

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, October 6, 2011

Chairman, Pete McQueen, called the meeting to order at 1:30 p.m.

Present at the meeting were: Chairman, Pete McQueen, Vice Chairman, John Chafin, Secretary/Treasurer, Marie Barber, Board Members, John Westervelt, Oscar Blalock, Rodney Givens and Sophia Haynes; General Manager, P. Michael Thomas, Deputy Manager, Mike Bennett, Legal Counsel, Steve Fincher of Fincher, Denmark & Williams, other CCWA staff and visitors.

Chairman McQueen called on Andy Baskin, Equipment Operator, 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 September 1, 2011. 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 period ending August 31, 2011.

Reservoir and Water Supply Update: Chairman McQueen called on Guy Pihera, Water Production Manager, to present the Reservoir and Water Supply Update.

Mr. Pihera provided an update of the current drought status. He discussed the current raw water reserve volume, raw water reserves available the last two months, CCWA's Flint River weekly withdrawals, rainfall year to date and the outdoor water use schedule. The outdoor water use schedule has not been changed as a result of current water supply. However, water supply conditions are continually monitored on a daily basis.

Sewer Easement Cleaning Machine Recommendation: Chairman McQueen called on Mike Thomas, General Manager, to present the Sewer Easement Cleaning Machine Recommendation.



In July the board approved the award of architectural services to the firm of Richard Wittschiebe Hand (RWH) for the Headquarters design project. The design team is working with CCWA to complete preliminary design activities which include interior and exterior surveys, detailed inspections of mechanical systems and support utilities and preparation of base design drawing information.

The completion of this effort will include final interior layouts, site parking and design concepts for the water feature. The design team will make a presentation of these layouts and features and will seek Board feedback so that the preliminary design can be finalized. Completion of preliminary design activities will allow preparation of Contract Documents including drawings and specifications to begin.

Sanitary Sewer Evaluation Survey Update: Chairman McQueen called on Terry Moy, Program Management & Engineering Manager, to present the Sanitary Sewer Evaluation Survey Update.

CCWA maintains more than 3000 miles of water, sanitary and storm pipelines. Collectively they are one of the Authority's largest assets. Unlike bridges and more visible public utility infrastructure they unfortunately receive little attention until they cause disruption to operations and service.

With a weak economy, limited development, seasonal drought impacts and increased emphasis on water resources and conservation, utilities face increasing pressure to maintain adequate systems/operations with limited financial support. With a typical 50 year design life, much of the nation's pipeline infrastructure is reaching its useful service life and the ability to support large capital rehabilitation projects and good asset management practices becomes more critical.

As a part of the recently adopted 10-year Strategic Master Plan, CCWA has initiated an updated program to evaluate and restore its sanitary sewer pipelines. The program includes inspections and updated processes to evaluate and prioritize projects so that available funds are used to maintain the most critical assets. As the current Georgia Association of Water Professionals – Large Utility Collection System of the Year, it is important that the Authority continue its long tradition as a recognized leader in best management practices.

Customer Service Policy – Temporary Service Plan Recommendation: Chairman McQueen called on Teresa Worley, Customer Accounts Director, to present the Customer Service Policy – Temporary Service Plan Recommendation.

With the number of foreclosures in Clayton County, many homes are vacant and without water service. When a potential buyer is purchasing these homes an inspection is required and water service is needed. Since these homes are owned by the banks or HUD, the Realtors typically put the water in their name for a 5-7 day period in order for the inspection to be completed. They are required to put down a \$160 deposit, pay the new service fee of \$20, plus pay for the usage. Many Realtors are reluctant to outlay this amount of money for a potential sale.

CCWA staff recommends that we offer a Temporary Service Plan that would allow the service for a 7-day period. This timeframe would be sufficient for inspection purposes. A temporary service fee of \$50 for water only and \$60 for water/sewer customers would be collected at the time the service was established. These fees cover the costs for turning the service on, turning the service off after 7 days, and the cost of 2,000 gallons of water. If the customer used more than 2,000 gallons of water, they would receive a bill for the additional amount. Additionally, if a customer wanted to extend the 7-day period it could only be extended to 14 days with a Supervisor's approval. Extensions over 14 days will require the \$160 deposit. Customers requesting temporary service will be required to sign a Temporary Service Agreement as well as the New Service Agreement.

