

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, May 4, 2006

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, John M. Chafin and Doug Bonner. General Manager, M. Wade Brannan, Deputy Manager, Terry R. Hicks, Department Managers, Mike Thomas, Guy Pihera, Herbert Etheridge, and Jim Poff, Finance Director, Emory McHugh, Assistant Finance Director, Renee' Dumas, Customer Accounts Director, Morris Kelly, Project Engineer, Mike Buffington, Contract & Procurement Administrator, Karen Riser, MIS Director, Rodney Crowell, Public Information Officer, Suzanne Brown, Administrative Secretary, Carla Clark, and Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher, Denmark & Williams, Mike Bennett and Michael Taylor from CH2M Hill. Superintendent of Clayton County Public Schools, Dr. Barbara Pulliam, Judi Peterson, from Clayton County Public Schools, Principal Donna Jackson from Jackson Elementary School, Cheryl Lowmon from Lovejoy High School, Lisa Harrison from Jackson Elementary, Elementary Science Coordinator, Donna Marks, Secondary Science Coordinator, Katrina Miller, Elementary Science Winner from Jackson Elementary School, Elijah Brooks along with his parents, Michael and Peggy Brooks, and the High School Science Winner, Jarrod Allen along with his parents and sister, Caesar, Rhea, and Abria Allen, CCWA employees present were: Jimmy Stewart, Bruce Taylor, Charles Martin, Michael Polite, Walter Burdett, Larry Edge, Terry Worley, Bernard Franks, Billy Von Den Bosch, Chris Sims, and Michael Crabtree.

Chairman McQueen called on Jimmy Stewart to give the invocation.

Chairman McQueen introduced our new Board member, Doug Bonner, who he remembers as a tremendous athlete at North Clayton High School. Chairman McQueen added that he is glad to have people like Doug who will serve our community and our Board. Chairman McQueen asked Mr. Bonner to tell the Board a little about himself.

Mr. Bonner stated that he grew up in Clayton County, having moved here when he was seven, and graduated from North Clayton High School. He feels that he owes the county because the county paper made him look better than he was in football and he received a scholarship. He hopes that by being on the Board he can give something back to the county. Mr. Bonner is looking forward to working with our Board.

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Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, April 6, 2006. Hearing none they were approved as received.

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 and explained that this covered the eleven-month period ending March 31, 2006.

Employee Recognition: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who recognized three of his employees who recently passed state exams.

Mr. Etheridge introduced Walter Burdette, a Backflow Prevention Coordinator, who came to the Authority in 1994 with the acquisition of the Forest Park system, but has twenty-one years experience in his field. Mr. Burdette has been in the M&C shop about six (6) years and has passed his Water Distribution exam.

Mr. Etheridge introduced Larry Edge who started with the Authority about thirty-one years ago. Larry is over our Meter Testing Repair shop and is known as the “doctor” of meters. Leaders from all across the state and the southeast come to see how Larry sets up our testing program. Larry has passed his Water Distribution exam also.

Mr. Etheridge next introduced Bernard Franks, one of his five general foremen, who is over our Technical Services group. Bernard has been with the Authority ten years and has recently passed his Wastewater Collection exam.

Mr. Etheridge stated that he is proud of these three men and congratulated them on passing their exams. The Board gave them a round of applause as Ms. Brown, our Public Information Officer, took a photo.

Chairman McQueen called on Guy Pihera, Manager of Water Production, who introduced Mike Polite, a Water Operator, who recently passed his Class II exam.

Mr. Pihera stated that Mike is currently a Class II Operator at the Smith Plant. Mike came to the Water Authority in 1994 with the acquisition of the Forest Park system. Mike was the Meter Operation Manager at Forest Park and came to us as an Account Service Representative and then came to the Water Production department as an operator trainee in November of 2003. He then passed his Class III exam within about six months and has just passed his Class II exam. Mike is a valued part of the Smith team. Mr.

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Pihera congratulated Mike on this accomplishment. The Board gave him a round of applause and Ms. Brown took a photo.

On behalf of the Board, Chairman McQueen complimented these employees for passing their exams and for what they do for the Water Authority.

Employee Service Recognition: Chairman McQueen called on Terry Hicks, Deputy Manager, who explained, for the benefit of Mr. Bonner, that at each Board meeting we recognize employees with at least fifteen (15) years of service, which should tell you something about our tenure here at the Authority. Mr. Hicks added that we used to recognize these employees on an annual basis at our Employee Appreciation Day, but decided to change it because those that had an anniversary date right after the appreciation day had to wait an entire year to receive their service pin, plus the Board did not get to see the employees.

Mr. Hicks stated that out of the four (4) employees that were just recognized, two were former Forest Park employees. The Authority took roughly twenty-six (26) employees from the Forest Park system and while some have retired, there are still quite a number that are still active employees. The acquisition was an excellent addition to our staff.

Mr. Hicks stated that today he has three (3) to be recognized, but only two (2) are in attendance. Mr. Hicks asked Charles Martin to come forward. Mr. Hicks stated that Charles has recently had his sixty-second (62) birthday and has a Mustang convertible. Charles was born in Palmetto and raised in Fulton County having gone to South Fulton High School. In 1991, Charles came to work for us at the Smith Plant. Later, Charles moved to the Warehouse and has done a great job for us there. Charles stated that some of the positive changes in the Water Authority are our retirement, health insurance, and employee benefits. That all starts right here at this Board table. Mr. Hicks thanked Charles for his fifteen (15) years. The Board gave Charles a round of applause as Ms. Brown took a photo.

Mr. Hicks stated that Darrell Payne, who has been with the Authority for twenty (20) years, could not be with us today. Darrell started as a meter reader, then moved over to collections or field service representative, and has since gone back out to the meter reading section as an Account Service Representative.

Mr. Hicks next introduced Mike Crabtree who has twenty (20) years with the Authority. Mike was born in Columbus, Indiana, raised in Passagrill Beach, Florida, having moved to Clayton County in 1978. Mike works at the Casey Plant and has his Class I certification. He has gone through all the steps as the Classes are III, II, and then

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Class I. Mike has been through numerous renovations at the plant. The Casey Plant is a challenging plant because it is so spread out. Mr. Hicks congratulated Mike and the Board gave him a round of applause. Ms. Brown took a photo.

Chairman McQueen thanked Charles and Mike for their many years of dedicated service to the Water Authority.

2006 Science Fair Recognition: Chairman McQueen stated that it is a real pleasure for him to be a part of recognizing some of our students, our science fair winners. Since Chairman McQueen is a retired educator who spent many years at the County office, it is a pleasure to work with the school system. Chairman McQueen recognized Dr. Barbara Pulliam, Superintendent of Clayton County Schools, and thanked her for taking time out of her busy schedule to be with us as we recognize this year's science fair winners.

Dr. Pulliam thanked the Authority for recognizing these students and stated how proud she is of the partnership that the school system has with the Authority and the support of the parents and teachers who are here today as we honor Elijah Brooks and Jarrod Allen.

Chairman McQueen called on Suzanne Brown who explained that in February the county held its Regional Science and Engineering Fair where winners from all the schools competed at the regional level. Jim Poff, Manager of Water Reclamation, Azarina Carmical, Water Resources Engineer, and Ms. Brown served as judges at the Regional High School competition level. The Authority recognized an elementary school student this year and a high school student. Ms. Brown stated that besides Dr. Pulliam being here today, we have Katrina Miller who is the Secondary Science Coordinator for the school system and Donna Marks who is the Elementary Science Coordinator. We also have some parents and teachers of the students.

Mr. Poff stated that we would start with the elementary science award. Mr. Poff introduced Donna Marks and had her introduce everyone that is here today to support Elijah Brooks, who is the winner of the Water Environment Award. The judges looked at all the projects and picked the best two projects that are related to the water industry.

