

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, November 1, 2007

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, Board Members, Wes Greene, 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, Project Engineer, Mike Buffington, Finance Director, Emory McHugh, Stormwater Program Manager, Kevin Osbey, Risk Manager, Karen Riser, Human Resources Director, Ed Durham, Public Information Officer, Suzanne Brown, and Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher, Denmark & Williams, Steve Lavinder from CH2M Hill, Rodney C. Givens, and the following employees: Wayne Wilkerson, David Blackstock, Johnny Simmons, James Perkins, and Crystal Dodson.

Chairman McQueen called on Wayne Wilkerson 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, October 4, 2007. 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 five-month period ending September 30, 2007.

Employee Service Recognition: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who introduced Crystal Dodson. Crystal is a closed circuit televising technician who passed her Wastewater Certification Exam. Mr. Etheridge congratulated Crystal.

Employee Service Recognition: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who stated that he had three (3) to recognize today for their years of service. Mr. Poff introduced Johnny Simmons, who is a Class III Wastewater Operator at the Casey Plant, and has been with the Authority for twenty (20) years. Mr. Poff congratulated Johnny.

Mr. Poff next introduced David Blackstock who also has twenty (20) years with the Authority and is Chief Operator at the Casey Plant. Mr. Poff congratulated David and thanked him for his years of service.

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Mr. Poff then introduced James Perkins, who started with the Authority at the Casey Plant as Plant Operator on October 24, 1977. Years ago the plant was called the Flint River Plant and James has worked his way up from a Class III Operator to a Supervisor. Mr. Poff congratulated James and thanked him for his dedication.

Chairman McQueen, on behalf of the Board, thanked Johnny, David and James for their years of service.

Huie Site Timber Bids: Mr. Poff continued with the Huie Timber Bid and explained that this will be the seventh (7th) harvest of timber in the last five (5) years. Mr. Poff stated that staff is actually recommending three separate recommendations.

Clayton County Water Authority
Huie Timber Recommendation
November 2007

Vendor	Tract #1D	Tract #1F	Tract#7C	Total	Price Per Ton Pine Sawtimber
Ronald Davis Logging Co., Inc.	Included	Included	Included	\$341,234.00	\$34.00
Evans Timber Company	\$145,899.00	\$87,051.00	\$135,026.00	\$370,172.00	\$40.00
Georgia-Pacific Corporation	Included	Included	Included	\$322,358.00	Not Provided
Keadle Lumber Enterprises	Included	Included	Included	\$345,520.80	\$40.00

Jordan Forest Products, LLC	No Bid	Quality Forest Products	No Bid
Ocmulgee River Forestry Services	No Bid	Pine Timber Company	No Bid
Auburn Timberlands, Inc.	No Bid	Rayonier, Inc.	No Bid
Bunn Logging, Inc.	No Bid	Scofield Timber	No Bid
East Alabama Lumber Company	No Bid	Southern Forest Industries	No Bid
Gay Wood Company, Inc.	No Bid	Toleson Lumber	No Bid

Clayton County Water Authority staff and our Timber Consultant, Joel Vinson & Associates, recommend selling this timber to the highest bidder, Evans Timber Co. After paying the 7% commission (\$25,912.04) to Joel Vinson & Associates, CCWA will net \$344,259.96 from this sale.

Clayton County Water Authority staff and our Timber Consultant, Joel Vinson & Associates, also recommend selling additional selected timber to the highest bidder, Evans Timber Co., at up to \$40.00 per ton.

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Proceeds from this timber sale to be used for reforestation of previously harvested CCWA property at a rate of \$250.00 per acre.

Board member, John Chafin, inquired as to how many acres this covered.

Mr. Thomas replied that it is around one hundred fifty (150) acres and staff would come back to the Board with a recommendation in regard to the reforestation of previously harvested CCWA property.

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

RESOLVED: to approve selling the Huie site timber to the highest bidder, Evans Timber Co. After paying the seven (7%) commission in the amount of twenty-five thousand nine hundred twelve dollars and four cents (\$25,912.04) to Joel Vinson & Associates, CCWA will net three hundred forty-four thousand two hundred fifty-nine dollars and ninety-six cents (\$344,259.96) from this sale. CCWA staff and our Timber Consultant, Joel Vinson & Associates, also recommend selling additional selected timber to the highest bidder, Evans Timber Co., at up to forty dollars (\$40.00) per ton.

Annual Generator Maintenance: Chairman McQueen called on Teresa Adams, Manager of General Services, who stated that staff advertised the Annual Generator Maintenance Service contract and received five (5) bids.

Clayton County Water Authority
Annual Generator Maintenance Contract
November 2007

Vendor	Total Annual Amount
Power and Energy Services, Inc. Powder Springs, GA	\$38,512.00
Reagan Equipment Co., Inc. Acworth, GA	\$47,965.00
W. W. Williams Inc. Atlanta, GA	\$69,195.00
Prime Power Services, Inc. Austell, GA	\$73,492.50
Nixon Power Services Inc. Norcross, GA	\$181,174.00
Carter Goble Lee, LLC Fayetteville, GA	No Bid

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Staff recommends that this contract be awarded to Power and Energy Services Inc. This contract will be for one year and may be extended for a second and third year by mutual consent by both parties. An annual adjustment at the time of each extension shall not exceed five (5%).

