

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, March 2, 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, and John M. Chafin. 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, Customer Accounts Director, Morris Kelly, Project Engineer, Mike Buffington, Contract & Procurement Administrator, Karen Riser, Inventory Warehouse Supervisor, Terry Worley, Human Resources Director, Ed Durham, MIS Director, Rodney Crowell, Public Information Officer, Suzanne Brown, Administrative Secretary, Carla Clark, and Executive Secretary, Janet Matthews. Also present were: Mike Williams of Fincher, Denmark & Williams, Mike Bennett of CH2M Hill, and customers, Brenda Cobb and her mother, Celia Spears. CCWA employees present were: Leanne Sumner, Azarina Carmical, Charles Martin, Willie McCune, Eddie Lane, Albert Barber, Bridgett Bailey, Sarah Beth Shelton, Connie Bowen, Angie Bennett, Chris Sims, Mandy Lindow, Renee Dumas, Bruce Taylor, and Charles Ecton. New Board member, Doug Bonner, was not present.

Chairman McQueen called on Charles Martin to give the invocation.

Approval of Minutes: Chairman McQueen called for any omissions or additions to the Regular and Executive Session Board Meeting minutes of Thursday, February 2, 2006. Hearing none they were approved as received.

Chairman McQueen stated that Doug Bonner has been named to our Board to serve a five (5) year term and will be introduced at the next meeting.

Chairman McQueen also wanted to congratulate John Chafin on his reappointment to the Board for a five (5) year term.

Election of Officers: Chairman McQueen stated that it is time to elect officers for the Board for the coming year and opened the floor for nominations.

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

RESOLVED: to elect Pete McQueen, Chairman, Lloyd Joiner, Vice Chairman, and Marie Barber, Secretary/Treasurer for the year 2006.

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Chairman McQueen thanked everyone and told them how much he enjoys being their Chairman.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, to give our financial report. Mr. McHugh stated that before he starts on his usual financial report he wanted the Board to know that last year we submitted the Budget document to the Government Finance Officers Association (GFOA) for the distinguished budget presentation award. Through the help of management, the managers, and the Board, the Authority received this award. We feel that not only do we have a financial plan, but an operations guide, a policy statement and a communications device.

Mr. McHugh stated that he and Connie Bowen met the first part of the year and talked about how they could improve the budget document. Mr. McHugh suggested that the Board look at the 2<sup>nd</sup> tab and the 7<sup>th</sup> tab, which is “governance in management” and the “capital plan”, where staff has made some good improvements. This is better information than we had. Mr. Brannan and Mr. Hicks put together a concise transmittal letter which tells about the operating environment, what the initiatives are for next year and how we will accomplish them.

Mr. Brannan complimented Mr. McHugh and his staff on the budget document and added that Section III is a summary of the budget. Mr. Brannan stated that the staff is at the disposal of the Board to meet for approval of the budget.

Chairman McQueen stated that the Board would discuss this later in the meeting.

Mr. McHugh reviewed the financial information that was given to the Board and explained that this covered the nine-month period ending January 31, 2006.

Employee Recognition: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who stated that the Authority would like to recognize Eddie Lane. Eddie works at the Shoal Creek WRF plant and has passed his Class II Wastewater Operator exam. Mr. Poff added that Eddie started at the Authority eighteen (18) years ago, in 1988, at the Natural Treatment Systems. After about a year and a half, Eddie moved to the Jackson Plant, working there from about 1990 to 2004. He worked first shift, second shift, and third shift, seeing every perspective of the day at the plant. In September 2004, with the closing of the Jackson Plant, Eddie moved to the Shoal Creek Plant and has picked up the processes at the plant really well, including Solids Handling. Mr. Poff congratulated Eddie and thanked him for his efforts in obtaining his Class II certification.

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The Board gave Mr. Lane a round of applause and a photo was taken by Ms. Brown, our Public Information Officer.

Employee Service Recognition: Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that today we have four (4) receiving their service pins. Mr. Hicks asked Albert Barber to come forward. Mr. Hicks stated that Al has been with the Authority for fifteen (15) years, having been born in the McDonough area and raised in Morrow. Mr. Hicks added that Mr. Barber has a son that came through Morrow and was an outstanding football player. Mr. Barber has been in the Maintenance & Construction department for these fifteen (15) years and is one of those behind the scenes employees, but is out there doing the work that has to be done, no matter what the weather. Mr. Hicks congratulated Albert and thanked him for all his hard work.

The Board gave Mr. Barber a round of applause and Chairman McQueen and Ms. Barber asked that he tell his son "hello" from the Board.

Mr. Hicks asked Charles Ecton to come up. Mr. Hicks added that the Board may not recognize Charles as he has a new hairdo. Mr. Hicks stated that Charles was born in Louisville, Kentucky, but graduated from Stone Mountain High School and started with the Authority in 1991. Charles started in Engineering, where sewer maintenance was at the time. Then he was a surveyor on the surveyor team and started with Bruce Taylor in the GIS area when we were putting that together. Charles was a real asset in the GIS area and then he moved back to sewer maintenance, which is now in Maintenance & Construction. Charles assists in the classes for those that are getting their certificates in Water Distribution and Wastewater Collection and his most memorable moment was getting the GAWP Collection System of the Year Award along with being inducted into the Golden Manhole Society. Mr. Hicks congratulated Charles for his fifteen years and his dedication.