Ms. Marks stated that she is honored to be here today and to introduce the first student to be recognized at the elementary portion of the science fair. The elementary portion is fourth and fifth grade students. Elijah is actually a fourth grade student who is here today to be honored for this recognition. Ms. Marks stated that she has very high hopes to see this student in upcoming science fairs. Ms. Marks introduced Elijah's

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teacher, Lisa Harrison, Dr. Jackson, Principal at Jackson Elementary, and his parents, Michael and Peggy Brooks, who have supported Elijah in his endeavors.

Chairman McQueen asked that Elijah and his parents come forward for some pictures as Mr. Poff explained Elijah's project. Mr. Poff stated that Elijah looked at different raw water sources and compared them. He also did a lot of analytical work, looking at different water quality parameters. The Board gave Elijah a round of applause as pictures were taken.

Chairman McQueen complimented Elijah on his science project and congratulated him on winning this award.

Mr. Poff next introduced the high school award winner and stated that the Board may recognize this young man as he is a repeat winner, having won last year. Mr. Poff introduced Jarrod Allen and explained that this year Jarrod looked at different treatment techniques, like reverse osmosis and distillation, common water treatment techniques, and analyzed different parameters and showed what kind of effect the different treatment processes had on water. The Authority wanted to recognize Jarrod again for all the work that he has done.

Mr. Poff stated that he would like to introduce Katrina Miller, Coordinator of Secondary Science.

Ms. Miller stood and introduced herself and stated that it was her pleasure to work with the students, teachers, principals, and all the schools in the community for grades 6 thru 12. Ms. Miller added that Jarrod Allen continues to excel at the science fair. Ms. Miller introduced Jarrod and his parents, Ceasar and Rhea Allen, along with his sister, Abria Allen, and his teacher and sponsor for his project this year, Cheryl Lowmon. Ms. Miller thanked the Authority for their commitment to being part of the science fair and working with the students.

Chairman McQueen congratulated Jarrod as pictures were taken and the Board gave him a round of applause.

Cab & Chassis Recommendation (84" & 102"): Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that at last month's meeting the Board approved a 84" and 102" Cab to Axel Chassis as a part of our fiscal year 2005 purchases. Mr. Etheridge has talked to this vendor and they have agreed to extend that price for one (1) additional unit for each size. Staff recommends purchasing these additional units from Middle Georgia Freightliner in the amount of fifty-four thousand six hundred ninety-six dollars (\$54,696) for the 84" Cab to Axel

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Chassis and fifty-four thousand eight hundred twenty-three dollars (\$54,823) for the 102" Cab to Axel Chassis. Each of these trucks was budgeted in the fiscal year 2006 budget which started Monday.

Clayton County Water Authority  
 84" C/A Cab & Chassis  
 May 2006

Vendor	Bid	Make/Model
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	\$59,950.00	2007 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	\$57,027.00	2007 International 4300
Middle Georgia Freightliner 6391 Hawkinsville Rd. Macon, GA. 31206	\$54,696.00	2007 Freightliner M2

Recommendation: In April 2006 the CCWA Board of Directors approved purchasing 1 New Freightliner M2 from Middle Georgia Freightliner for \$54,696.00. They have agreed to supply an additional unit at the same price for FY 2006. Staff recommends purchasing this additional unit from Middle Georgia Freightliner in the amount of \$54,696.00.

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Clayton County Water Authority  
 102" C/A Cab & Chassis  
 May 2006

Vendor	Bid	Make/Model
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	\$59,950.00	2007 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	\$57,027.00	2007 International 4300
Middle Georgia Freightliner 6391 Hawkinsville Rd. Macon, GA. 31206	\$54,823.00	2007 Freightliner M2

Recommendation: In April 2006 the CCWA Board of Directors approved purchasing 1 New Freightliner M2 from Middle Georgia Freightliner for \$54,823.00. They have agreed to supply an additional unit at the same price for FY 2006. Staff recommends purchasing this additional unit from Middle Georgia Freightliner in the amount of \$54,823.00.

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

RESOLVED: to authorize the purchase one (1) New 2007 Freightliner M2 84" Cab & Chassis from Middle Georgia Freightliner for fifty-four thousand six hundred ninety-six dollars (\$54,696) and one (1) New 2007 Freightliner M2 102" Cab & Chassis from Middle Georgia Freightliner for the low bid amount of fifty-four thousand eight hundred twenty-three dollars (\$54,823).

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Maintenance Body & Air Compressor Recommendation: Mr. Etheridge stated that the Board also approved last month the purchase of one (1) Line Maintenance Body and Air Compressor for thirty-four thousand nine hundred fifty dollars (\$34,950) from Interstate Truck Equipment, Incorporated. This vendor has agreed to supply an additional unit at the same price for FY 2006. Staff recommends purchasing this additional unit from Interstate Truck Equipment in the amount of thirty-four thousand nine hundred fifty dollars (\$34,950.00).

Clayton County Water Authority  
 Line Maintenance Body and Air Compressor  
 Tab Sheet  
 March 2006

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 \$34,950.00
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	Knapheide Line Maintenance Body w/ Boss Compressor \$39,175.00

Recommendation: In April 2006 the CCWA Board of Directors approved purchasing 1 MTC Line Maintenance Body w/ Vanair Compressor from Interstate Truck Equipment, Inc. for \$34,950.00. They have agreed to supply an additional unit at the same price for FY 2006. Staff recommends purchasing this additional unit from Interstate Truck Equipment in the amount of \$34,950.00.

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

RESOLVED: to authorize the purchase of one MTC Line Maintenance Body with Vanair Compressor from Interstate Truck Equipment Incorporated for thirty-four thousand nine hundred fifty dollars (\$34,950).

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Steeple Chase Lane Project Summary: Mr. Etheridge stated that this is for informational purposes only. Mr. Etheridge explained that several months ago the Authority had a sewer line that had collapsed in the Riverdale area. The Board had authorized us to contract and get the line repaired. After the Board approved a not-to-exceed cost of one hundred eight thousand dollars (\$108,000), we assigned it to a contractor. Due to unanticipated problems with pipe delivery, our staff explored other options for repair of this main.

Steeplechase Lane Sewer Repair  
CCWA - Maintenance & Construction  
May 2006

- As this project was assigned to our Pipebursting Contractor he was notified that pipe delivery would take 10-12 weeks.
- Due to unanticipated problems with pipe delivery we explored other options for repair of this main
- Waiting on pipe delivery would have required 10 additional weeks of bypass pumping at a cost of \$25,000.
- This delay would have delayed the repair until the Christmas Holidays.
- Our staff developed a solution and secured the permission of the property owners to proceed.
- This solution required that we install a new 150' long section of sewermain and reconnect 4 homes to this line.
- After the reconnection of the homes we were then able to repair the existing main at a depth of 21'.
- CCWA Board approved funding - \$108,000.
- Final cost of repairs - \$39,412.63.
- This project was successfully completed at a savings of \$68,587.37 due to the efforts of our Sewer Tap & Repair Foreman.

Mr. Etheridge complimented Billy Von Den Bosch for finding another method to repair the sewermain in a timely manner and to complete the job with substantial savings to the Authority.

The Board commended Mr. Von Den Bosch for his efforts.

Mr. Brannan commented to the Board that they do not ever see Billy Von Den Bosch or Bernard Franks who are sitting in the back of the room, but they are two of the finest employees this company has. They are out there working everyday doing the business of this company. Mr. Brannan stated that he is thankful for them and knows that

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the Board is also proud of them and their work ethic. They are excellent people, amongst other staff we have sitting in here. The Board gave Billy and Bernard a round of applause.

Computer Operations Disaster Recovery Recommendation: Chairman McQueen called on Chris Sims, Network Administration, who presented to the Board our Management Information Systems Technology Disaster Recovery plan.

