

CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road
Morrow, Georgia 30260

Regular Board Meeting, June 7, 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, Jim Poff, and Bruce Taylor, Project Engineer, Mike Buffington, Finance Director, Emory McHugh, Customer Accounts Director, Brian Robinson, Contract & Procurement Administrator, Karen Riser, Human Resources Director, Ed Durham, Stormwater Program Manager, Kevin Osbey, Public Information Officer, Suzanne Brown, and Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher, Denmark & Williams, and Steve Lavinder from CH2M Hill, James Forman from Pat's Pump and Blower and CCWA customer, Tremeka Wallace. CCWA employees present were: Chris Sims, Terry Looney, James Drake, Johnny Yazzie, Donnie Kiblinger, Carol Lambert, John Pair, Charles Ecton, and Michelle Mirzaiee. Board member, Doug Bonner, was not present.

Chairman McQueen called on John Pair to give the invocation.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, May 3, 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 twelve-month period ending April 30, 2007.

Employee Recognition: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who introduced James Drake and Johnny Yazzie who have been certified as Water Distribution System Operators. Mr. Etheridge added that eighty (80%) of the Authority's foremen have both Water & Wastewater certifications.

Mr. Etheridge stated that Mr. Drake has been with the Authority for seventeen (17) years and is our Environmental Compliance Foreman in Wastewater Maintenance. Mr. Yazzie has been with the Authority for twenty-four (24) years, including his time at Forest Park, and is our Sewer Rehabilitation Foreman in Wastewater Maintenance. Mr. Etheridge congratulated James and Johnny.

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Chairman McQueen called on Mike Thomas, General Manager, who introduced Brian Robinson, our new Customer Accounts Director. Mr. Thomas gave some background information on Mr. Robinson and welcomed him to the Authority.

Chairman McQueen called on Ed Durham, Human Resources Director, who recognized Michelle Mirzaiee, Compensation & Benefits Coordinator. Once again this year, CCWA employees have collectively worked to raise funds for the American Cancer Society with Michelle spearheading the efforts. Some of the planned events have been cookouts and a golf tournament. Michelle has also been recognized within the Cancer Society as an Advocate who has been to our Georgia state capital and Washington, D. C. to talk about issues that need to be accomplished for the Cancer Society. The Relay for Life was held in May and the Authority raised just over ten thousand (\$10,000) dollars. Mr. Durham thanked Michelle for all her hard work in raising funds for the American Cancer Society.

Employee Service Recognition: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who recognized Donnie Kiblinger for his twenty-five (25) years of service. Donnie started as a Wastewater Operator in the pelletizing operation as a Class III Operator and worked his way up to a Class I Operator and also has an Erosion & Sedimentation Control certification. In 1996, he moved to the Northeast Plant as the Chief Operator. In 2004, Donnie became the Plant Supervisor of all of our Natural Treatment Systems and is responsible for all the operations and maintenance for the NTS sites. Donnie listed some of the more positive changes that he has seen at the Authority such as safety, technology upgrades, water and wastewater plant upgrades, our move to GIS and the constructed wetlands, and all the training opportunities. Mr. Poff commended Donnie for the excellent job he does for the Authority

Chairman McQueen called on Guy Pihera, Manager of Water Production, who introduced Terry Looney who is being recognized for thirty (30) years of service. Mr. Pihera gave some background information on Terry and stated that he started with the Authority in 1977 in Sewer Maintenance. Terry holds a CDL license and has driven pump trucks, dump trucks and paint trucks. He has been on manhole raising crews and presently is a belt press operator assistant at the Hooper Plant. Terry stated that he has seen many changes with the building and rebuilding of the plants and has seen five (5) managers during his thirty (30) years. Mr. Pihera congratulated Terry and thanked him for his years of service.

Mr. Pihera gave the Board a water report stating that raw water storage reserves have begun to decline with higher demands and minimal rainfall. We are currently able to pump 3 mgd (million gallons per day) from the Flint River to supplement our reserves. Rainfall so far this year is 11.76 inches below the normal 23.02 inches. Environmental

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Protection Division (EPD) has issued stage 2 outdoor water use restrictions. Outdoor water use must conform to the following schedule: Odd-numbered addresses may water on Tuesdays, Thursdays, and Sundays 12 mid-night to 10 a.m. Even-numbered or unnumbered addresses may water on Mondays, Wednesdays, and Saturdays 12 mid-night to 10 a.m. No watering is allowed on Fridays.

Mr. Pihera asked Carol Lambert to come forward to be recognized. On May 8th, Carol was awarded the Conservation Medal by the Daughters of the American Revolution, Augustin Clayton Chapter (Henry, Fayette and Clayton Counties). We congratulate Carol on this recognition. She is a valued member of the Water Production and CCWA team.

Chairman McQueen thanked Carol for all she does for the Authority.

Mr. Pihera stated that the Authority has just finished three (3) months of public fishing at the Shoal Creek Reservoir and wanted to update the Board on the results of this public fishing.

Summary Report: 2007 Public Access to Shoal Creek Reservoir

- Shoal Creek Reservoir opened to public access for the first time this spring with six (6) weekends scheduled for public access.
- Applications were limited to Clayton County residents only and were accepted January 16th through April 29th, 2007. Forty-eight (48) total applicants applied to fish the reservoir, well below the expected numbers. The main two (2) factors were: the \$25.00 per boat fee, and the restriction limiting applicants to Clayton County residents only. Of the 48 applicants, all were given the opportunity to fish the reservoir and many were selected multiple times.
- The weather was a major factor during the April and May open weekends, with below-normal temperatures and high winds limiting the attendance numbers.

Total cost of the six weekends for public access:	\$10,608.42
Total Income:	\$ 2,300.00
Public fee income:	\$ 1,300.00
Employee fee income:	\$ 1,000.00
 Net Operational Cost after income:	 \$ 8,308.42

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Chairman McQueen recognized Mr. James Forman with Pats Pumps and Blowers who made a bid for the Combination Vac/Cleaning Unit, Item “M” on the agenda.

Mr. Forman stated that his company was the low bid for this Combination Vac/Cleaning truck and was notified that they were not the recommended purchase. The recommended purchase was Tractor & Equipment Incorporated. Mr. Forman added that Pats Pumps and Blowers’ bid was nearly twenty thousand dollars (\$20,000) lower than the bid received from Tractor & Equipment Incorporated. According to Mr. Forman, Pats Pumps and Blowers’ bid provided a larger capacity vehicle; the blower meets or exceeds the requirements that were requested, they do have a local repair facility and also have on-site service. They did provide a reference list in regard to service. Their guaranties exceeded those requested. They have a five (5) year written warranty on the pump, a ten (10) year warranty on the debris body, a life-time warranty on the water tanks and two (2) years on the blower. Mr. Forman added that their truck design does not require an auxiliary engine, so therefore they did not bid this. Mr. Forman stated that his company wanted to make their case and thanked the Board for allowing him to come before them and present the information.

Chairman McQueen thanked Mr. Forman and stated that the Board would discuss the Combination Vac/Cleaning truck at the proper time on the agenda.

35,000 lb. – 84” Cab & Chassis Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that staff recommends purchasing one 35,000 lb. – 84” Cab & Chassis that is used by our Water and/or Sewer Repair crews which would be replacing a 1997 model truck that has reached its service life. The Authority has eight (8) of these trucks in our fleet and will need to replace five (5) more of these over the next three or four (3 or 4) years.

