton Family Care administration fee. If utilization continues at this pace for the remainder of the year, we could need \$37,000 to fulfill all requests for assistance.

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Current total annual revenue from cell tower leases is \$69,204.00 as shown below.

Pebble Creek/Jackson TPS site	\$18,000/yr
King Road/Riverdale site	\$9,204/yr
Roberts Rd/Casey WRF site	\$20,000/yr
Battle Creek/Jonesboro Tank site	\$22,000/yr

The Board specifically designated revenue from the Battle Creek/Jonesboro Tank site for the Hardship Assistance program. Staff recommends we also dedicate the Roberts Rd/Casey WRF site revenue to the Hardship Assistance Program for a total annual funding of \$42,000.00. If requests continue to increase in the future, we may want to re-evaluate the \$150 per family per year limit.

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

RESOLVED: to increase the amount of designated funds for the Hardship Assistance Program from the Roberts Road/Casey Water Reclamation Facility (WRF) site, which is twenty thousand additional dollars (\$20,000). This would increase the annual funds for our Hardship Assistance Program to forty-two thousand dollars (\$42,000), \$150 per family per year limit.

Training/Travel Policy: Mr. Thomas stated that CCWA management is proposing a revision to our training and travel policies to improve consistency of policy implementation, provide clear direction to our staff and eliminate unnecessary bureaucratic processes. The most significant changes to the existing policy include the following:

- Creation of a separate External Training Policy and Travel Reimbursement Policy.
- Eliminate need for General Manager's review and approval of every training/travel request. These requests are already reviewed by the Department Manager, HR Director and Finance. The General Manager will only approve training/travel requests which exceed \$1,000.00. All other requests will be approved by the HR Director.
- Eliminate need for General Manager to approve all travel reimbursement requests. Reimbursement requests of less than \$500.00 will be approved by the Department Manager; anything above this amount will be approved by the General Manager.

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- Establish per diem reimbursement rates based on U.S. General Services Administration recommendations by State and Region. This provides up to date, reasonable reimbursement rates for travel to any part of the U.S.
- Eliminate the requirement that an employee who voluntarily leaves Water Authority employment repay training/travel costs incurred in the previous two years. Most training that employees receive is encouraged by their supervisors and it does not seem reasonable to require reimbursement for training that was recommended.

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

RESOLVED: to approve the Training/Travel Policy as presented.

Audit Engagement Letter: Mr. Thomas stated that the County Board of Commissioners has renewed the contract for the audit of the County and Water Authority's annual financial statements with the firm of KPMG. According to County ordinance, CCWA is required to utilize the same audit firm as the County. CCWA staff recommends that we enter into the agreement with KPMG to conduct our fiscal year 2007 audit with a cost of seventy-one thousand five hundred dollars (\$71,500).

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

RESOLVED: to approve the agreement with KPMG to conduct the Water Authority's fiscal year 2007 audit with a cost of seventy-one thousand five hundred dollars (\$71,500).

Upon Motion by Wes Greene and seconded by Marie Barber 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.

After discussion in Executive Session, Chairman McQueen called for a Motion on the salary adjustment for Mike Bennett, Deputy Manager.

UPON Motion by Lloyd Joiner and seconded by Doug Bonner it was unanimously

RESOLVED: to approve the salary adjustment for the Deputy Manager.

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Mr. Thomas stated that because of the transition from the Spray Irrigation System to the Constructed Wetlands, the Natural Treatment System (NTS) section has seen a reduction in staff from twenty-three (23) to fourteen (14) employees. At the end of May, the current NTS Maintenance Foreman, Tommy Smith, is retiring. This will give us the opportunity to coordinate and consolidate operations in this section. Donnie Kiblinger, NTS Plant Supervisor, would like to have the section report to one Supervisor. Donnie recommends upgrading the Maintenance Foreman position from a grade ten (10) to a grade eleven (11) which would make this position more attractive to well qualified operators. We did not realize this at budget time. Staff would like to request upgrading the Maintenance Foreman Position to a grade eleven (11).