Mr. Sims explained that staff has put a project together that will allow us to protect our business critical applications in the event of disaster or major interruption. The processes that this would include are our Customer Information System (CIS), which is going to be upgraded, our Geographical Information System (GIS), and our Communications.

Staff is planning on using a room at the Casey Admin Building and replicating 99.9% of the functions that we do here at the Water Authority in this room so that we will actually have a facility to keep all of our functions up and running in case of disaster. The functions that are included are our Front Counter Activity, our maps that are integrated into our daily functions, GIS, maps in the field, Engineering and Management, and of course our water and sewer line computerized maintenance management system, our business files, e-mail, on-line transactions that customers are using to pay on-line. Our financials, payroll, inventory and plant and equipment maintenance management systems are protected from disaster right now with Sun Guard Disaster Recovery Services, located in Smyrna, Georgia. We could actually take tapes from here and reload our financials at an off-site location and still be able to do perform these functions.

#### MIS & Technology Disaster Recovery and High Availability Implementation (Phase 2 of the Disaster Recovery Plan)

Based on the results from Phase One of the Disaster Recovery Plan covered under the Preliminary Design Task Order with CH2MHill, a preferred approach for implementing this plan has been developed that includes consideration of the Water Authority's current COE (Common Operating Environment) and provides for acceptable levels of business continuity while minimizing the costs to the Water Authority. Under Phase Two of the Disaster Recovery Plan a detailed design will be developed that the Water Authority can use to purchase hardware, software and prepare an alternate facility location.

The CH2MHill team will work with the Water Authority to implement the Disaster Recovery and High Availability solution. This task includes purchasing, installing and configuration of hardware, software, and complete testing of components and processes for the primary and alternate sites. Coordination of vendors will be provided as required

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during the implementation process. Network components will be fully integrated with the existing Water Authority infrastructure.

The primary project objective is to ensure the Water Authority's ability to service its customer in the event of any disaster. This implementation will result in the Water Authority's HQ server room and alternate site server room being fully configured for High Availability of Business Critical Systems.

The Disaster Recovery Plan project began in April of 2005 with Phase One under Task order RE-04-05. Primary tasks for Phase Two are scheduled for completion by September 4<sup>th</sup> 2006, with all tasks completed by December of 2006.

Project Cost - Hardware/Software/Facility Prep:	\$433,400
CH2MHill Task Order OP 06-01:	<u>\$ 80,000</u>
Project total:	\$513,400
R&E Budgeted funds FYB06:	\$250,000
Budgeted Task order amount:	<u>\$ 80,000</u>
Additional R&E funds required:	\$183,400

Note of significance; It has been determined through a RFI (Request for Information) issued to the manufactures of this equipment that all components are available for purchase on State Contract. This will save ninety plus days of implementation time there by minimizing implementation costs to the Water Authority.

Mr. Sims stated that the scope of the project is that CCWA staff will implement this plan and it will consist of the following tasks:

- Facility available, using existing structure
- Requires minor renovations for HBAC fire protection
- Security for the facility

Mr. Sims stated that the Disaster Recovery Plan started in April 2005 and with the Board's approval Phase II of the DR project will commence on May 8<sup>th</sup> and have a recovery site operational by September 4, 2006, with the entire project completed by December 25, 2006. The project costs include four hundred thirty-three thousand four hundred dollars (\$433,400) for hardware and software purchases and facility preparation, eighty thousand dollars (\$80,000) for the CH2M Hill Task Order OP 06-01 giving the project a total of five hundred thirteen thousand four hundred dollars (\$513,400).

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Budgeted Funds are in the R&E fund in the amount of two hundred fifty thousand dollars (\$250,000) and a FYB 06 budget amount of eighty thousand dollars (\$80,000) for the CH2M Hill Task Order OP 06-01. Mr. Sims stated that additional R&E funds are required in the amount of one hundred eighty-three thousand four hundred dollars (\$183,400) in order to fund the entire project. Mr. Sims recommends approval of the total project cost of five hundred thirteen thousand four hundred dollars (\$513,400), along with approval of CH2M Hill's Task Order OP 06-01 and an additional one hundred eighty-three thousand four hundred dollars (\$183,400) from the R&E Fund.

### TASK ORDER OP-06-01

This attachment is to the agreement between CH2M HILL, INC., ("ENGINEER") and CLAYTON COUNTY WATER AUTHORITY ("CCWA") for the *Disaster Recovery Services Phase 2*. The purpose of this Task Order is to define the ENGINEER'S scope of work for the Disaster Recovery Services Phase 2 project.

#### **PROJECT DESCRIPTION**

This project is the second 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 disaster recovery. The tactical and strategic activities as part of this project will result in the following high-level requirements:

- Key personnel relocated out of harms way and operational on key information systems
- Critical information systems operational and accessible by the relocated CCWA staff (includes: GIS, Imaging, Finance, Internet, Voice Communications)
- Ongoing testing and awareness of solution to ensure availability and effectiveness

The primary objectives of the work associated with this task order are:

- Tactical - Design, procurement, and implementation: Facilitate Storage Area Network (SAN) information with suppliers, prepare and refine detailed design solution that meets CCWA goals. Provide advisory services for preparation of the alternative site and manage implementation and testing of sourced solution.
- Strategic – With the alternative site operational, prepare and refine emergency management and disaster recovery procedures. Ensure the required operational availability is in place for ongoing normal processing, regular maintenance and third party auditing will be addressed.

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## 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 a Disaster Recovery strategy. The resulting solution will provide CCWA with a fully operational backup facility and well defined steps needed to protect the business in the event of an actual disaster.

**Task 1 — Disaster Recovery –Tactical** This task will establish the baseline requirements for disaster recovery through discussions and demos with suppliers of their product solutions. Prepare for procurement of critical processing IT assets and implement high availability disaster recovery services at a backup facility.

**Preliminary Design** - CH2M HILL will develop a preliminary design solution that encompasses Storage Area Network (SAN), blade server platform consolidation and backup facility. A comparative analysis of SAN solutions will be conducted and a solution that best meets CCWA requirements will be recommended. As part of the analysis process, coordination of product demos with vendors will be provided. Blade server configuration to include virtualization requirements will be addressed. Applications and systems for the new environment will be identified and appropriate integration established. Emphasis will be placed on ensuring contingency planning is built into the design and high availability protection for critical information systems is provided.

**Task 1 Deliverables**

- SAN RFI letter and product comparison analysis document.

- Preliminary design document, specifying approach and recommendation for disaster recovery for critical processing.

**Procurement of IT Assets** - Based on contents of the preliminary design task 1, a detailed design will be developed that CCWA can use to purchase materials. The detailed design includes required hardware, software, network and facility – environmental, structural, electrical and security requirements necessary to build-out a backup infrastructure at an alternative site. CH2M HILL will work with CCWA Facilities Department for preparation of the new alternate site. In addition, coordination with vendors for hardware/software and BellSouth for the appropriate connectivity circuit will be facilitated. An analysis of the recommended solution of choice will be prepared for CCWA Board approval.

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- Deliverables**
- Detailed design document, to include materials costs and specifications.
  - Preparation of recommended solution of choice for Board approval.

**Implementation** - The CH2M HILL team will work with CCWA to implement the disaster recovery solution. This task includes installation and configuration of hardware, software, and complete testing of components for the primary and alternate sites. 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.

The result of the implementation will be fully configured primary and alternative computer centers with electrical power, HVAC, storage and tape backup and functioning file/print servers and workstations.

- Deliverables**
- Documentation that illustrates configuration of network components for the primary and new alternative facility.
  - Test plan documentation for high availability activation.
  - Task 2 — 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**
- Planning for the disaster and creating the procedures to cope with it.