Clayton County Water Authority
 35,000# - 84” C/A Cab & Chassis
 June 2007

Vendor	Bid	Make/Model
Carl Black GMC 1240 Autopark Dr Kennesaw, GA 30144	\$56,679.00	2008 GMC TC8
Atlanta Freightliner – Fulton Industrial 1033 LaGrange Blvd. S.W. Atlanta, GA. 30336	No Bid	

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Atlanta Freightliner Truck Sales & Service Attn: Al Seiler 5884 Frontage Rd. Forest Park, GA. 30297	\$60,955.00	2008 Freightliner M2
Peach State Truck Centers 100 Sterling Place McDonough, GA 30253	No Bid	
Bill Heard Chevrolet/International 6301 Veterans Parkway P.O. Box 8888 Columbus, GA 31908	No Bid	
Nalley Motor Trucks 2560 Moreland Avenue Atlanta, GA. 30315	\$59,454.00	2008 International 4300
Middle Georgia Freightliner 6391 Hawkinsville Rd. Macon, GA. 31206	\$60,594.00	2008 Freightliner M2

Staff recommends purchasing one 2008 GMC TC8 Cab & Chassis from the low bidder, Carl Black GMC, in the amount of \$56,679.00.

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

RESOLVED: to approve the purchase of one (1) 2008 GMC TC8 Cab & Chassis in the amount of fifty-six thousand six hundred seventy-nine dollars (\$56, 679.00).

Line Maintenance Body & Air Compressor Bid Recommendation: Mr. Etheridge stated that staff recommends purchasing one Omaha Standard Line Maintenance Body and Boss Compressor from the low bidder, Fontaine Truck Equipment Co, in the amount of thirty-two thousand one hundred forty-three dollars and nine cents (\$32,143.09).

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Clayton County Water Authority
 Line Maintenance Body and Air Compressor
 Tab Sheet
 June 2007

Vendor	Bid
Superior Truck and Equipment 66 Arcado Rd. Lilburn, GA. 30047	No Bid
Interstate Truck Equipment, Inc. 2740 Sullivan Rd. College Park, GA 30349	MTC Line Maintenance Body w/ Vanair Compressor \$33,950.00
Ranew's Truck Equipment 1308 Highway 41 North Milner, GA. 30257	No Bid
Smyrna Truck Equipment 2158 Atlanta Rd SE Smyrna, GA. 30080	No Bid
Fontaine Truck Equipment, Inc. 5178 Old Dixie Hwy. Forest Park, GA. 30297	Omaha Standard Line Maintenance Body w/ Boss Compressor \$32,143.09

The total price for the Cab/Chassis, Maintenance Body, and Compressor is \$88,822.09 and this unit was budgeted at \$87,500.00. Due to increased cost of the Chassis, related to Federal Emission Standards, an additional \$1,322.09 will be required to complete this purchase. This additional funding is available in the FY 2007 Budget.

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

RESOLVED: to approve the purchase of one Omaha Standard Line Maintenance Body and Boss Compressor from the low bidder, Fontaine Truck Equipment Co, in the amount of thirty-two thousand one hundred forty-three dollars and nine cents (\$32,143.09).

31,000 lb. – 102” Cab & Chassis Bid Recommendation: Mr. Etheridge stated that two (2) of these three (3) Cab & Chassis are for Stormwater and one (1) is to replace a 1998 model in Maintenance & Construction. Mr. Etheridge explained that the Authority currently has ten (10) of these and seven (7) will have to be replaced over the next six (6)

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years. Staff recommends purchasing these 31,000 lb. - 102" Cab & Chassis' from Allan Vigil Ford at fifty-one thousand five hundred seventy-eight dollars (\$51,578.00) each.

Clayton County Water Authority
 31,000# - 102" C/A Cab & Chassis (3 units)
 June 2007

Vendor	Bid (each)	Make/Model
Allan Vigil Ford 6790 Mt Zion Blvd Morrow, GA 30260	\$51,578.00	2008 Ford F-750
Carl Black GMC 1240 Autopark Dr Kennesaw, GA 30144	\$51,679.00	2008 GMC TC8
Atlanta Freightliner – Fulton Industrial 1033 LaGrange Blvd. S.W. Atlanta, GA. 30336	No Bid	
Atlanta Freightliner Truck Sales & Service Attn: Al Seiler 5884 Frontage Rd. Forest Park, GA. 30297	\$52,965.00	2008 Freightliner M2
Peach State Truck Centers 100 Sterling Place McDonough, GA 30253	No Bid	
Bill Heard Chevrolet/International 6301 Veterans Parkway P.O. Box 8888 Columbus, GA 31908	No Bid	
Nalley Motor Trucks 2560 Moreland Avenue Atlanta, GA. 30315	\$53,897.00	2008 International 4300
Middle Georgia Freightliner 6391 Hawkinsville Rd. Macon, GA. 31206	\$52,790.00	2008 Freightliner M2
Volvo & GMC Truck Center 3880 Jeff Adams Dr Charlotte, NC 28206	\$57,177.00	2008 GMC TC8

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

RESOLVED: to approve the purchase of three 2008 Ford F-750 Cab & Chassis' from the low bidder, Allan Vigil Ford, in the amount of fifty-one thousand five hundred

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seventy-eight dollars (\$51,578.00) each for a total of one hundred fifty-four thousand seven hundred thirty-four dollars (\$154,734.00).

Reinforced Concrete Pipe & Fittings Annual Bid Recommendation: Chairman McQueen called on Kevin Osbey, Stormwater Program Manager, who wanted to give the Board a Stormwater update. Mr. Osbey stated that the first Stormwater billing cycle went out in May 2007. The Stormwater related calls started to pour in once our customers received their bills inquiring about what the Stormwater Utility actually is, although we had sent inserts in their bills explaining the utility. Mr. Osbey added that he and his staff are trying to get all the equipment and materials ready to implement on July 1st.

Mr. Thomas stated that the “Stormwater only” customers (approximately thirteen hundred customers) who will be charged three dollars and seventy-five cents (\$3.75) per month will be billed twice a year, and any customer that has a larger Stormwater bill will be billed each month.

Mr. Osbey stated that staff recommends awarding the Annual Bid for Reinforced Concrete Pipe & Fittings to Foley Products, Inc. and Hanson Pipe & Products. The bid amount is based on Unit Pricing for different diameter of RCP pipe and accessories. This purchase agreement may be renewed by mutual consent of all parties for a second and third year at no changes in terms and conditions. Staff recommends that Foley Products be listed as the primary source for purchasing products, while Hanson Pipe is listed as the secondary source for purchase.

Although Hanson Products has a slightly lower overall bid amount, they charge a \$300 delivery fee for each partial load that is delivered to the site. Due to the uncertainty of how much RCP pipe and accessories that will be ordered, three partial deliveries will equalize the two bidders. Also, Hanson is actually higher in their pipe unit prices than Foley. Staff feels that more RCP pipe will be ordered than accessories.