If Power and Energy Services Inc. is unable to meet all of the Authority's contractual requirements, staff recommends this contract be awarded to Reagan Equipment Co., Inc.

Funding Source: Operating Budget

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

RESOLVED: to award the Annual Generator Maintenance Contract to the lowest bidder, Power and Energy Services Incorporated in the amount of thirty-eight thousand five hundred twelve dollars (\$38,512.00), contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Stormwater Inventory RFP Schedule & Criteria: Chairman McQueen called on Terry Moy, Manager of Program Management & Engineering, who stated that the Stormwater Infrastructure Inventory is for informational purposes only.

The Clayton County Water Authority (CCWA) has recently created a stormwater utility which includes infrastructure previously owned and maintained by the local cities of Forest Park, Lake City, Morrow, Jonesboro, Riverdale, Lovejoy and the County's Public Works Department. To support the management of this infrastructure and to meet the requirements of Federal and State laws, an inventory of the stormwater conveyance pipelines and structures needs to be completed.

The purpose of this work will be to locate, inspect and survey the stormwater structures and drainage conveyances maintained by the stormwater utility using Global Positioning System (GPS) technology.

The benefits of obtaining this information will allow CCWA to manage, coordinate maintenance and operate the stormwater system more efficiently. This work will also allow CCWA to meet regulatory compliance requirements.

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The need to obtain high accuracy information, as soon as possible, is of the utmost importance and it is the CCWA's intention to retain the services of multiple, experienced firms to complete this work in an expeditious timeframe.

Project Manager:
Clayton County Water Authority – Terry Moy

Funding:
Project will be funded by stormwater revenue funds.
Two (2) awards of approximately \$500,000 each are planned to initiate this work.

Project Schedule:

Advertise For Bids (local paper)	October 12, 19, 26, November 2
Mandatory Pre-Bid Meeting	November 6, 2007
Open Bids	November 20, 2007
Board Approval/Award	December 6, 2007

Policy Manual Chapters 2, 5, & 9: Chairman McQueen called on Terry Hicks who explained the process that staff is using to develop this policy manual document. Mr. Hicks stated that included in this month's proposal are Chapters 2, 5, & 9. The Board will find two versions of each Chapter. The first will be the draft chapter for Board review, including all items under this subject that were identified in previous minutes with our reasons for deletion or modification. The second document is the proposed final chapter incorporating these changes for Board approval. After all the chapters have been presented to the Board for review and approval, we will then adopt the full manual. This Policy Manual will then supersede all other Board actions.

Fayetteville Golf Course Agreement: Chairman McQueen called on Mike Thomas, General Manager, who reviewed for the Board the agreement between the Fayetteville Golf Course (formerly Rivers Edge Golf Course) and the Authority.

The Water Authority had entered into a long term agreement with the Rivers Edge Golf Course, currently known as Fayetteville Golf Course, to dispose of reclaimed water (treated wastewater) from our Shoal Creek plant. When this agreement was developed in the early 1980's, the Water Authority needed places to dispose of reclaimed water other than the Flint River. However, with the improvements to the Shoal Creek plant, the development of the Panhandle Road constructed wetlands and the ultimate recycling of this water into our water supply; we no longer need to dispose of this water by spray irrigation.

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Under the existing agreement, the Water Authority was supplying reclaimed water to the golf course for much less than our cost to provide the water. The golf course changed ownership last year and we had begun negotiations with the new owners to work towards terminating the agreement and assisting them in finding alternative supplies. However, the golf course had also failed to pay invoices for the reclaimed water or their potable water and sewer services for the club house. The Water Authority delivered a contract termination notice to the golf course based on their failure to pay.

The golf course ownership has since paid their outstanding balance and has agreed that the current contract is terminated. We recommend entering into a 6 month temporary agreement to provide water to the golf course while they transition to a new water source. The agreement will require the golf course to pay \$0.50 per thousand gallons to cover all CCWA costs of providing the water as opposed to the previous rate of \$0.20 per thousand gallons. CCWA staff recommends that the Board approve this 6 month contract with the golf course for reclaimed water.

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

RESOLVED: to approve entering into a six (6) month temporary agreement to provide water to the golf course while they transition to a new water source. The agreement will require the golf course to pay fifty cents (\$0.50) per thousand gallons to cover all CCWA costs of providing the water as opposed to the previous rate of twenty cents (\$0.20) per thousand gallons. This agreement with the Fayetteville Golf Course is contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

Rate & Fee Adjustments: Mr. Thomas reviewed the information that was presented to the Board as follows:

2008 Proposed Rate Adjustment and Conservation Pricing Structure
for Residential Accounts

Water – single family residential

<u>Usage</u> (gallons)	<u>Proposed</u> <u>Rate</u>	<u>Comment</u>
0 – 3,000	\$4.32	Freeze minimum
4,000 – 7,000	\$4.54	5% adjustment for normal usage
8,000 – 20,000	\$5.40	25% adjustment for above normal usage (Based on MNGWPD recommendation)

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would determine their eligibility.