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- Protecting CCWA 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 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** • Guaranteeing the reliability of standby systems through testing and simulation.

- Minimizing the decision-making required by personnel during a disaster.
  - Task 2 Deliverables** A holistic 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 are 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.

#### 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 2 services will be the responsibility of CCWA to provide.
- Implementation schedule is based on timely delivery of materials.
- 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.

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- 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 real-time 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.

#### ARTICLE 4 - PROJECT SCHEDULE

This Task Order will cover services and activities to be delivered through December 1, 2006. Elements of the project specifically, Task 1 activities, will be prioritized and moved forward in the schedule to meet CCWA business requirements. A detailed project plan will be developed in Microsoft Project in conjunction with CCWA scheduling requirements.

#### ARTICLE 5 – COMPENSATION

Compensation for the Scope of Services described herein shall be in accordance with the terms specified in Attachment A. Compensation shall be cost-reimbursable per diem (time and expense), with a maximum, not to exceed amount of \$80,000 without written approval from the CCWA.

#### ARTICLE 6 – INSURANCE

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

IN WITNESS WHEREOF, the parties execute below:

For the OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2006

By \_\_\_\_\_

Name

Title

For the ENGINEER, CH2M HILL,

Dated this 4th day of May, 2006

By  Vice President, SER C&IS

Name

Title

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**EXHIBIT A**  
**INSURANCE REQUIREMENTS**  
**Task Order OP-06-01**  
*Disaster Recovery Services Phase 2*

**ENGINEER's Insurance**

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

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

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

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

The limits of coverage shall be:

\$ 1,000,000	Per Occurrence
\$ 1,000,000	Personal or Advertising Injury
\$ 1,000,000	Fire Damage
\$ 5,000	Medical Payments
\$ 1,000,000	General Aggregate

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\$ 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 non-renewal 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.

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

RESOLVED: to approve eighty thousand dollars (\$80,000) for CH2M Hill's Task Order, an additional one hundred eighty-three thousand four hundred dollars (\$183,400) for funding of the project from the R&E Fund and the entire project with a not-to-exceed amount of five hundred thirteen thousand four hundred dollars (\$513,400) for the entire Disaster Recovery project including the Task Order.

Hooper Phase II Project Update: Chairman McQueen called on Mike Buffington, Project Engineer, who stated that this is for informational purposes only on the Hooper Phase II Project. The Hooper Plant is our largest and oldest Water Production Plant, having opened in 1956 with a capacity of two million gallons per day, as the Little Cotton Indian Creek Plant. The plant has expanded several times. The most recent changes were in 1979, when it was expanded to its current capacity of twenty million gallons per day (20 MGD). As part of our current Water Resources Initiative 2000 program, in 2002 we added Solids Dewatering Phase I improvements, in 2003 we added Advanced Disinfection, utilizing ultraviolet light, and this most recent completed project, our Phase II improvements. Mr. Buffington showed several slides of the Hooper Plant to the Board.

#### W. J. HOOPER WPP IMPROVEMENTS PHASE 2 CONSTRUCTION PROJECT UPDATE

Project includes complete rehab and upgrade of existing WPP to replace existing worn and obsolete equipment, and to comply with current and future drinking water standards. Provisions are included for expansion from 20 MGD to 25 MGD capacity in the future. In general the project includes new raw water intake and pump station; new high rate flocculation and sedimentation basins; new chemical feed and storage facility; modifications to filter and control building, new high service pump station; modifications to electrical system; and new instrumentation and control systems.

#### Project Managers:

- CH2M Hill, Engineers (Design) – George Ajy
- CH2M Hill, Engineers (Construction Manager) – Dave Goddeyne
- CH2M Hill, Engineers (Resident Engineer) – Chris Cranmer
- Clayton County Water Authority – Mike Buffington

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Construction Contract Summary:

- General Contractor – Adams Robinson Enterprises, Inc., Dayton, Ohio
- Bid Amount – \$20,450,000.00
- All construction work complete, and facilities in operation
- Final Contract Amount – \$20,445,190.20

Funding:

- Construction was funded by the Series 2003 Bond Issue

Mr. Buffington stated that we did have some challenges with this project. Some challenges were related to the Contractor and some related to the fact that we were dealing with a plant that is several years old and has been expanded several times. We had to keep the plant in operation at the same time that we were completely rebuilding it. We did make it through those challenges though.

Mr. Buffington added that we did have an additional sales tax rate increase after the bids were opened, but prior to the start of construction. We therefore had additional sales tax we had to pay, but we then applied for a sales tax refund. The contractor was late in finishing the project, so we assessed liquidated damages in the amount of eighty-three thousand dollars (\$83,000) for a final construction cost of twenty million four hundred forty-five thousand one hundred ninety dollars and twenty cents (\$20,445,190.20), which was still less than our original contract amount. Final payment should be made next month which will include interest on retainage according to state law. We have applied for a tax rebate of five hundred sixty thousand thirteen dollars (\$560,013). Construction was funded by our Series 2003 Bond Issue. We have scheduled an open house for the Hooper Plant on Wednesday, June 28<sup>th</sup> from 1:00 to 3:00, which will also include some plant tours.

Chairman McQueen commented that the Authority hired Mike Thomas and Mike Buffington several years ago to help look after our projects. We could commend CH2M Hill and other folks, but one of the best things that the Authority did was to hire these engineers to oversee these projects. Chairman McQueen complimented the “Mikes” on the work that they do on the many projects the Water Authority has.

Huie Phase IV Task Order Recommendation: Mike Buffington next continued with the Task Order Recommendation for Phase IV of our Huie Constructed Wetlands program. Mr. Buffington reminded the Board that the Huie Site Master Plan has six phases of wetlands, which will provide a capacity of twenty-six million gallons per day (26 MGD) of advanced treatment.

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HUIE CONSTRUCTED WETLANDS UPDATE  
AND PHASE FOUR DESIGN  
TASK ORDER NO. RE-06-02

The Jackson Transfer Pump Station pumps treated effluent from the Casey WRF to the Huie site for further treatment on land application (LAS) and constructed wetlands. 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 operation in 2005; Phase 2 with a capacity of 2.65 MGD will be placed in service July 2006; and Phase 3 with a capacity of 3.12 MGD will be under construction June 2006 and complete summer of 2007.

This project includes design of Huie Constructed Wetlands Phase Four with an approximate treatment capacity of 8.16 MGD. The project will include preparation of construction documents for wetland cells, plantings, control structures, instrumentation, and conveyance piping system. The design process will include subsurface geotechnical investigation, site survey, schematic and detailed design, design workshops, bid services, and preparation of stormwater NPDES monitoring plan.

Project Managers:

- CH2M Hill, Engineers – Wayne Murphy
- Clayton County Water Authority – Mike Buffington

Proposed Task Order Amount:

- Total Lump Sum Fee – \$ 466,455

Funding:

- The project will be funded by FY 2006 R & E Funds.

**TASK ORDER NO. RE-06-02**

This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (CCWA) (“OWNER”) for a project generally described as Huie Constructed Wetlands Phase Four Design. The purpose of this Task Order is to design Phase 4 of the proposed wetlands treatment system on the Huie Land Application System (LAS) to accept approximately 8.16 million gallons per day (mgd) of treated effluent from the W.B. Casey Wetlands Reclamation Facility (WRF).

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### **ARTICLE 1. SCOPE OF SERVICES**

The Jackson Transfer Pump Station pumps treated effluent, which it receives from the W.B. Casey WRF, to the Huie Land Management Site splitter box. The effluent is then pumped to the LAS for effluent disposal or is sent to the constructed wetlands for additional treatment. Constructed wetlands were incorporated into the Huie LAS to provide additional treatment capacity as recommended in the CCWA 2000 Master Plan and confirmed in the CCWA 2005 Master Plan Update.

