

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, October 4, 2007

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

Present at the meeting were: Vice Chairman, Lloyd Joiner, Secretary/Treasurer, Marie Barber, Board Members, Wes Greene and Doug Bonner. 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, Milford McGuirt and Aleisa Howell from KPMG, Rodney Givens from Coastline Consulting and the following employees: Turner Duffey, Rodney Whitt, Larry Eason, and Michelle Mirzaiee. Chairman Pete McQueen and Board members, John Westervelt and John Chafin were unable to attend the meeting.

Vice Chairman Joiner called on Turner Duffey to give the invocation.

Approval of Minutes: Vice Chairman Joiner called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, September 6, 2007. Hearing none, the minutes were approved as presented.

Financial and Statistical Report: Vice Chairman Joiner called on Emory McHugh, Finance Director, to give our financial report. Mr. McHugh reviewed the financial information that was given to the Board for the four-month period ending August 31, 2007.

Employee Service Recognition: Mike Thomas, General Manager, stated that our Human Resource Director, Ed Durham, has recently received the Advanced Certification in Human Resource Management from the Georgia Local Government Personnel Association. In order to receive this certification, Mr. Durham had to attend forty-eight hours of instruction and go through an extensive assessment process. Mr. Thomas congratulated Mr. Durham and thanked him for his efforts in pursuing this additional knowledge to be the best HR Director that he can be.

Vice Chairman Joiner, on behalf of the Board, also congratulated Mr. Durham on receiving this Advanced Certification.

Employee Service Recognition: Vice Chairman Joiner called on Herbert Etheridge, Manager of Maintenance & Construction, who recognized Rodney Whitt and

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Larry Eason, who each have completed twenty (20) years of service. Rodney works in Meter Maintenance and Larry is a Senior Operator who delivers equipment to our crews and helps out wherever he is needed. Mr. Etheridge congratulated Rodney and Larry and thanked them for their forty (40) years of combined service.

Audit Presentation: Vice Chairman Joiner called on Mike Thomas to introduce Milford McGuirt and Aleisa Howell from KPMG, who are here to present their findings from their audit of the Authority. Mr. McGuirt reviewed the information from the 2007 audit that was given to the Board and answered any questions that the Board had.

King Road Tank Painting Project Summary: Vice Chairman Joiner called on Guy Pihera, Manager of Water Production, who stated that within the last week we have completed the painting of the King Road Riverdale Tank for a total of two hundred twenty-one thousand five hundred dollars (\$221,500).

**KING ROAD ELEVATED TANK
 REPAINTING SUMMARY
 September 26, 2007**



View southbound on Ga 85



View northbound on Ga 85

Contractor:	J&W of North Carolina
Contract Amount:	\$215,000
Additional Costs:	\$5,000 to install permanent cable mounting system
	<u>\$1,500</u> to replace tank top vent
Total Project Cost:	\$221,500

Drought Update: Mr. Pihera stated that as of last Friday, the EPD declared a Stage 4 drought which results in very little outside watering. We have implemented the EPD Stage 4 restrictions.

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Mr. Thomas stated that this is a very serious situation for the north part of the state. There is great concern for metro Atlanta if we do not get a significant amount of rain this winter. Part of this concern is the way the Corps of Engineers operates with federal projects. The State's fear is that even in the winter the lakes will not fill and the Stage 4 drought will continue into next summer.

Mr. Thomas added that we will be draining our fountains here at the Authority tomorrow, as ornamental fountains are included in the State restrictions.

Camp Creek Stream Restoration Bid Schedule: Vice Chairman Joiner called on Terry Moy, Manager of Program Management & Engineering, who stated that this is an informational summary of the Camp Creek at Bethsaida Road Stream Restoration Project Construction Bid Schedule.

The CCWA Watershed Management Plan identifies Camp Creek at Bethsaida Road as degraded due to historic land clearing for agricultural practices that removed the natural vegetation that protected the stream banks. Severe erosion and sedimentation were observed in this channel during the survey work, with lack of riffles and pool habitats. As a result, the channel does not promote suitable habitat for fish and macroinvertebrates and contributes to poor water quality in this stream. Currently, the Camp Creek Watershed has a high percentage of impervious surfaces associated with urban development that increased the velocity and number of peaking flows in the stream. Camp Creek is a major tributary of the Flint River and is one of our water supply watersheds. In 2004, Georgia EPD awarded \$621,065 in grant funds to restore the channel. A portion of this grant (\$146,500) has been used to fund the design component of the project. The construction of this project will be funded by the remaining of the abovementioned grant and CCWA stormwater utility funds.