The Authority would eventually be expected to implement such a program for the retrofit toilets. Mr. Thomas recommended that the Authority set aside, from our Contingency Fund, one hundred thirty thousand dollars (\$130,000) to take us to the end of our budget year and then evaluate the program.

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

RESOLVED: to approve staff's recommendation to set aside, from our Contingency Fund, one hundred thirty thousand dollars (\$130,000) for the Toilet Retrofit Program.

UPON Motion by John Chafin and seconded by Lloyd Joiner 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 stated that the governor has mandated that we reduce our use by ten (10) percent verses last year's winter time usage. Our average last year was 25.5 million gallons a day. Last week our average was 24 million gallons a day. The Authority is half way there to attain the ten (10) percent reduction. We will be implementing the toilet rebate, conservation rates, and asking our customers to voluntarily reduce consumption. We have turned off the fountains in the front of the main office and have reduced vehicle cleaning from twice a month to once a month.

Mr. Thomas showed the Fox5 news clip on our reservoirs and coverage of the drought.

Mr. Thomas stated that reorganization of the meter shop is needed. Staff would like to move the seven (7) employees out of collections and a couple of employees from Herbert's shop that work on meters and locate them all in one meter shop. This would be a total of twenty-nine (29) employees and would become the Meter Services Section under Customer Service. Mr. Thomas would also like to create a Meter Service Foreman position to manage this group of employees.

Upon Motion by Marie Barber and seconded by John Westervelt it was unanimously

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RESOLVED: to approve the creation of the Meter Services Section under Customer Service and approve the position of Meter Service Foreman to manage this group.

Mr. Thomas stated that the funds have been depleted that were set aside for the Hardship program that Clayton Family Care and the Authority used to help customers with their water bill. The Authority sets aside the revenue from one of our cell towers in the amount of twenty-two thousand dollars (\$22,000) a year. The Authority paid Clayton Family Care one thousand dollars (\$1,000) to administer this program on a calendar year basis. Through October, the Authority has allocated nineteen thousand two hundred thirty-two dollars (\$19,232). There is some concern that we may not have enough funds to get through this calendar year. The cell tower revenue for 2008 was received in June and Mr. Thomas wanted the Board's approval to go ahead and use some of those funds to complete this year. The Board gave their approval to continue helping through this year with the 2008 funds.

Mr. Thomas stated that the Board has discussed "same-day reconnects" after someone has been disconnected. Our staff had been going out into the field as late as 9 p.m. Mr. Thomas plans to implement a procedure that if the customer pays by 12 noon they will be reconnected that day. If the customer does not pay by 12 noon, then an additional twenty (\$20) dollar fee will be charged to guarantee same-day reconnect. Our charges are twenty (\$20) dollars to disconnect, twenty (\$20) dollars to reconnect, and an additional twenty (\$20) for same-day reconnection after 12 noon.

Mr. Thomas stated that one of the outstanding invoices has been with Dennis Contracting Company who broke the line at the Farmers Market. The Authority had billed them twenty-two thousand four hundred twelve dollars (\$22,412). Most of this bill was water loss and they have refused to pay this bill. Our legal counsel, Steve Fincher, had sent several letters and our Risk Manager, Karen Riser, contacted their insurance company. We have negotiated back and forth with the insurance company and they have agreed to pay eleven thousand nine hundred thirty-two dollars (\$11,932), which is taking the cost of the water back from retail to our actual cost. This included all our out-of-pocket costs.

Mr. Thomas stated that Historical Jonesboro is developing a coffee-table book on the history of Clayton County and is asking for organizations to purchase ads in the book. The cost is two thousand four hundred fifty dollars (\$2,450). Mr. Thomas and Ms. Brown discussed this and feel that this will be a good advertising opportunity. This would include a one (1) page history of the Water Authority and a patron sponsorship that would include several copies of the book for our use.

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Chairman McQueen wants to increase the Water Authority's exposure to tell how "pro-active" Clayton County Water Authority really is.

Mr. Thomas added that this will be a big year in the state legislature about water, the state water plan and anything in regard to the drought. The Authority is planning to host an informational luncheon for Clayton County's Legislative Delegation and our County Commissioners. This is an opportunity to present an update on the drought and how Clayton County is prepared because of previous planning. We will also offer a tour of the Huie Constructed Wetlands.

Chairman McQueen suggested that we contact Senator Starr in the lieutenant governor's office to see if he and the lieutenant governor would be available to attend.

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

RESOLVED: to adjourn the regular session board meeting.

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

Pete McQueen, Chairman

Walter Marie Barber, Secretary/Treasurer