OWNER is proposing to develop the constructed wetlands in six phases, which will provide a total treatment capacity of approximately 25.92 mgd. The phased construction approach is outlined in Exhibit 1.

Phase 1 is currently in operation, construction of Phase 2 is scheduled for completion in June 2006, and construction of Phase 3 is scheduled to begin in May 2006.

Since each constructed wetland site will discharge polished effluent, it is necessary to locate discharges throughout the LAS watershed. Multiple discharges will be needed to direct the flow of treated water to natural streams in the LAS watershed, which in turn flow through natural wetlands and ponds prior to flowing into Blalock Reservoir.

The specific tasks included in the Wetlands Phase Four Design are as follows:

- Task 1 - Subsurface Geotechnical Investigation
- Task 2 - Topographic Survey
- Task 3 - Design the Phase 4 Wetland Cells at Site A
- Task 4 - Mechanical Design and Analysis of the Wetland Feed Piping
- Task 5 - Redesign of the LAS North Loop Road Vertical Curves and Grade
- Task 6 - Replacement of an Existing Culvert within the Loop Road near Site I
- Task 7 - Design Workshops
- Task 8 - Bid Support Services
- Task 9 - Stormwater National Pollutant Discharge Elimination System (NPDES) Monitoring Plan
- Task 10 - Deliverables

### **EXHIBIT 1**

Huie Site Wetland Build-Out Schedule  
 Task Order RE-06-02

<b>Completion Date</b>	<b>Design/ Construction Phase</b>	<b>Wetland Sites</b>	<b>Treatment Capacity (mgd)</b>	<b>Cumulative Capacity (mgd)</b>
2005	1	G	3.60	
2006	2	D, E, F	2.65	6.25

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2008 <sup>a</sup>	3	B, C, H, I	3.12	9.37
2010 <sup>a</sup>	4	A	8.16	17.53
2012 <sup>a</sup>	5	K, L, M, N	5.39	22.92
TBD <sup>b</sup>	6	Huie storage ponds	3.00	25.92

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Notes:

<sup>a</sup> dates are approximate

<sup>b</sup> to be determined

TBD = to be determined

### **Task 1 – Subsurface Geotechnical Investigation**

A detailed subsurface geotechnical investigation within the vicinity of the proposed Phase 4 wetland site will be conducted. Up to 36 borings will be included in the investigation to help define soil properties and soil textures of the subsurface layers. A series of Shelby tube samples will be taken to confirm subsurface soil properties and permeability characteristics. A licensed professional surveyor will stake the location of each soil boring.

Results from the geotechnical investigation will be used to determine the appropriate grade for each wetland cell and the suitability of the onsite clay material for lining the bottom and sides of the cells.

### **Task 2 – Topographic Survey**

Phase 4 will require a significant amount of earth moving. Due to its overall size and the discrepancies between the existing LIDAR topographic survey and the actual field conditions observed during the previous designs, the OWNER and ENGINEER decided a new topographic survey of the site should be conducted.

The new topographic survey will be used to design the improvements associated with Site A. The existing LIDAR survey will be used to design the new pipeline from the splitter box to the existing LAS north 36-inch diameter loop line & from the loop line to the valve building at Site H.

### **Task 3 – Design of the Phase 4 Wetland Cells at Site A**

This task will include the design of four to five wetland treatment cells at Site A for approximately 8.16 mgd of treated effluent from the W.B. Casey WRF. The projected treatment capacity of the constructed wetland will be revised once the actual wetland cell designs are finalized. To develop an optimized flow path, the wetland system will consist of terraced wetland cells that take into account topographic and geotechnical limitations. Operational flexibility with the ability to step-feed treated wastewater to any of the treatment cells will also be considered.

Hydraulic and hydrologic modeling will be used to determine the required overall cell depth and the size of the control structures. The two flow conditions to be modeled are as follows:

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- 8.16 mgd base flow,
- 8.16 mgd base flow times a 2.25 peaking factor and the 100-year storm event, with a 4-hour lag.

The cut and fill volumes of the wetland cells will be modeled in GeoPak or InRoads. An attempt to balance the cut and fill volumes such that the difference does not exceed 10 percent will be made. An 11- to 15-foot-wide gravel road will be designed along the top of each berm to provide access for inspection and maintenance vehicles. A typical wetland-planting plan will be provided, along with detailed construction and stake out plans.

The control structures will consist of a concrete structure with an adjustable weir gate and fixed weirs as designed for the Huie Phase 3 Wetlands. The outlet pipe from the control structures will be sized for the maximum design flow as stated above. A skimmer will be designed for the last primary control structure to prevent floating debris from being discharged into Blalock Reservoir.

A NPDES Stormwater Construction Permit will be required, since more than 1 acre will be disturbed. ENGINEER will prepare the sediment and erosion control and monitoring plan for the site. Applying for the permit will be the responsibility of the OWNER. Providing the required monitoring during construction will be the responsibility of the contractor and is not included as part of this Task Order.

#### **Task 4 - Mechanical Design and Analysis of the Wetland Feed Piping**

The construction of the Phase 4 improvements will result in the removal of the north application fields from operation and the use of the existing 36-inch diameter north loop pipeline to feed the Phase 4 wetland sites. The design for the piping improvements required to feed Phase 4 wetland sites will include a new pipeline running from the existing splitter box and connecting to the existing north loop pipeline. This new line will be sized to feed Site A and the future Phase 5 wetlands sites (Sites K, L, M and N) and will include a tee and a plug, which will allow connection of the future Phase 5 feed line.

The existing 36-inch loop pipeline located near the intersection of the north loop road and the access road to the flow control building for Sites A, B, C and H will be cut, reduced in size, and diverted to the flow control building. The pipeline leaving the flow control building will be reconnected to the existing 36-inch loop pipeline. These two lines will be modeled in "Extend" to ensure the required control valves and the pipelines are properly sized for the design flow and head conditions. Near the intersection of the access road for Site A and the north loop road, the exiting 36-inch north loop pipeline will be tapped and a new pipeline will be designed to convey feed water to the head wetland cell. Again, this line will be incorporated into the "Extend" model to ensure it is properly sized.

#### **Task 5 - Redesign of the LAS North Loop Road Vertical Curves and Grade**

OWNER has requested that the vertical curves within the north loop road be redesigned to enhance the sighting distance and to include pull-off areas near the apex of the vertical curves. Plan and profile sheets of the north loop road will be provided at a scale of 1 inch = 100 feet. The existing LIDAR survey will be used to develop the existing grade centerline profile.

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### **Task 6 - Replacement of an Existing Culvert within the North Loop Road near Site I**

OWNER has requested the existing culvert near the access road to Site I be replaced with a properly sized culvert(s) for the stormwater runoff generated during a 25-year, 24-hour storm event. The design of the culvert will include the required inlet and outlet protection. Depending on the size of the culvert, the north loop road grades may need to be raised to allow proper cover over the culvert.

### **Task 7 - Design Workshops**

For the Phase 3 design, ENGINEER proposes to modify CH2M HILL's three-phased project delivery method to create an approach similar to the one used for the Huie Phase 1, 2 and 3 designs. Under this modified method, the schematic and detailed design workshops will be held at the same time. Historically, this approach has provided an excellent venue for OWNER and ENGINEER staff to interact and discuss ways to improve wetland cell layout while addressing operation and maintenance needs. At the end of the workshop, a technical memorandum will be developed outlining the decisions made. This technical memo will be used as our final design criteria document. At approximately the 60 percent complete stage, CH2M HILL will forward the draft front-end documents and technical specification for OWNER's review and comments. Prior to the 90 percent workshop, ENGINEER will forward a complete set of contract documents, plans and specifications for OWNER's review. ENGINEER will work with OWNER's staff during the design process to determine the most appropriate date and location for each workshop.