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

RESOLVED: to approve the Customer Service Temporary Service Plan Policy based on the guidelines as requested and outlined above.

**STATE OF GEORGIA**  
**COUNTY OF CLAYTON**

**RESOLUTION NO. 2011-3**

**WHEREAS**, Georgia Laws 1955, page 3334, created the Board of the Clayton County Water Authority; and

**WHEREAS**, the Board of Directors ("Board") has adopted a Clayton County Water Authority Law and Policy Manual consisting of Chapters 1 through 15, each inclusive; and

**WHEREAS**, the Board wishes to amend the Clayton County Water Authority Law and Policy Manual so as to establish a service plan that will provide for service to customers on a temporary basis.

**NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED THAT:** The Clayton County Water Authority hereby officially amends the Clayton County Water Authority Law and Policy Manual, Chapter 8, Customer Service, to create a new section which shall read as follows:

**Chapter 8 CUSTOMER SERVICE**

**Section 38 Temporary Service Plan**

The Temporary Service Plan shall be administered as follows:

- 1) The Customer is required receive service for at least a seven (7) day period;
- 2) The Customer is required to sign a Temporary Service Agreement as well as the New Service Agreement;
- 3) The Plan shall provide for usage up to and including 2000 gallons;
- 4) The cost for the plan shall be as follows:
  - a. Water Service Only \$50
  - b. Water and Sewer Service \$60
  - c. Usage over 2,000 gallons: Billed to Customer;
- 5) The Temporary Service Fee must be paid upfront and covers the costs of the in order, usage up to and including 2,000 gallons and the out order; and
- 6) Upon request, supervisors shall have the authority to extend temporary service to a fourteen (14) day period. After fourteen (14) days, the customary service deposit is required.

**SO RESOLVED** this 6th day of October, 2011.

ATTEST:

CLAYTON COUNTY WATER  
AUTHORITY

\_\_\_\_\_  
Marie Barber, Secretary

\_\_\_\_\_  
Pete McQueen, Chairman

\_\_\_\_\_  
Sophia Haynes, Board Member

\_\_\_\_\_  
John M. Chafin, Board Member

\_\_\_\_\_  
Rodney Givens, Board Member

\_\_\_\_\_  
Oscar Blalock, Board Member

\_\_\_\_\_  
Mr. John L. Westervelt, Board Member

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven M. Fincher, Attorney for  
Clayton County Water Authority

Backflow Prevention Program Update: Chairman McQueen called on Mike Bennett, Deputy Manager, to present the Backflow Prevention Program Update.

At the June 14, 2011 Board Meeting, CCWA Board members and staff had the initial discussion on CCWA's current Backflow Prevention Program and the Environmental Protection Division's regulatory compliance requirements for installation, testing and repair. The initial estimated costs for existing commercial account compliance on all potable water meters and fire lines were also presented. Options and estimated costs for required annual backflow testing and repair were discussed.

A representative from the Macon Water Authority attended the meeting and presented the history and current detail of their backflow prevention program.

It was determined that additional details on the options and costs for CCWA program regulatory compliance would be developed and presented to the Board for additional review and discussion. CCWA staff will present alternatives for modifying our backflow testing program as well as addressing connections without backflow devices.

Chairman McQueen developed a committee to meet and form recommendations on future backflow testing and repair initiatives/compliance. The committee consists of Board Members - John Westervelt (Chair), Rodney Givens, Sophia Haynes, as well as Mike Thomas and Mike Bennett.

Rate Study Discussion: Chairman McQueen called on Mike Thomas, General Manager, to present the Rate Study Discussion.