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Clayton County Water Authority
 Annual Bid for Reinforced Concrete (RCP)
 Pipe and Accessories
 June 2007

Vendor	Total Bid Amount
Foley Products Company 1291 Hardegree Road Winder, GA 30680	\$121,983.60
Hanson Pipe & Products, Inc. P.O. Box 8509 Columbus, GA 31906	\$121,239.60
Hanson Pipe & Products, Inc 223 John Davenport Drive Rome, GA 30165	No Bid (Part of above)
Rinker Material/Hydro Conduit 6890 Chapman Road Lithonia, GA 30058	No Bid
Rinker Material/Hydro Conduit 148 Rock Quarry Road Stockbridge, GA 30281	No Bid
RMC/Cemex P.O. Box 1292 Spartanburg, SC 29304	No Bid
Sherman-Dixie Concrete Ind. 3950 Cromwell Road Chattanooga, TN 37421	No Bid
Smith Setzer & Sons, Inc P.O. Box 171 Watkinsville, GA 30677	No Bid
Southeastern Concrete Products P.O. Box 2104 Cayce, SC 29171	No Bid
Southern Drainage Products P.O. Box 647 Vidalia, GA 30475	No Bid

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

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RESOLVED: to approve the Annual Bid for Reinforced Concrete Pipe & Fittings to Foley Products, Inc. and Hanson Pipe & Products. The bid amount is based on Unit Pricing for different diameter of RCP pipe and accessories. This purchase agreement may be renewed by mutual consent of all parties for a second and third year at no changes in terms and conditions. Staff recommends that Foley Products be listed as the primary source for purchasing products, while Hanson Pipe is listed as the secondary source for purchase.

High Density Polyethylene Pipe & Fittings Annual Bid Recommendation: Mr. Osbey stated that the Authority received two (2) bids for the Annual Bid Recommendation for High Density Polyethylene Pipe & Fittings. Mr. Osbey explained that these bids were based on getting pipe from a diameter of four inches up to forty-eight inches (4" up to 48") for HDPE pipe. Staff recommends awarding this purchase agreement to Advanced Drainage Systems in the amount of twenty-five thousand four hundred ninety-one dollars and eighty cents (\$25,491.80).

Clayton County Water Authority
 Annual Bid for High Density Polyethylene (HDPE)
 Pipe and Fittings
 June 2007

Vendor	Total Bid Amount
Advanced Drainage Systems, Inc. 2715 Woodland Hills Drive Cumming, GA 30040	\$25,491.80
Frankie Thompson Enterprise, Inc P.O. Box 960702 Riverdale, GA 30296-0702	\$44,803.40
Advanced Drainage Systems, Inc 1005 Valley Drive Perry, GA 31069	No Bid (Part of above)
Blue Diamond Industries, Inc. P.O. Box 905 Roseboro, NC 28382	No Bid
Crumpler Plastic Pipe, Inc. P.O. Box 2068 Roseboro, NC 28382	No Bid

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Hancor (Subsidiary of Advanced Drainage System) P.O. Box 449 Mebane, NC 28302	No Bid
Quality Culvert, Inc P.O. Box 435 Astatula, FL 34705	No Bid

The bid amount is based on Unit Pricing for different diameter of HDPE pipe. This purchase agreement may be renewed by mutual consent of both parties for a second and third year at no changes in terms and conditions.

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

RESOLVED: to award this purchase agreement for High Density Polyethylene Pipe & Fittings to Advanced Drainage Systems in the amount of twenty-five thousand four hundred ninety-one dollars and eighty cents (\$25,491.80).

Precast Manhole & Sections Annual Bid Recommendation: Mr. Osbey stated that staff recommends a re-bid of this product. The re-bid would include all corrected addendum items and comparable items that were bid amongst all those who submitted bids.

Clayton County Water Authority
 Annual Bid for Precast Manhole and Sections
 June 2007

Vendor	Total Bid Amount
Foley Products Company 208 Jefferson Street Newnan, GA 30263	\$54,936.00
Hanson Pipe & Products, Inc 223 John Davenport Drive Rome, GA 30165	\$25,521.00
Old Castle Precast 4478 Greer Circle Stone Mountain, GA 30083	\$52,185.00
McArthur Concrete Products 3000 New McEver Rd. Acworth, GA 30101	\$43,400.00

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Hanson Pipe & Products, Inc P.O. Box 8509 Columbus, GA 31906	No Bid (See Above)
Standard Concrete Products 1848 Hollywood Road, NW Atlanta, GA 3031	No Bid
Tindall Corporation Spartanburg Utilities Division 3076 North Blackstock Road Fairforest, SC 29336	No Bid
Atlantic Precast Company 1436 Municipal Pkwy. Douglasville, GA 30134	No Bid

Staff does not recommend an award of this bid at this time. The bid amount is based on Unit Pricing for several Precast Manhole and Sections. The disparity of the above bids varied based on the following:

- Bidders did not provide pricing for all items listed on Bid Tabulation Sheet.
- Only 1 of 4 bidders provided required pricing based on changes provided in Addendum #1.

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

RESOLVED: to reject the Annual Bid for Precast Manhole & Sections. These items will be re-bid to include all corrected addendum items.

Storm Sewer Vacuum & Cleaning Truck Bid Recommendation: Mr. Osbey stated that staff recommends the Vactor 2112 unit from Tractor & Equipment Incorporated for the Storm Sewer Vacuum & Cleaning Truck in the amount of two hundred fifty-nine thousand dollars (\$259,000.00). As Mr. Forman stated earlier, Pats Pumps & Blowers' bid for the Aquatech B15 vehicle was cheaper, but staff was concerned because we specified a certain type centrifugal blower, and they do not manufacture that type of blower. They manufacture a positive displacement blower, which is mainly used for items that have more water than solids material. The centrifugal blower handles more solids material than water. A lot of these catch basins have dry material, larger diameter waste, and bricks. Staff recommends purchasing one (1) Vactor 2112 from Tractor & Equipment Incorporated in the amount of two hundred fifty-nine thousand dollars (\$259,000.00) as the low bidder meeting all specifications.

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Clayton County Water Authority
 Combination Vac/Cleaning Unit
 June 2007

Vendor	Bid	Make/Model
Tractor & Equipment Inc. 5732 Frontage Road Forest Park, GA 30297	\$259,000.00	Vactor 2112 150 day delivery
Sansom Equipment Co. 1225 Vanderbilt Road Birmingham, AL 35234	\$264,700.00	Vactor 2112 180 day delivery
Public Works Equipment Co. 3405 Westwood Industrial Dr. Monroe, N.C. 28110	\$268,350.00	Vactor 2112 165 day delivery
Adams Equipment Co. 1431 Lanier Road White Plains, GA 30678	\$250,374.00	Vac Con 212E 280 day delivery
Pats Pumps & Blowers 630 West Church St Orlando, FL 32805	\$239,326.00	Aquatech B15 90-180 day delivery (wrong type unit bid)
P&H Supply 1011 Williford Drive Louisville, GA 30434	No Bid	
Enviroquip 4913 West Street Forest Park, GA 30297	No Bid	
Nalley Motor Trucks 2560 Moreland Ave. Atlanta, GA 30315	No Bid	
Environmental Products 1158 Elboc Way Winter Garden, FL. 34787	No Bid	

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

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RESOLVED: to approve the purchase of one (1) Vactor 2112 from Tractor & Equipment Incorporated in the amount of two hundred fifty-nine thousand dollars (\$259,000.00) as the low bidder meeting all specifications.

2 – 15,500 lb. 4WD Backhoe/Loaders Bid Recommendation: Mr. Osbey stated that staff recommends purchasing two (2) John Deere 310SJ 4WD Backhoe /Loaders from METRAC for fifty-seven thousand five hundred fifty dollars each (\$57,550.00) for a total of one hundred fifteen thousand one hundred dollars (\$115,100.00) for the two. This was the lowest equipment bid that meets specifications and also offered the shortest delivery time (30 days).