The project will involve constructing 2,432 linear feet of stable stream channel, creating deep pools, creating riffles through rock vanes and log vanes and replanting native vegetation along the channel. The project is expected to improve the habitat condition in the channel, improve water quality, stabilize the stream banks, reduce erosion and promote growth and survival of fish and macroinvertebrates. This project also satisfies the requirements of CCWA's watershed management plan as required by EPD and the Metropolitan North Georgia Water Planning District.

Project Managers:
CH2M Hill, Engineers – Phil Sacco
Clayton County Water Authority – Azarina Carmical

Estimated Construction Cost – \$1,058,050

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Funding:

A portion of the cost (\$474,565) will be funded by Georgia EPD through the 319 Grant
 The remaining cost (\$583,485) will be funded by CCWA.

Schedule:

Advertise for Bids (local paper)	Oct 19, Oct 26, Nov 2 & Nov 9, 2007
Pre-Bid Meeting	Nov 15, 2007
Open Bids	Nov 29, 2007
Start Construction (projected)	Mar 3, 2008

Policy Manual Proposal: Vice Chairman Joiner called on Mr. Thomas who asked Terry Hicks to come forward. Mr. Thomas stated that as directed by the Board, Terry has been compiling a document containing previous policies developed by past Board actions by reviewing the minutes from all previous CCWA Board meetings. This Manual will serve as a reference manual for the Board, Staff and Legal Representatives regarding Water Authority policy and will be updated as needed.

While Terry has captured all policy type Board actions through his review, as part of the preparation of the Manual we may recommend deleting some policies because they have become obsolete or conflict with some other current policies. The Manual will initially consist of at least eleven chapters as organized by subject matter. We will bring two to three chapters to you for the next several Board meetings for your review and 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.

Mr. Hicks stated that included in this month's proposal are Chapters 1, 7 and 11. 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.

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.

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Mr. Thomas stated that the Authority does trench or pipe work in the right-of-way where the utilities are located and have occasionally cut a phone or cable line. This past Regular Board Meeting

April, we had an incident where a phone line was cut and, at the time, the phone company personnel told us not to worry about this line cut. In October, we were billed for the line cut that occurred in April. We are currently debating the size of the bill. We have had some similar happenings in the past and have implemented procedures to help minimize the potential for this kind of incident.

In the past, we have talked about billing mobile home parks for stormwater. We had decided to work with the County Tax Commissioner to implement this on the ad valorem tax bills. About a year ago, former General Manager Wade Brannan and Mr. Thomas visited with the Tax Commissioner and he indicated that it was very possible that he could help us with this billing. Normally, these tax bills are sent out in January of each year. When Mr. Thomas met with the Tax Commissioner recently his staff explained why they could not bill for the mobile home park stormwater billings. The Authority has sent letters to each mobile home park owner notifying them that we will not be able to bill through the Tax Commissioner's office.

Occasionally, the Board of Commissioners has an auction of surplus inventory which is being planned this year on November 1, and the Authority would like to participate. This is a way for the Authority to dispose of some of the assets that we have moved to the "round house". Our vehicles and computer equipment are done separately, but some furniture and small items are stored in Forest Park.

Mr. Thomas stated that we mentioned at the last Board meeting that the Grand Jury was planning a tour of our facilities, but they cancelled the tour.

Mr. Thomas stated that the Department of Labor had sent the Authority a letter stating that since the Authority was a federal contractor that we would have to do an Affirmative Action Plan. We responded to their letter explaining that we were not a federal contractor. We received a response from them this past week in which they did identify the Authority as a federal contractor because we have a contract with Fort Gillem to supply water and sewer. We plan to have a face to face meeting with them to explain the conditions of that contract and to add that the fort is planning on closing.

The Authority will be having the Wetlands Festival this next weekend on October 6, from 10:00 a.m. to 3:00 p.m. Parking will be at Blalock, and the Authority will provide transportation to the event.

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Saturday, October 13th, is the Employee Appreciation Day to be held at the Shamrock/Blalock Community Use Building from 11:00 a.m. to 3:00 p.m.

Upon Motion by Wes Greene 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.

Lloyd Joiner, Vice Chairman

Walter Marie Barber, Secretary/Treasurer