### **TASK 8 – Bid Support Services**

Bid support services similar to those provided for the Huie Phase 3 constructed wetlands will be provided. Bid documents will be developed for the Phase 4 wetlands and the following bid services will be provided:

- Attend the pre-bid meeting.
- Issue addendums during the bidding phase to respond to bidders' questions.
- Attend the bid opening.
- Review the bids for conformance with the contract documents.
- Submit written contract award recommendation to CCWA.
- Draft and submit the *Notice of Award* letter to all bidders.
- Draft and submit the *Final Documents* and instructions for processing to the selected contractor.
- Submit two full-size and one half-size sets of the contract drawings and three sets of the specifications to the Georgia Environmental Protection Division (EPD) for review. Make necessary modifications to the documents as required by the EPD.
- Attend meeting with Clayton Development Review Department along with CCWA staff.

### **TASK 9 - Comprehensive Monitoring Plan**

Under Georgia Permit GAR10001, a comprehensive monitoring plan is required for construction activities that disturb more than 1 acre of land. Under Task 9, a comprehensive monitoring plan

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will be developed for Phase 4 that will include information required in GAR10001. CH2M HILL will provide this information to the Awarded General Contractor prior to the start of construction. It will be the General Contractor's responsibility to submit this information to the EPD with the permit application.

### **TASK 10 – Deliverables**

The Geotechnical Report developed from the subsurface investigation conducted at 36 boring locations within Site A will be included as an attachment to the Final Contract Document Technical Specifications.

The topographic survey of Site A will be utilized to develop the existing conditions base map for the grading, sediment, and erosion control and yard piping plans. No separate topographic survey deliverable is included.

ENGINEER anticipates holding two design workshops, one at the 50 percent complete stage and one at the 90 percent complete stage. During the 50 percent workshop, ENGINEER will provide OWNER with a preliminary estimate of probable construction cost, draft front end documents based on Phase 3, and draft technical specifications and a 50 percent complete set of the construction drawings, excluding the post-grading sediment and erosion control drawings.

Prior to the 90 percent workshop, ENGINEER will provide OWNER with their final estimate of probable construction cost and a set of the 9 percent complete Contract Documents, which will include the front-end documents, technical specifications, and construction drawings. ENGINEER estimates the final construction drawings will consist of 11 general sheets, 80 civil grading, staking, yard piping, roadway and sediment erosion control sheets, 4 mechanical sheets, 2 electrical sheets, and 1 I&C sheet and the required standard detail sheets. As in the past, the standard details will be bound as an attachment to the drawing at the end of the set. ENGINEER will provide OWNER with four copies of the final Site A hydrology report and a draft copy of the NPDES Monitoring Plan.

A signed and sealed set of the 90 percent Contract Documents will be sent to the EPD for their review.

Once ENGINEER receives OWNER's 90 percent review comments, the bid set of the Contract Documents will be prepared.

The signed and sealed set of the Final Contract Documents will be prepared once OWNER receives approval from EPD.

### **ARTICLE 2. COMPENSATION**

Compensation by OWNER to ENGINEER will be as follows:

Work will be performed based on a lump sum fee for Tasks 1 through 9	<u>\$466,455</u>
Total Lump Sum Amount	\$466,455

The Total Lump Sum amount includes \$70,100 for the geotechnical services outlined in Task 1 and the survey services outlined in Task 2.

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Payment will be due to the ENGINEER based on an assessment of current project status based by the CCWA program manager that work is progressing as planned. This determination will be made at monthly meetings and additionally as requested by the OWNER.

**ARTICLE 3. - INSURANCE**

The insurance coverage required for this "Task Order" is shown on the attached Insurance Exhibit A.

**OTHER PROVISIONS**

Specific assistance that the ENGINEER will need from the OWNER includes:

- Copies of relevant records, including engineering reports and as-built drawings of the Huie LAS.
- Access to all facilities for field associated activities.
- Availability of the OWNER's staff for meetings and conference calls.

This Task Order will become part of the referenced AGREEMENT when executed by both parties

IN WITNESS WHEREOF, the parties execute below:

For OWNER, CLAYTON COUNTY WATER AUTHORITY

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2006

By: \_\_\_\_\_  
Name Title

For ENGINEER, CH2M HILL

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2006

By: \_\_\_\_\_  
Name Title

**EXHIBIT A  
INSURANCE REQUIREMENTS  
TASK ORDER RE-06-02  
HUIE CONSTRUCTED WETLANDS PHASE 4 DESIGN**

**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.

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

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

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

The limits of coverage shall be:

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

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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 non-renewal 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 John Chafin and seconded by Lloyd Joiner it was unanimously

RESOLVED: to approve CH2M Hill's Proposed Task Order No. RE-06-02 to design Phase IV of the constructed wetlands treatment system on the Huie Land Application System (LAS) to accept approximately 8.16 million gallons per day (mgd) of treated effluent from the W.B. Casey Reclamation Facility (WRF) for a total lump sum of four hundred sixty six thousand four hundred fifty five dollars (\$466,455).

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Stormwater Utility Program Update: Chairman McQueen called on Mike Thomas, Manager of Program Management & Engineering, who wanted to bring the Board up to date on the Stormwater Utility Implementation. We started this process about two and one half years ago, when former County Commission Chairman, Crandle Bray, asked us to get involved and take the lead to determine the best way to manage stormwater in Clayton County. It began with a feasibility study in late 2003. It has been a slow process, but we have had recent success.

Mr. Thomas explained that the Authority had intergovernmental agreements with six (6) cities in the county, but really the biggest step was for these Cities and the County to adopt the ordinance that makes the Utility official. The six (6) cities and the County have adopted the ordinance that provides for the collection of the fee, which we have determined to be three dollars and seventy-five cents (\$3.75), for single-family residential and the commercial fee will be determined on an individual basis, and provides for the management of the utility by the Water Authority. The city of College Park is predominantly in Fulton County and we have talked to them on a number of occasions to offer them an opportunity to get involved, but they have chosen to go that route on their own.

Mr. Thomas added that because of our Customer Information System upgrade, we believe that it will be approximately March of 2007 before the first bill could go out. We wanted a few months of revenue generation before the Water Authority takes full responsibility for stormwater management. We are projecting that to be June 1<sup>st</sup>, 2007. Mr. Thomas stated that if we are going to be "Stormwater", we want it to be a first class operation, just like our water and sewer operations. The Authority has worked closely with the County and the City public works managers to develop a plan and they would like for us to take on some of the administrative processes the first of the year, with full maintenance June 1<sup>st</sup>, 2007.

Mr. Thomas stated that the big part of this is developing that customer database. This is a lot of what CH2M Hill has been helping us with. We are about ninety percent (90%) through that process and the last ten percent (10%) is going to be the most difficult part. We have been matching our account information with the tax assessor's records so that we can match up the tax parcel ID with our water records. We have been finding out who will be a stormwater only parcel, not having water service with us right now, but would be charged a stormwater fee. We have been identifying the type, single family residential or other developed. Then, we are going in to specifically identify the property boundaries so we can determine the amount of impervious surface with that property and then match that up to a Water Authority account. Mr. Thomas gave some examples of how the impervious surfaces would be measured and added that our customer database would have to be upgraded as any new development comes into the county.

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Mr. Thomas stated that we would continue to do some bill inserts in our water bills and time them so that our customers will be informed when the first stormwater bill comes out. We currently have a lot of information on our website and will continue to update it.

Some of the activities that the Water Authority is considering taking on would be plan review and inspection. Right now, we do plan review for water and sewer, but this would add plan review for stormwater. We can do this with our existing staff, but we would have to coordinate with the County and the Cities to make sure that everybody understands that process. We will do some training sessions for local engineers and developers so that they understand the changes. We would need to update our as-built, job accounting, and record keeping processes to include stormwater.