Clayton County Water Authority
 2 – 15,500 lb 4WD Backhoe/Loaders
 Tab Sheet June 2007

Vendor	Bid (each)	Make/Model
METRAC 4500 Wendall Drive Atlanta, GA 30336	\$57,550.00	Deere 310SJ
Tractor & Equipment Co. 5732 Frontage Road Forest Park, GA 30297	\$58,000.00	Komatsu WB146-5
Lashley Tractor Sales 6953 Covington Highway Lithonia, GA 30058	\$46,877.49 Did not meet 15 of 33 specs	New Holland B95
ASC Volvo 4520 Pine St Smyrna, GA 30080	\$67,935.70	Volvo BL70
Yancey Brothers Co., Inc. P.O. Box 43326 Atlanta, GA 30378	\$56,682.00 Did not meet 8 of 33 specs	Cat 420E
Briggs Construction Equipment 305 Equipment Ct Lawrenceville, GA 30045	\$54,642.00 Did not meet 15 of 33 specs	Case 580SM+
Atlanta JCB 2679 Barrett Lakes Blvd Kennesaw, GA 30144	\$51,627.00 Did not meet 12 of 33 specs	JCB 3CX-14

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Wade Tractor & Equipment 1286 Ann St Griffin, GA 30223	No Bid	
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We have averaged 12 years of service from the John Deere's that we have owned as compared to 5-8 years on other brands. The budgeted amount for this purchase was \$124,000.00.

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

RESOLVED: to purchase two (2) John Deere 310SJ Backhoe /Loaders from METRAC for fifty-seven thousand five hundred fifty dollars each (\$57,550.00) for a total of one hundred fifteen thousand one hundred dollars (\$115,100.00) for the two.

35 Ton Tandem Axle Low Bed Trailer Bid Recommendation: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who stated that staff is recommending the purchase of one (1) 35 Ton Tandem Axle Low Bed Trailer from Atlanta JCB, model Tow Master T-70DTG in the amount of thirty-one thousand two hundred ninety dollars (\$31,290.00).

Clayton County Water Authority
 35 Ton, Tandem Axle Low Bed Trailer
 June 7, 2007

Vendor	Make / Model	Bid
Metrac Atlanta, GA		No Bid
Atlanta JCB Kennesaw, GA	Tow Master T-70DTG	\$31,290.00
Briggs Construction Lawrenceville, GA	Tow Master T-70DTG	\$33,276.00
Globe Trailers Bradenton, FL	Globe GTBN352-43	\$35,850.00 No Local Dealer
Yancey Brothers Austell, GA	Trail King TK70HDG	\$39,681.00
Tractor & Equipment Forest Park, GA	Etnyre PRTN35TD	\$41,617.00
Briggs Construction Lawrenceville, GA	Interstate Trailer	\$44,193.00

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Semi Truck that pulls this trailer may need a hydraulic system upgrade to deliver a slightly higher pressure at a total cost of \$2,500.

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

RESOLVED: to approve the purchase of one (1) 35 Ton Low Bed Trailer from the lowest bidder, Atlanta JCB, in the amount of thirty-one thousand two hundred ninety dollars (\$31,290.00).

Huie Constructed Wetlands-Phase 4 (Part 2) Bid Schedule: Chairman McQueen called on Mike Buffington, Program Management Engineer, who wanted to update the Board on the Bid Schedule for the Huie Constructed Wetlands-Phase 4 (Part 2). This is for informational purposes only.

Treated effluent is pumped from the Casey WRF to the Huie site for further treatment on land application (LAS) and constructed treatment wetlands (CTW). To expand and upgrade treatment at the Huie site, the LAS will be converted to constructed wetlands in several phases. Phase one with a treatment capacity of 3.60 MGD was placed in service September 2005; Phase 2 with a capacity of 2.65 MGD was placed in service July 2006; and Phase 3 with a capacity of 3.12 MGD will be placed in service later this summer.

The Phase 4 project with a treatment capacity of 8.16 MGD will be bid and constructed as two separate packages. Package 1 including distribution piping and Site A stabilization is under construction. Package 2 will include Site A constructed wetlands including roads, structures, wetland plantings, electrical, and SCADA. Construction documents for Package 2 have been submitted to Georgia EPD for final approval. Combined treatment capacity of the Huie CTW site after completion of the Phase 4 project will be 17.53 MGD.

Project Managers: CH2M Hill, Engineers – Wayne Murphy
 Clayton County Water Authority – Mike Buffington

Phase 4 Package 2 Estimated Construction Cost – \$14,585,000

Funding: Construction will be funded by R & E Funds.

Phase 4 Package 2 Schedule:

Advertise For Bids (local paper)	July 27, 2007
Pre-Bid Meeting	August 9, 2007
Open Bids	August 21, 2007
Start Construction	October 2007

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CH2M Hill Task Order for Cyber Security Vulnerability Assessment: Chairman McQueen called on Rodney Crowell, MIS Director, who stated that this task order includes similar activities performed during the FY2006 Wireless Intrusion Audit for the Terry R Hicks Water Production Facility along with additional activities to verify the validity of current security controls in place at all Water Authority facilities. Staff recommends approval of the CH2M Hill Cyber Security Vulnerability Assessment Task Order as presented.

The purpose of this task order is to provide assistance in the execution of a comprehensive Cyber Security Vulnerability Assessment for the entire Water Authority. This task includes similar activities performed during the FY2006 Wireless Intrusion Audit for the Terry R Hicks Water Production Facility, along with additional activities to verify the validity of current security controls in place at all Water Authority facilities. The activities include identification of potential internal and external information technology security risks associated with CCWA and recommendations to mitigate risks. Basically, this is a review to determine if CCWA's MIS section has adequate measures in place to protect our business network from outside threats, and as well as, possible inside threats.

Task Order Budget:	Time & Materials not to exceed \$75,000.00
Funding Source:	FY2007 Operating Budget
CH2M HILL Project Manager:	Michael Taylor
CCWA Project Manager:	Rodney Crowell

TASK ORDER OP-07-01

This attachment is to the agreement between CH2M HILL, INC., ("ENGINEER") and CLAYTON COUNTY WATER AUTHORITY ("OWNER") for the IT Cyber Security *Evaluation Services*. The purpose of this Task Order is to define the ENGINEER'S scope of work for the IT Cyber Security Evaluation project.

PROJECT DESCRIPTION

This project will assess Clayton County Water Authority's (CCWA) current environment, gauge the current protection level, and identify different countermeasures that can be implemented to increase the overall security and reduce risk. Specifically, the project will evaluate and document the adequacy of the security measures and configurations that have been implemented on desktops, laptop, servers, internal network infrastructure, wide area network infrastructure, Virtual Private Network, mail and Internet. In addition review and assessment of the IT Security Policy will be addressed.

The assessment will also cover the following:

- Security Objectives – evaluation of security based on current and expected performance.
- Risk Management – identifying and dealing with vulnerabilities and threats in the best way to protect CCWA.
- Security Controls – analysis of controls implemented to protect the confidentiality, integrity, and availability of assets. To include key business systems (GIS, CIS, Imaging,

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Finance, Payroll, HR, PEM, Internet, Voice Communications)

- Information Classification – identifying procedures and requirements to protect information.
- Employee Management – understanding of roles and responsibilities and process used to address security awareness within CCWA.

ARTICLE 1 — SCOPE OF SERVICES

The ENGINEER agrees to furnish the OWNER with the following services:

CH2M HILL will provide cyber security vulnerability assessment services to include identification and analysis of possible vulnerabilities and threats, and effectiveness of current security controls, for CCWA's network infrastructure. The criteria by which completion will be determined are defined, as well as key assumptions and dependencies under which the scope will be delivered.