Mr. Thomas stated that at the end of Fiscal Year 2010 CCWA only added \$3 million to the Renewal & Extension fund. Significant funding is needed to continue implementation of Master Plan projects. A proactive plan will require \$10 million per year to meet our Master Plan goals and objectives. It is estimated that a shortfall of \$3-4 million will exist in contributions to the R & E Fund at the end of this fiscal year. Several rate adjustment scenarios were presented that would ensure CCWA maintains its pay-as-you go status and minimum required debt service coverage factor.

UPON Motion by John Chafin and seconded by Oscar Blalock it was unanimously

RESOLVED: to approve the discussed five percent rate adjustment to become effective with January 2012 water usage and to be reflected for the first time on February 2012 bills.

Upon Motion by Marie Barber and seconded by Sophia Haynes 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.

Mr. Thomas asked the Board to approve a CCWA Law & Policy Resolution concerning Conflict of Interest for employees asked to participate in the selection of providers of services or products to the Authority. The resolution requires that the employee shall immediately disclose to the General Manager any circumstance in which such employee, or his or her family members, has, has had in the past, or may in the reasonably foreseeable future have, any relationship with any provider or group of providers under consideration, etc.

UPON Motion by Marie Barber and seconded by Oscar Blalock it was

RESOLVED: to approve a resolution concerning conflict of interest for employees asked to participate in the selection of providers of services or products to the Authority as stated in the Resolution outlined below. Ms. Haynes was absent from voting.

**STATE OF GEORGIA  
COUNTY OF CLAYTON**

**RESOLUTION NO. 2011-4**

**WHEREAS**, Georgia Laws 1955, page 3334, created the Board of the Clayton County Water Authority; and

**WHEREAS**, the Board of Directors (“Board”) has adopted a Clayton County Water Authority Law and Policy Manual consisting of Chapters 1 through 15, each inclusive; and

**WHEREAS**, the Board wishes to amend the Clayton County Water Authority Law and Policy Manual so as to establish a service plan that will provide for service to customers on a temporary basis.

**NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED THAT:** The Clayton County Water Authority hereby officially amends the Clayton County Water Authority Law and Policy Manual, Chapter 10, Purchasing and Disposal, to create a new section which shall read as follows:

**Chapter 10 PURCHASING AND DISPOSAL**

**Section 7 AVOIDANCE OF CONFLICT OR APPEARANCE OF CONFLICT OF INTEREST**

Any employee asked to participate in the selection of providers of services or products to the Authority shall immediately disclose to the General Manager any circumstance in which such employee, or his or her family members, has, has had in the past, or may in the reasonably foreseeable future have, any relationship with any provider or group of providers under consideration. The General Manager shall thereafter review the duties assigned to such employee to ensure that such employee's participation will not result in a conflict of interest or an appearance of such conflict.

**SO RESOLVED** this 6th day of October, 2011.

ATTEST:

CLAYTON COUNTY WATER  
AUTHORITY

\_\_\_\_\_  
Marie Barber, Secretary

\_\_\_\_\_  
Pete McQueen, Chairman

\_\_\_\_\_  
Sophia Haynes, Board Member

\_\_\_\_\_  
John M. Chafin, Board Member

\_\_\_\_\_  
Rodney Givens, Board Member

\_\_\_\_\_  
Oscar Blalock, Board Member

\_\_\_\_\_  
Mr. John L. Westervelt, Board Member

Mr. Thomas stated that three quotes were obtained for repair of pumps at Smith and Hooper water production plants and requested permission to move forward with repairs. Board members agreed to the request.

Mr. Thomas stated that the check has been received from the County for the recent land sale to the County. He requested that the funds be moved to the R & E fund and asked that funds be utilized for the completion of capital improvements at CCWA's Casey Plant.

UPON Motion by Marie Barber and seconded by Oscar Blalock it was

RESOLVED: to approve General Manager's request to move funds from the recent land sale to the County to CCWAs R & E Fund to be utilized for capital improvements at Casey Plant. Ms. Haynes was absent from voting.

UPON Motion by Marie Barber and seconded by Rodney Givens 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