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

RESOLVED: to approve staff's recommendation to upgrade the Maintenance Foreman position in the Natural Treatment System from a grade ten (10) to a grade eleven (11) and combine the operation of the department under one Supervisor.

Mr. Thomas stated that he realized and Mr. Kelly, interim Customer Service Director, agreed that the Customer Service Department is in dire need of a secretary to help alleviate a considerable amount of paperwork that is handled in that department. Staff recommends an additional position be approved.

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

RESOLVED: to approve an additional administrative assistant position for the Customer Service department.

Mr. Thomas stated that the Authority has a lot of people coming through the Wetlands Center and we recently had someone to volunteer to help out with projects. We realized that we did not have a policy in the event that person hurts himself. Staff has put together a policy to address volunteers. Mr. Thomas handed out copies of the proposed volunteer policy. Basically, it says that it should be the practice of the Water Authority to utilize volunteers whenever applicable. Volunteers will fill out an application; go through a background check, drug screening, and sign a hold harmless agreement. Mr. Fincher's staff has looked at the application and hold harmless agreement and Mr. Fincher looked at the policy. The volunteers can not operate construction equipment or CCWA vehicles.

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

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RESOLVED: to approve utilization of volunteers whenever applicable who meet the criteria of filling out an application, going through a background check, drug screening, and signing a hold harmless agreement.

Mr. Thomas stated that a couple of months ago, the Board approved a CH2M Hill Construction Management Task Order for 2008 in the amount of six hundred fifty thousand dollars (\$650,000). One hundred thousand dollars (\$100,000) was for a stream restoration project which the Stormwater Utility is paying for. Accounting has pointed out it would be very difficult to track those monies and bill them properly. Accounting has requested that a separate task order be created to handle the monies for the stream restoration in the amount of one hundred thousand dollars (\$100,000) and the original task order amount be lowered to five hundred fifty thousand dollars (\$550,000).

UPON Motion by Doug Bonner and seconded by Wes Greene it was unanimously

RESOLVED: to assign a new task order for the stream restoration project in the amount of one hundred thousand dollars (\$100,000) and to lower the amount of the original CH2M Hill Construction Management Task Order for 2008 to five hundred fifty thousand dollars (\$550,000).

Mr. Thomas explained that the Board had approved a new contractor for meter installation this year. We had a good bit of competition and thought we had a good contractor, but the contractor was not as knowledgeable as he had led the Authority to believe. He made numerous mistakes and our staff had to supervise his work. On April 14, 2008 the Authority sent a letter to the contractor that was drafted by Steve Fincher, our legal counsel, terminating the contract for lack of performance. The Board had approved that if the contractor was not able to perform we would go with the next bidder who is Mack Jones.

Mr. Thomas stated that the policy manual amendments that were mentioned at the April Board meeting are being incorporated into the manual and will be brought before the Board for approval at the June meeting.

Mr. Thomas wanted to update the Board on the take-home vehicle status. Our drivers kept a log for six (6) months and also tracked their after hour activity. We are reducing our take home fleet from thirty-two (32), which includes the General Manager's vehicle, down to nine (9) vehicles. Six (6) of the nine (9) are going to be on a rotating basis. Although some employees did not like it, we feel that they understand.

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The Authority will be going “live” on Monday, May 5, with the Interactive Voice Response (IVR) system which is a computerized answering service. We will advertise later in the month after we have tested the system for a while.

The Board has an invitation in their packet for the May 20th Northeast Water Reclamation Facility dedication which will begin at 9:00 a.m.

Mr. Thomas stated that the July Board meeting is scheduled for July 3rd.

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

RESOLVED: to change the July Board meeting from Thursday, July 3, 2008 to the next Thursday, July 10, 2008 at 1:30 p.m.

Mr. Thomas stated that in the Board packet Suzanne Brown, Public Information Officer, has given you some information on the National Public Radio who came out about a week ago and toured the Wetlands. The interview played on the radio this morning and we have already received calls from people from North Carolina and Michigan who had heard the interview. This is very good National PR for the Authority and good PR for Clayton County.

Upon Motion by Lloyd Joiner and seconded by Doug Bonner 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