Examination of both technical and non-technical controls for presence and effectiveness and the degree applications/systems may be vulnerable will be addressed. The evaluation encompasses security risk associated with both Business and Operations IT assets.

CH2M HILL's approach to the vulnerability assessment combines industry accepted best practices from the Sandia National Laboratory and Committee of Sponsoring Organizations (COSO) guidelines developed by the Treadway Commission; Risk Assessment Methodology (RAM-W); Information Systems Audit and Control Foundation's Control Objectives for IT (COBIT); International Standards Organization (ISO) 17799 and the National Institute of Standards and Technology (NIST) audit methodology. These approaches represent the dominant methods for assessing physical security and cyber security requirements.

The work scope for this Task Order is as follows:

Task 1 — Identify Facilities and IT Assets

CH2M HILL working with CCWA will identify requirements for protecting the CCWA cyber security assets. This task provides pre-assessment planning activities to include assessment of the organization culture to determine best approach to do work. CH2M HILL's knowledge of the network and systems will expedite this task and provide value to the assessment team.

Sub-tasks are as follows:

- Kick-off meeting to discuss approach and IT Infrastructure questionnaire.
- Identify internal local area and wide area network connections, to include Internet, wireless, remote connections and connections to business partners, vendors or regulatory agencies.
- Collect existing IT diagrams and other readily available documentation.
- Identify the key contact, to provide access to devices and authorize our probes as discussed in the assumption section.
- Identify facilities and identify IT assets by facility.
- Interviews with key employees

Task 1 Deliverables

- Meeting minutes
- Kick-off workshop/requirements assessment

Task 2 – Assess Risks

An onsite discovery and assessment is performed to include physical inspection of facilities, computing systems, and applications. An assessment of the current network topology to include review of past cyber security measures and incidents will be conducted. Network

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analytical tools will be used to identify potential vulnerabilities. The evaluation of CCWA's internal and external environment will include a broad-scale assessment, a focused and detailed evaluation of a sample of systems to be identified by CCWA and an attempt to exploit major vulnerabilities that are uncovered. The exploitation activity will only require demonstration that exploitation is possible, and should in no case result in interruption of system availability or level of performance, loss of data, or damage to a system.

Sub-tasks are as follows:

- Assess overall network design (topology, fault tolerance, reliability, configuration, and accounting).
- Collect configuration, account, and performance information from systems hosting mission critical applications.
- Use assessment / discovery tools to identify current threats and incidents.
- Conduct scanning activity designed to detect active 802.11 wireless devices at CCWA's primary site.
- Perform security assessment (account management, network configuration files, and attached devices) and attempt a limited exploitation utilizing assessment / discovery tools.

Task 2 Deliverables

- Network assessment report

Task 3 – Evaluate Current Security Controls

This task reviews current security controls to include administrative, technical and physical measures currently implemented to protect the confidentiality, integrity, and availability of assets.

Sub-tasks are as follows:

- Review network security policies.
- Evaluate intrusion detection controls.
- Evaluate access and authentication controls.
- Review firewall policy, DMZ, router and switch configurations.
- Assess security perimeter – remote access systems to include VPN.
- Review virus protection policy.
- Assess incident management processes.
- Review operations security and disaster recovery plan.
- Evaluate preventive controls.
- Prioritize critical IT infrastructure assets.
- Review meeting with CCWA key staff.

Task 3 Deliverables

- Draft assessment document

Task 4 – Identify Unmitigated Risks

This task is a collaborative session between the CH2M HILL team and CCWA team to establish the level of risk the Enterprise is willing to accept.

Sub-tasks are as follows:

- Document unmitigated risk discovered in tasks 2 & 3.
- Assess the level of significance and potential consequences.
- Perform residual risk validation with key staff.
- Provide action items and assess cost of required actions.
- Obtain feedback from CCWA's team on risk acceptability and buy-in for action items.

Task 4 Deliverables

- Summary of risks discovered along with level of significance and potential

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consequences.

- Review of draft recommendations with key stakeholders

Task 5 – Develop Final Vulnerability Assessment Report

The final cyber security assessment document will be prepared, to include analysis of potential vulnerabilities identified and recommendations for corrective actions as appropriate.

Sub-tasks are as follows:

- Prepare final assessment document.
- Perform internal quality review.
- Obtain feedback and adjudicate comments.
- Deliver final assessment document to CCWA.

Task 5 Deliverables

- Final assessment document

ARTICLE 2 - GENERAL DOCUMENTATION GUIDELINES

All documentation related to this project will be provided with a confidentiality clause attached to the document. Only authorized project team members will be given access to sensitive material. Any working copies that are discarded will be shredded.

Electronic copies of materials will be communicated by and stored on a secure portal to be provided by CH2M HILL. Portal access will be limited to authorized team members. The Portal will also be used as a project management tool serving as a central repository for draft reports, raw data, work in progress notes, and final deliverables.

Hard copy and electronic deliverables will be hand delivered to the client PM.

ARTICLE 3 – ASSUMPTIONS

- CCWA will provide access to each administrative and operations facility as required.
- CCWA personnel will be available for interviews and provide requested access to the network, network devices, files, facilities access, and other technical resources as required to complete the project.
- CCWA will identify a contact person (trusted agent) who is authorized to make realtime decisions relative to this project on behalf of CCWA.
- CCWA will provide security plan, policies, and their supporting counterparts.
- CCWA will provide a system block diagram, identify target IP addresses, and provide privileged account access as required for this project.
- Not every system or device will be evaluated, but a sample of devices that is sufficient to assess the security of CCWA’s network architecture – up to 100 devices.
- A physical vulnerability assessment of CCWA facilities is not included in this project; however, physical security will be assessed as it relates to the protection of information systems.
- CH2M HILL will not conduct network testing or use automated security discovery/assessment tools on the network or connected platforms without the CCWA contact present to authorize the activity.
- CH2M HILL will not conduct tests designed specifically to cause a “denial of service” condition unless specifically requested and authorized to do so in writing by CCWA.
- Because system and application vulnerabilities are being discovered and reported on a daily basis, not all vulnerabilities present in the designated CCWA systems and associated processing environment may be detected. CH2M HILL will provide a list of security patches based on the results of the automated scan for CCWA to install.
- CH2M HILL will halt the discovery process once a vulnerability has been uncovered, and will not attempt to demonstrate exploitation of the vulnerability unless

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subsequently authorized by CCWA.

- CH2M HILL will make every attempt to contain and minimize the operational risks, inherent in this type of assessment, and will cease our testing and discovery activities upon notification by CCWA of any unanticipated operational disruption. Despite our best efforts, automated security discovery/assessment tools will occasionally significantly reduce network performance or crash servers. Therefore, it must be mutually agreed that there are risks, including the possibility of an unintentional denial of service (DoS), and that the risks associated with this type of testing / assessment are acknowledged and accepted by CCWA.
- To the maximum extent permitted by law, CH2M HILL's liability for damages under any Task will not, in the aggregate, exceed the Task value, whether such liability arises out of breach of contract or warranty, tort including negligence, strict or statutory liability, or any other cause of action.
- CCWA will review and provide comments on all draft deliverables submitted by CH2M HILL on a timely basis so as not to impact the schedule.
- CH2M HILL is not responsible for any damages to computer-related network (s) and equipment, including but not limited to shutdown, lack of system responsiveness, and physical damage.