Mr. Thomas stated that the Authority will want to add a Customer Service representative to keep the stormwater records, which based on the examples, could be very complex, and would have to be updated throughout the year. We will also train all the other Customer Service and Call Center staff to handle any stormwater questions they may get and to update our computerized work order system to include stormwater work orders. We will also do GIS integration with the Customer Service package so that a Customer Service representative will be able to pull up a map of the customer that they are talking to on the phone to better answer any questions that customer may have. A lot of the staff's efforts are in the Customer database development. Hopefully, by the end of the year we will have that finished and be ready for that first mail out in March 2007.

Mr. Thomas stated that the Stormwater Utility has consumed a lot of his time already and is a big thing to take on, so we need to get someone on board to focus on stormwater. We hope to do that sometime in the fall. We are going to staff and equip our Plan and Review inspection staff, probably around the first of the year, along with our flood plain management and the stormwater permitting staff. We need some time to get the maintenance folks equipped and trained so that the first day that we answer the phone as "Stormwater Utility", we are ready. We will begin to receive revenue in April 2007. We have already spent some money and more will be spent before the first stormwater dollar comes in the house.

We have talked about repaying the water and sewer funds over a two year period, after we begin to receive stormwater revenue. We are anticipating an annual budget in the nine million dollar (\$9,000,000) range. So that is what we anticipate being able to generate. The monthly revenue generation that we expect from the Stormwater Utility is conservative, starting around six hundred thousand (\$600,000) a month. Mr.

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Thomas stated that currently the Authority has spent one million four hundred thousand dollars (\$1,400,000) if you include the proposed purchase of property.

Chairman McQueen complimented Mr. Thomas and his staff for all their hard work on the development of the Stormwater Utility.

T-Mobile Tower @ Jonesboro Pumping Station: Mr. Brannan stated that the Authority has a request from T-Mobile to put a 150' monopole tower just north of our tanks at Jonesboro High School and Mt. Zion Boulevard. Mr. Brannan discussed this with our staff and the Authority does not have anything planned for that particular piece of property in regard to our water distribution system. This is an area that is discretionary and would not conflict with the long-term plans of the Authority. We allowed them to put a tower at the Casey Plant and one at the old Jackson site. T-Mobile has offered twenty thousand dollars (\$20,000) a year for this tower, but Mr. Brannan will counter offer an amount higher than that if the Board wants to pursue it. Mr. Brannan's recommendation to the Board is to let T-Mobile install the cellular tower at the Jonesboro Pumping Station.

Mr. Brannan stated that the second part of his recommendation would be that the funds generated from this cellular tower lease, which would be no-less than twenty thousand dollars (\$20,000), would go into a hardship fund for our customer base. The funds would actually be reserved in an account here at the Authority and would be administered through Clayton Family Cares' criteria that they currently have to assist clients. Assistance would probably be once in a twelve-month period not to exceed one hundred fifty dollars (\$150) per year. Once the customer has been approved by Clayton Family Cares, the customer would bring documentation to Suzanne Brown, our Public Information Officer, and then the funds would be taken from the lease revenue account that has been set up to assist these customers.

Mr. Brannan added that since the Authority is asking the Clayton Family Cares to administer the program for the Authority, he recommends that the Authority give the agency one thousand dollars (\$1,000) annually as an administrative fee for implementing this service.

Board member, John Chafin, commented that the reason they looked at Clayton Family Cares is that they are really the only emergency service organization that we have in Clayton County.

Board member, Wes Greene, asked if this included senior citizens.

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Mr. Brannan and Ms. Barber replied that it would be for anyone that qualified for the assistance.

Board member, John Chafin, asked if the funds from the Casey and Jackson towers would also be included with the funds from this tower.

Mr. Brannan stated that at this time he would like to only include the funds from the tower at the site at the Jonesboro High School and Mt. Zion Boulevard.

Mr. Greene asked Mr. Brannan what amount he would negotiate for the lease at this site and suggested that he ask for thirty thousand dollars (\$30,000) and come down to twenty-five thousand dollars (\$25,000).

Mr. Brannan stated that he would not take less than twenty thousand dollars (\$20,000).

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

RESOLVED: to authorize T-Mobile to install a 150' Monopole Cellular Tower just north of our tanks at Jonesboro High School and Mt. Zion Boulevard with an annual lease of not-less-than twenty thousand dollars (\$20,000) contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents. The funds from this lease would actually be reserved in an account here at the Authority and would be administered through Clayton Family Cares' criteria that they currently have to assist clients. Total assistance would be one hundred fifty dollars (\$150) in a twelve-month period. Once the customer has been approved by Clayton Family Cares, the customer would bring documentation to Suzanne Brown, our Public Information Officer, and then the funds would be taken from the lease revenue account.

Mr. Greene asked where was the Authority on "rounding up" that had been discussed previously.

Mr. Brannan responded that the "rounding up" issue would be on "hold" until we see how the hardship assistance implementation works out.

Ms. Barber stated that the Board could start with the funds from the cell tower site and then re-visit the issue of additional assistance at a later date.

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Mr. Brannan stated that we can not do the “rounding up” issue until we have the Customer Information System (CIS) in place, which will take us a while to do, but will re-visit this at a later time.

UPON Motion by Marie Barber 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 the open session.

After returning to the open session, legal counsel worded a motion in regard to Marshall Mitchell’s contract extension.

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

RESOLVED: to approve an extension of Marshall Mitchell’s contract for assistance with City of Atlanta sewer issues. This extension will include a rate of \$150/hour, plus out-of-pocket expenses reimbursable under the Authority’s employee expense reimbursement policy, up to a maximum of ten thousand dollars (\$10,000) and a ten (10%) fee, up to a maximum of one hundred thousand dollars (\$100,000), which includes the fifty thousand dollars (\$50,000) approved on March 3, 2005, of any refunds or actual savings received by the Authority, that were not identified in the contract between the City of Atlanta and the City of Forest Park that was assumed by Clayton County Water Authority on January 1, 1994, as a result of MMA’s services.

Chairman McQueen stated that the County Commissioners have approved the 415M amendment to the County retirement plan at their last meeting. Chairman McQueen asked the Water Authority Board if they might want to go on record and state that the Water Authority Board approved the action taken by the Commission.

Steve Fincher, legal counsel for the Authority, stated that no action is required by the Water Authority Board. The Clayton County retirement system is amended to provide that the Water Authority shall appropriate the funds annually for the Pension Supplement (415M) going forward. The Budget will be approved each year and the appropriation of funds is stated in the annual budget.

Chairman McQueen explained that the Board needed to make a decision on the AWWA trip to San Antonio. Chairman McQueen stated that he would not be able to attend and if the Board wants to work out the arrangements individually, then they are welcome to do so.

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Mr. Brannan stated that he had talked to all of the Board members, except Mr. Greene, who was out of town. Mr. Brannan explained that those that he had talked to had decided that they would not go because of the cost of airline tickets and the cost to the Authority to hold the rooms. WEFTEC will be held in Dallas, October 21<sup>st</sup> through 25<sup>th</sup>, and the rooms have already been reserved for that trip. Mr. Brannan suggested that the Board mark their calendars for the trip to Dallas in October.

Mr. Brannan stated that last month the Authority authorized a water line extension project to improve a low pressure situation in the Weybridge Subdivision and Conkle Road area. Also in this area are other residential homes along with a group home that are experiencing the same low pressure issues. In order to correct that problem an additional thirty-five thousand dollars (\$35,000) will be needed to extend the water line in front of these residents. Mr. Brannan stated that he felt that the Board would want to take care of both of these issues while we had the contractor in the area. Mr. Brannan recommended that the Board authorize the not-to-exceed amount of thirty-five thousand dollars (\$35,000) to extend the water line. Eventually, we will make some additional improvements to improve the low pressure in this general area.