ARTICLE 4 - PROJECT SCHEDULE

This Task Order will cover services and activities to be delivered through March 31, 2008. A detailed project plan will be developed in Microsoft Project in conjunction with CCWA scheduling requirements. CH2M HILL can commence work within 1 week of being granted notice to proceed with project.

ARTICLE 5 – COMPENSATION

Compensation for the Scope of Services described herein shall be in accordance with the terms specified in the Master Services Agreement and exhibit A FY2007 Bill Rate Schedule. Compensation shall be cost-reimbursable per diem (time and expense). It is estimated that labor hours will total \$71,644.00 and direct expenses will total \$3,356.00.

The total Not-to-Exceed value of this Task Order is \$75,000.00

CH2M HILL shall provide CCWA a monthly invoice along with a summary of activities performed under this Task Order. Invoices/status reports are to be submitted to the CCWA Project Manager.

ARTICLE 6 – INSURANCE

The insurance coverage required for this task order is shown on the attached insurance exhibit B.

IN WITNESS WHEREOF, the parties execute below:
For the OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated the _____ day of _____, 2007

By _____

Name Title

For the ENGINEER, CH2M HILL,

Dated this ____1____ day of ____June____, 2007

By

Name Title

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EXHIBIT A
FY2007 Bill Rate Schedule

Per Diem Class	Grade	Billing Title	2007 Bill Rate
1	E9	Principle/Program Manager/Information Solutions Manager	\$168.00
2	E8	Principle/Program Manager/Information Solutions Manager	\$168.00
3	E7	Principle/Program Manager/Information Solutions Manager	\$168.00
4	E6	Project Manager/Senior Project Engineer/IS Engineer	\$146.00
5	E5	Project Manager/Senior Project Engineer/IS Engineer	\$146.00
6	E4	Project Engineer/Senior Engineer/Senior Planner/Senior Scientist	\$124.00
7	E3	Associate Engineer/Planner/Scientist	\$104.00
8	E2	Staff Consultant/Engineer/Software Development Analyst	\$94.00
9	E1	Staff Consultant/Engineer	\$80.00
10	E0	Staff Consultant/Engineer	\$80.00
11	T5	Lead Technician/Project Controls Specialist	\$93.00
12	T4	Lead Technician/Project Controls Specialist	\$93.00
13	T3	Field Service Specialist/Design Aide/Engineering Technician	\$69.00
14	T2	Field Service Specialist/Design Aide/Engineering Technician	\$69.00
15	T1	Field Service Specialist/Design Aide/Engineering Technician	\$69.00
16	T-Aide	Field Service Specialist/Design Aide/Engineering Technician	\$69.00
19	OFC	Office Support	\$63.00
		Startup Consultant	\$146.00
		Construction Manager	\$141.00
		Resident Engineer	\$112.00
		Field Engineer	\$95.00
		Lead Inspector	\$85.00
		Inspector	\$76.00
		Technical Assistant	\$69.00

**For all personnel, the 2007 bill rate is equal to the approved 2006 bill rate plus 2%, rounded to the nearest whole dollar.

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EXHIBIT B
INSURANCE REQUIREMENTS
TASK ORDER OP-07-01
IT CYBER SECURITY EVALUATION

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, nonowned 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

\$ 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 Subs, Engineers and Design Consultants, with a minimum 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 Retro-active date under the policy will predate any work for the Owner. Sixty (60) days prior written notice of cancellation or nonrenewal shall be given to the OWNER in the event of termination or non-renewal.

The Owner may elect to obtain a PROJECT policy on a primary or excess basis. The Engineer will amend their PRACTICE policy to provide primary or excess coverage to

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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 \$25,000,000 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.

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.

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

RESOLVED: to approve the CH2M Hill Cyber Security Vulnerability Assessment Task Order as presented for the not to exceed amount of seventy-five thousand dollars (\$75,000.00).

CH2M Hill Task Order For General Consulting & Disaster Recovery Plan Implementation: Mr. Crowell stated that this is part of a larger project that staff has been working on since fiscal year 2005. This is the wrap up of our Disaster Recovery Implementation. Phase 1 started in 2005, when we looked at what was needed to be protected for Disaster Recovery. In 2006, we began Phase 2. We are currently working with Bell South to get a Customer Service Agreement in place to make this system work efficiently. Staff recommends approval of this task order in the not to exceed amount of one hundred thousand dollars (\$100,000.00).

This Task Order is for the completion phase of the Water Authority's Disaster Recovery / High Availability Plan and for General Consulting services on a number of Management Information Services tasks scheduled for FY2007. The General Consulting services may include support with updating the 2000 Information Services Strategic Plan and assistance with reviewing and selecting equipment for a data storage (SAN) upgrade, consolidation of servers for reducing equipment footprint and energy requirements,

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telephone system upgrade (VOIP), Data Communication Equipment needs on our Local Area Network (LAN) & Wide Area Network (WAN), environmental control in our data centers and video surveillance.

Task Order Budget:	Time & Materials not to exceed \$100,000.00
Funding Source:	FY2007 Operating Budget
CH2M HILL Project Manager:	Michael Taylor
CCWA Project Manager:	Rodney Crowell

TASK ORDER OP-07-02

This attachment is to the agreement between CH2M HILL, INC., (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”) for the IT *Disaster Recovery Services Phase 3 and General Consulting Services*. The purpose of this Task Order is to define the ENGINEER’S scope of work for the IT Disaster Recovery Services Phase 3 project and General Consulting Services.

PROJECT DESCRIPTION

This project is the third phase of a multiphase project that will enable Clayton County Water Authority (CCWA) to be prepared for continued operations in the event of an emergency. This project will result in tactical and strategic activities to support IT disaster recovery. The tactical and strategic activities as part of this project will result in the following high-level requirements:

- Key information systems relocated out of harms way
- Critical information systems operational and accessible by CCWA staff (includes: GIS, CIS, Imaging, Finance, Payroll, HR, PEM, Internet, Voice Communications)
- Testing and awareness of solution to provide availability and effectiveness

Activities associated with this task order are:

- Pre-implementation and implementation assistance: Facilitate Metro Ethernet requirements with AT&T and contractors, to include conduits and circuits that meet CCWA goals. Provide advisory services for preparation of the alternative site and manage implementation and testing of sourced solution.
- After the alternative site is operational, prepare and refine emergency management and disaster recovery procedures. Establish required operational availability for ongoing normal processing, regular maintenance and third party auditing.
- IT General Consulting Services

ARTICLE 1 — SCOPE OF SERVICES

The ENGINEER agrees to furnish the OWNER with the following services:

The overall scope of work for this project will be accomplished through information exchange, planning, analysis and preparing for the implementation of the alternative site. CH2M HILL will provide supporting analysis and consulting services to assist CCWA in the creation of an IT Disaster Recovery strategy. The resulting solution will provide CCWA with implementation assistance and a guidance document needed to protect the business in the event of an actual disaster.

Task 1 — Completion of IT Disaster Recovery – Tactical

Based upon the preliminary system design, detailed architectural components, and

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procurement assistance developed during Phase 1 and 2, this task addresses preimplementation and implementation assistance necessary to establish high availability IT disaster recovery services at a backup facility.

1.1 — Pre-implementation

CH2M HILL will coordinate and facilitate with AT&T, Metro Ethernet connectivity circuit requirements. In addition coordination with other contractors required for the Metro Ethernet circuit will be provided. Contractors and vendors will contract directly with CCWA for Metro Ethernet services.

CH2M HILL will assist with configuration of an interim solution at the alternate backup facility. This task includes configuration of hardware, software, and testing of components for the primary and alternate sites. The interim solution will enable CCWA to establish a level of protection in the event of an emergency until the Metro Ethernet solution can be installed.

Task 1.1 Deliverables

- Documentation summary of AT&T Metro Ethernet circuit, Service Level Agreement and Building Industry Consultants requirements for Metro Ethernet
- Documentation of installed interim solution

1.2 — Implementation

The CH2M HILL team will work with CCWA to implement the disaster recovery solution. This task validates the contingency planning that was built into the design in Phase 2 is implemented to provide high availability protection for critical information systems. It includes assistance with configuration of the Storage Area Networks (SANs), and blade server. Testing of components for the primary and alternate sites will be provided. Replication of data between primary and alternative facility will be established. Fail-over testing will be conducted to ensure high availability at the alternative facility is established. Coordination of vendors will be provided as required during the implementation process. Network components will be fully integrated with the existing CCWA infrastructure.

Task 1.2 Deliverables

- Documentation that illustrates configuration of network components for the primary and new alternative facility
- Test plan documentation for high availability activation

Task 2 — Completion of IT Disaster Recovery – Strategic

CH2M HILL will incorporate the tactical activities produced in Task 1 of this project into the Disaster Recovery Framework that was delivered to CCWA in Phase 1. Critical services and systems, vendor support, key staff for service continuation, emergency response procedures for alternative site processing and resumption of primary site processing will be integrated into the framework to establish a customized comprehensive disaster recovery plan for CCWA.

Recovery Plan Procedures and Guidelines - CH2M HILL will incorporate the summarized tactical activities into the disaster recovery plan framework. Emergency response and incident management planning will be addressed. The strategic activities address execution of the recovery plan by using a framework that views contingency planning as an iterative process consisting of well-defined steps, which taken in sequence, support better decision making.

The plan will include specific development of the disaster recovery process based on what was designed and implemented in Task 1 to include expertise in the following area:

Data Processing Continuity Planning

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- Planning for the disaster and creating the procedures to cope with it.
- Minimizing impacts from major computer services failure.
- Minimizing the risk to CCWA from delays in providing services.

Health and Safety

- In the event of a disaster, safety and security are of the utmost importance. Steps should be taken in the IT disaster recovery plan to ensure the safety of CCWA employees while they restore service and the security of CCWA data while services are down.

Recovery Plan Maintenance

- Reducing risks and increasing the reliability of standby systems through testing and simulation.
- Minimizing the decision-making required by personnel during a disaster.

Task 2 Deliverables

An IT disaster recovery plan document that includes:

- Steps to protect CCWA in event of an actual disaster – Information documented from Task 1, verified to ensure restore of operations within the designated timeframe.
- Testing the disaster recovery plan – Procedures for regular drills and tests is the cornerstone of the disaster recovery plan. Plan maintenance and auditing are important.
- Recovery procedures - Roles various personnel will take on, and procedures on how to return production processing from the alternate site to the primary site with the minimum of disruption and risk.

Task 3 — IT General Consulting Services

This task is set at a fixed maximum dollar amount, allowing CCWA to contract for services and negating the need to generate and sign various individual small task orders. CCWA and CH2M HILL will agree in writing on the various tasks and their level of effort prior to starting work. CH2M HILL will provide a monthly status report and tracking sheet to indicate the hours expended on each task and remaining budget.

Activities may include support for the following:

- A. Assistance with updating the 2000 IS Strategic Plan
- B. Network Admission Control (NAC) analysis
- C. Storage Area Network (SAN) upgrade assistance
- D. Server consolidation planning
- E. Desktop Virtualization planning
- F. Wide Area Network (WAN) infrastructure analysis
- G. Voice over Internet Protocol (VOIP) planning
- H. Primary and Backup Data Center environmental control analysis
- I. Data Communications Equipment (DCE) IT infrastructure analysis
- J. Video surveillance analysis
- K. General IT network design, implementation, training or testing services

Task 3 Deliverables

- There are no firm deliverables associated with this task. Deliverables will be defined based on requested CCWA specific task work activity.

ARTICLE 2 - GENERAL DOCUMENTATION GUIDELINES

CH2M HILL will provide all documentation related to this project electronically in PDF format.

ARTICLE 3 – ASSUMPTIONS

- All hardware, software and associated licensing necessary for delivery of Phase 3 services will be the responsibility of CCWA to provide.
- Implementation schedule is based on timely delivery of materials.

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- Contractors and vendors will be contracted through CCWA.
- Existing disaster recovery, emergency response and policies and procedure will be provided to CH2M HILL for review.
- CCWA will provide access to each administrative and operations facility as required.
- CCWA personnel will be available for interviews and provide requested access to the internal network, network devices, files, and other technical resources as required to complete the project.
- CCWA will identify a contact person (trusted agent) who is authorized to make realtime decisions relative to this project on behalf of CCWA.
- CCWA will provide a system block diagram, and identify target IP addresses and passwords for CH2M HILL for this project.
- CH2M HILL will not conduct network testing without the CCWA contact present to authorize the activity.
- CCWA will review and provide comments on all draft deliverables submitted by CH2M HILL on a timely basis so as not to impact the schedule.
- CH2M HILL is not responsible for any damages to computer-related network (s) and equipment, including but not limited to shutdown, lack of system responsiveness, and physical damage.

ARTICLE 4 - PROJECT SCHEDULE

This Task Order will cover services and activities to be delivered through December 31, 2007. A detailed project plan will be developed in Microsoft Project in conjunction with CCWA scheduling requirements. CH2M HILL will commence work within 1 week of being granted notice to proceed with project.

ARTICLE 5 – COMPENSATION

Compensation for the Scope of Services described herein shall be in accordance with the terms specified in the Master Services Agreement and exhibit A – FY2007 Bill Rate Schedule. Compensation shall be cost-reimbursable per diem (time and expense). An estimated budget for each task is listed below. CH2M HILL will not exceed this budget without written approval from the CCWA.

Task 1 & 2 – IT Disaster Recovery Tactical and Strategic \$60, 000

Task 3 - IT General Consulting Services \$40, 000

CH2M HILL shall provide CCWA a monthly invoice along with a summary of activities performed under this Task Order. Invoices/status reports are to be submitted to the CCWA Project Manager.

ARTICLE 6 – INSURANCE

The insurance coverage required for this task order is shown on the attached insurance exhibit B.