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

RESOLVED: to approve the not-to-exceed amount of thirty-five thousand dollars (\$35,000) for a water line extension to improve the water pressure in the area south of Weybridge Subdivision on Conkle Road.

Mr. Brannan stated that Dr. Agrawal and two others own an apartment complex off of Forest Parkway in Forest Park. Several months ago their story was on TV because they had not paid their water bill. Although only one meter served the entire complex, the Authority had a main that actually went through the complex on an easement. They did not pay their water bill, so we cut off the water to the entire complex. One of his partners had four (4) units in a building next to our main. Mr. Brannan explained that if that partner paid his fees for a meter, we would set the meter. The partner came in and paid the fees for a meter to serve his four units. This irritated Dr. Agrawal as he has renters in the same building, but they do not have water service.

Dr. Agrawal's attorney sent an "open records request" to the Authority requesting everything we had in regard to the complex. After looking for a while, we had about one hundred seventy-six dollars' (\$176) worth of search time and copying time. Mr. Brannan sent a certified letter, within twenty-four hours, back to the attorney and informed them that we had estimated that it would cost an additional two thousand two hundred dollars (\$2,200) to retrieve all the information out of our archives. Mr. Brannan explained that if

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they wanted us to do this, we would. We did not hear from them for about a week. When we did hear from someone in the attorney's office, they stated that they did not want two thousand two hundred dollars' (\$2,200) worth of information, but they would like to come down and see what they wanted copied out of the information we had. Mr. Brannan explained that it would cost the Authority two thousand two hundred dollars (\$2,200) to find what they wanted to look at, to see if they wanted a copy of it. Mr. Brannan has not heard anymore from them.

Mr. Brannan stated that last month he had spoken to the Board about Dr. Colon and the problems he has had with his meter over the last three (3) years. After the last meeting, Mr. Brannan talked to him and had our staff test the meter and actually had Larry Edge get the meter and send it to the manufacturer for testing. The meter came back with some kind of issue, not reading exactly 100% in both low and high ranges. The old meter had a dial and even standing there and looking at the meter you could not tell that there was a low flow coming through the meter, such as two to four gallons a minute. There was low flow going through the meter. Eventually, over a long period of time it showed on that old meter. Eventually, we put in a new model meter that has a red dial so that even when a low flow goes through the meter, it spins like a top. When their maintenance man saw the red dial spinning, they earnestly searched for the leak and found it and had it repaired. Dr. Colon's bill has gone down to a normal reading. The water was not getting into the sewer, because the leak was under the slab in his office.

Dr. Colon paid sewer charges over that three year period of time for water that did not go into the sewer system. This is about six thousand five hundred dollars (\$6,500) worth of sewer charges for water that we did not treat. Mr. Brannan's recommendation is to make the adjustment. This is an irregular adjustment. There is more to it now than what we initially thought when we talked to the Board last month. If we do not adjust it all, it would be like billing him for something we did not provide.

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

RESOLVED: to approve making an adjustment to Dr. Colon's account in the amount of six thousand five hundred dollars (\$6,500) for sewer charges that did not go into our sewer system.

Mr. Brannan stated that he would send Dr. Colon a letter and state our final proposal, have him sign and return to us, and we will make a credit on the account.

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Mr. Brannan stated that EPD had fined us eight thousand dollars (\$8,000) at the Casey Plant, but we got with them and they dropped it down to one thousand five hundred dollars (\$1,500).

Mr. Brannan stated that the Authority bought the Riverdale system in 2001 and we have made our final payment of two hundred twenty-two thousand eight hundred ninety-five dollars and ten cents (\$222,895.10) to them.

Mr. Brannan stated that we sold two (2) vehicles at the Bishop Brothers auction this past month and received four thousand three hundred forty dollars (\$4,340).

Mr. Brannan stated that the work on the addition to Maintenance and Construction building has been finished. The original estimate was in the amount of seventy-three thousand five hundred twenty-eight dollars and twenty-four cents (\$73,528.24), but the final cost came in at seventy-seven thousand nine hundred thirty four dollars and eighty cents (\$77,934.80). This was an overrun of four thousand four hundred six dollars and fifty-six cents (\$4,406.56) on the labor costs.

Mr. Brannan stated that at the Conley Road tank the Board had approved interior painting of the tank last month in the amount of fifty-four thousand five hundred dollars (\$54,500), but the vendor found when he got in the tank there are some beams that are holding up the roof of the tank that are deteriorated. This was not visible at the time the painting specifications were written. The cost to repair these beams will be ten thousand dollars (\$10,000) and while the contractor is working on the tank we would like to have him pressure wash the outside of the tank which will be about five thousand dollars (\$5,000). The total would be an additional fifteen thousand dollars (\$15,000) to fix what he found and to pressure wash the tank which would make it look better.

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

RESOLVED: to approve an additional ten thousand dollars (\$10,000) for repair to the deteriorated interior beams of the Conley Road tank and an additional five thousand dollars (\$5,000) to pressure wash the tank.

Mr. Brannan stated that currently when developer's contractors want to tie into a water line that belongs to the Authority, we will not allow them to do this. The Authority uses our contractor, who is under an annual contract, to make these tie-ins. What the Authority would like to do, through a policy revision effective after October 31, 2006, is to pre-approve contractors that do water and sewer line work which will be owned and maintained by the Authority. When a contractor is on the job and wants to go ahead and do the tie-in, then the Authority would allow that contractor to do the tie-in. This would

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save moving the contractor off the job and the Authority moving our contractor in to make the tie-in. The Authority's inspectors would still oversee the tie-in. We want to be sure that we pre-approve contractors so that we know their bonding capability, their insurance, and the quality of previous work that they have done. With the Board's blessing, we will make this policy change.

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

RESOLVED: to approve a change in our water/sewer installation policies, effective after October 31, 2006, requiring pre-approval of contractors that do water and sewer line work which will be owned and maintained by the Authority.

Mr. Brannan stated that the Health Fair will be held here at the Authority on Wednesday, May 17<sup>th</sup>, from 9:00 a. m. to 4:00 p.m. and invited the Board members to come by.

Board member, John Chafin, asked who would be doing the health tests that day.

Mr. Hicks explained that different medical vendors come in.

Chairman McQueen stated that it is time to start the advertising and interview process for the General Manager's position. Chairman McQueen asked the Board for their preference in the selection process.

There was some discussion and it was decided that advertising nationwide would be done starting June 1<sup>st</sup> for thirty (30) days, then let HR screen the viable candidates down to five (5). In July, those five (5) candidates would be interviewed by the entire Board, who would make the final selection. The person selected will be brought on board in September. Salary and other issues will be determined before that time. Chairman McQueen asked Mr. Brannan to start this process.

Mr. Chafin asked Mr. Brannan and Mr. Hicks their projected retirement dates.

Both answered December 22<sup>nd</sup>.

Mr. Chafin asked who else was planning to retire on December 22<sup>nd</sup>.

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Mr. Hicks answered that Morris Kelly, Steve Dooley, and our Wastewater Lab Supervisor were all planning on retiring on December 22<sup>nd</sup>.

Chairman McQueen also wanted to discuss Terry's position. Mr. Hicks has agreed to come back on a part time basis to assist in special projects and the transition between Mr. Brannan and the new General Manager.

Ms. Barber stated that she thought that the Board had previously agreed that Terry would return to develop a policy and procedures manual and work on special projects.

Mr. Hicks stated that would be his first goal.

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

RESOLVED: that the regular session board meeting be adjourned.

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

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Pete McQueen, Chairman

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Walter Marie Barber, Secretary/Treasurer