IN WITNESS WHEREOF, the parties execute below:

For the OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated the _____ day of _____, 2007

By _____

Name Title

For the ENGINEER, CH2M HILL,

Dated this ____1____ day of ____June____, 2007

By

Name Title

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EXHIBIT A
FY2007 Bill Rate Schedule

Per Diem Class	Grade	Billing Title	2007 Bill Rate
1	E9	Principle/Program Manager/Information Solutions Manager	\$168.00
2	E8	Principle/Program Manager/Information Solutions Manager	\$168.00
3	E7	Principle/Program Manager/Information Solutions Manager	\$168.00
4	E6	Project Manager/Senior Project Engineer/IS Engineer	\$146.00
5	E5	Project Manager/Senior Project Engineer/IS Engineer	\$146.00
6	E4	Project Engineer/Senior Engineer/Senior Planner/Senior Scientist	\$124.00
7	E3	Associate Engineer/Planner/Scientist	\$104.00
8	E2	Staff Consultant/Engineer/Software Development Analyst	\$94.00
9	E1	Staff Consultant/Engineer	\$80.00
10	E0	Staff Consultant/Engineer	\$80.00
11	T5	Lead Technician/Project Controls Specialist	\$93.00
12	T4	Lead Technician/Project Controls Specialist	\$93.00
13	T3	Field Service Specialist/Design Aide/Engineering Technician	\$69.00
14	T2	Field Service Specialist/Design Aide/Engineering Technician	\$69.00
15	T1	Field Service Specialist/Design Aide/Engineering Technician	\$69.00
16	T-Aide	Field Service Specialist/Design Aide/Engineering Technician	\$69.00
19	OFC	Office Support	\$63.00
		Startup Consultant	\$146.00
		Construction Manager	\$141.00

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		Resident Engineer	\$112.00
		Field Engineer	\$95.00
		Lead Inspector	\$85.00
		Inspector	\$76.00
		Technical Assistant	\$69.00

**For all personnel, the 2007 bill rate is equal to the approved 2006 bill rate plus 2%, rounded to the nearest whole dollar.

EXHIBIT B
INSURANCE REQUIREMENTS
TASK ORDER OP-07-02
IT DISASTER RECOVERY SERVICES PHASE 3

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, nonowned 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

\$ 5,000 Medical Payments

\$ 1,000,000 General Aggregate

\$ 1,000,000 Products/Completed Operations Occurrence and Aggregate

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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 Subs, Engineers and Design Consultants, with a minimum 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

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for that same period of time after completion. The Retro-active date under the policy will predate any work for the Owner. Sixty (60) days prior written notice of cancellation or nonrenewal shall be given to the OWNER in the event of termination or non-renewal.

The Owner may elect to obtain a PROJECT 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 \$25,000,000 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.

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.

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

RESOLVED: to approve staff's recommendation for the CH2M Hill Task Order for General IT Consulting Services and Completion of the Disaster Recovery Plan Implementation in the not to exceed amount of one hundred thousand dollars (\$100,000).

Board member, Wes Greene, stated that there is a Ms. Wallace here that has requested to speak to the Board.

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Chairman McQueen stated that the General Manager and Deputy Manager would speak to Ms. Wallace at the break.

UPON Motion by Marie Barber and seconded by Wes Greene 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 mentioned the upcoming AWWA Conference in Toronto.

Mr. Thomas stated that up to May 1st the Authority has spent one point eight nine eight million dollars (\$1,898,000.00) on implementation of the Stormwater Utility. The Stormwater Utility will reimburse the Authority's water and sewer fund over the next two (2) years. Part of this amount was the CH2M Hill Task Order. The Authority split this cost with the County.

Mr. Thomas wanted to make the Board aware of a contract that the Authority is going to sign with the State Environmental Protection Division for Lab Analysis on the Drinking Water side. The EPD has historically done a lot of lab analysis on complicated items that we cannot do in our own lab, plus they also check on the bacteria side. The three (3) year contract is twenty thousand five hundred (\$20,500) dollars per year.

Mr. Thomas stated that a couple of years ago, Divine Faith Ministries on Tara Boulevard, just north of Mundy's Mill Road, wanted to tie into our sewer system and wanted the Authority to partner with them. The Board at that time agreed to partner with them at twenty-five percent (25%) of the construction costs. We had to obtain easements to get the sewer over to Silverstone Subdivision. Divine Faith gave the Authority fourteen thousand five hundred dollars (\$14,500) to obtain the easements. We obtained those easements and were in a holding pattern waiting for them to proceed. After two years, one of their staff called and stated that they wanted their money back. Mr. Thomas explained that all the funds but one hundred seventy-seven dollars (\$177.00) had been spent, which Mr. Thomas sent to the church.

A couple of weeks later, Mr. Thomas was contacted by the church and they had decided to return the check and wanted to proceed with the tying into our sewer system. The church is now considering adding on to their sanctuary and wanted reassurance from the Authority that we would still partner with them. The estimate taken two years ago was about eighty-eight thousand dollars (\$88,000), so our share would be twenty-five percent (25%) of that amount or twenty-two thousand dollars (\$22,000). The Authority

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updated the estimate, since construction costs have increased, and it is now one hundred four thousand dollars (\$104,000) to do the work. Mr. Thomas asked for approval to honor the new estimate of one hundred four thousand dollars (\$104,000) for one (1) year at twenty-five percent (25%) of the construction costs. The Authority's portion would be twenty-six thousand dollars (\$26,000).

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

RESOLVED: to accept staff's revised estimate of one hundred four thousand dollars (\$104,000) for the sewer line construction for Divine Faith Ministries and allow us to participate at twenty-five percent (25%) of the construction costs, excluding rock cost or easement acquisition, in the not to exceed amount of twenty-six thousand dollars (\$26,000).

Board members John Chafin and Lloyd Joiner voted in opposition to the proposal.

Mr. Thomas stated that there is a page in the Board members book titled "Accounts Past Due as of April 30th, 2007 - Not Cutoff". Mr. Thomas asked the Board for some clarification as to what the Board wanted. These are water and sewer accounts that have a past due balance that are over ninety (90) days. This does not mean that this is all past due accounts. These are just past due accounts that have a past due amount that is ninety (90) days old or older.

Board member, John Westervelt, asked why these accounts would not be cut off.

Mr. Thomas stated that he is working on resolving this issue. People that are involved state that part of this is caused by resource issues. Mr. Thomas added that the Authority changed software and our staff is still learning the system.

The Board stated that they would like to just see the amount that is ninety (90) days past due.

Chairman McQueen asked Mr. Thomas to address the tremendous problems we are having with Customer Service.

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Mr. Thomas stated that he would like to explain the environment and the issues that are occurring.

- 1) New Software implementation. The software works, but we are dealing with a sharp learning curve for our Customer Service reps.
- 2) Stormwater was added just as the new software was implemented. This added a lot of phone calls.
- 3) There have been a lot of retirements and a lot of turnovers in personnel.
- 4) One billing cycle had thirty (30%) percent that received a reminder notice and those customers were calling in to make arrangements on their accounts. Our customers were allowed to make three (3) arrangements, which were three (3) calls per account. Mr. Thomas has recently implemented a policy of allowing only one (1) payment arrangement per month.

Mr. Thomas stated that it is not just hiring more people, but we need to automate the system better, train our employees better, and change our policies to cut down on some of the calls. Mr. Thomas proposes adding one (1) person in the Call Center, one (1) person on the front counter, and adding one (1) Accountant Position in the Customer Service area. Part of the solution would be an integrated voice response system, where the computer takes you through the steps on calls, and a phone system upgrade.

Mr. Thomas explained that the Accountant position that he is proposing would help in the Customer Service Department. The Customer Service Reps have to balance at the end of the day. They take in cash, checks, credit card payments, and electronic checks. Every service we add for our customers, also adds the need for additional personnel because of preparing daily journals, moving that over to the General Ledger and other procedures. We have not added anyone in the Billing Section in ten (10) years. This Accountant would handle the accounting functions for the Customer Service Department. Mr. Thomas stated that he would like to start with these proposals.

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

RESOLVED: to approve the hiring of one (1)) person in the Call Center, one (1) person on the front counter, and adding one (1) Accountant Position in the Customer Service area.

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

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RESOLVED: that the regular session board meeting be adjourned.

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

Pete McQueen, Chairman

Walter Marie Barber, Secretary/Treasurer