The Board gave Charles a round of applause as Chairman McQueen thanked him for his service to the Authority and Ms. Brown took a photo.

Mr. Hicks introduced Willie McCune who has been with us for twenty (20) years. Willie was born in Butts County, but raised in Henry County. He began working for us in 1986 in what we called Land Treatment at the time, but is now called Natural Treatment Systems. Although Willie's home base is Natural Treatment Systems, he has done a little bit of everything all over the Water Authority. Mr. Hicks congratulated Willie and thanked him for his twenty (20) years of service. Willie received a round of applause as Ms. Brown took a picture and Chairman McQueen thanked him for his many years with the Authority.

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Mr. Hicks introduced Leeanne Sumner, our Accounts Payable Supervisor, who also has been with the Authority for twenty (20) years. Mr. Hicks stated that Leeanne was born in McRae and was raised in Eastman, where her Mother still lives. Leeanne's children all went through Morrow High and Chairman McQueen probably remembers them.

Leeanne played a key role four or five years ago when we changed our entire financial software out in different areas such as the warehouse, finances, fixed assets, and obviously, accounts payables. She was the team lead in that particular area when we had to move all the vendors from the old system to the new system. Mr. Hicks thanked Leeanne for her twenty (20) years of service and the Board gave her a round of applause.

Chairman McQueen thanked Leeanne for her many years of service.

Chairman McQueen asked Mrs. Cobb to come forward and explain her concern to the Board.

Mrs. Brenda Cobb introduced herself and her mother, Sylvia Spears. Mrs. Cobb stated that her mother has been a customer of Clayton County Water for almost forty (40) years, has been a good customer, and has never had her water turned off. Mrs. Cobb inquired if there might be a discount for senior citizens as her mother was getting up in years and is on a fixed income. Mrs. Cobb stated that the Water Authority is the only utility that does not offer a senior discount.

Mrs. Cobb explained that her mother's bill is the same amount each month, as she is on the levelized billing plan. Although the bills showed the usage going up, Mrs. Spears did what she has done for almost forty years and that was to write a check and mail it in. Mrs. Cobb stated that there was a leak and they were able to have it repaired quickly once they were made aware of the situation. Mrs. Cobb stated that she was here today to let the Board know that she thinks that the Authority should be more pro-active with their customers. She stated that we are the water specialists and we should have notified them of their leak. There was only one sentence on her mother's December bill that there might be a leak. She feels that if they had received a phone call then they could have repaired the leak much sooner. Mrs. Cobb also commented that the water that her mother is being billed for is not water that she used. Mrs. Cobb did state that Mr. Brannan has been very nice and has adjusted two months billing, but that still leaves a balance due of over three hundred dollars. Mrs. Cobb would like the Board to consider helping more with her mother's bill.

Board member, John Chafin, asked in what area did her mother live.

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Mrs. Cobb answered that her mother lives off Walt Stephens Road. There is a lot of construction going on in the area and she did not know if that might have played a part in the leak or not. Mrs. Spears has been in her home for almost forty (40) years.

Board member, Wes Greene, inquired if a two month's adjustment had been made.

Mrs. Cobb stated that Mr. Brannan had informed her that a two month adjustment would be made to the account, but the balance due is still three hundred forty dollars (\$340).

Secretary/Treasurer, Ms. Barber, asked if the leak was obvious.

Mrs. Cobb stated that no the leak was four (4') feet down and my husband did finally find it.

Chairman McQueen informed Mrs. Cobb and Mrs. Spears that Mr. Brannan would be in touch with them after the Board had time to review her concern.

Panhandle Road Generator Relocation Recommendation: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who stated that the generator that we want to relocate is one from the Jackson Plant that was taken out of service in September 2004 and stored at the Casey Pelletizing building. The Authority purchased the original unit back in 1999 for a total of four hundred seventy thousand dollars (\$470,000). CCWA staff recommends that we accept the lowest price proposal from Player and Company to relocate this generator to the Panhandle Road Pump Station for fifty-three thousand five hundred dollars (\$53,500). This project would be funded using a portion of the Shoal Creek Timber Sale money (\$189,604.68) that was deposited into the CCWA Contingency fund.

RECOMMENDATION  
 Clayton County Water Authority  
 Request for Proposal  
 Panhandle Road Generator Relocation  
 March 2006

COMPANY	TOTAL BID
Player and Company Atlanta, GA	\$53,500.00
Prime Power Services, Inc. Mableton, GA	\$63,916.00
West Star Electric Douglasville, GA	\$64,485.00

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CCWA staff recommends that we accept the lowest price proposal from Player and Company to relocate the old Jackson generator to Panhandle Road Pump Station for \$53,500. This project will be funded using a portion of the Shoal Creek Timber Sale money (\$189,604.68) that was deposited into the CCWA Contingency fund.

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

RESOLVED: to approve the recommendation of staff to accept the lowest proposal from Player and Company to relocate the Jackson generator to Panhandle Road Pump Station for fifty-three thousand five hundred (\$53,500) contingent upon approval of bonds and insurance as required by the Authority and to authorize the General Manager to sign any necessary documents.

Crawler Excavator Bid Recommendation: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that bids were opened Tuesday of this week to replace a 42,000 lb. excavator. This new excavator would be used in Maintenance & Construction and we would transfer our four year old machine to Natural Treatment Systems (NTS). Staff recommends purchasing one Komatsu PC200LC-7 Excavator from Tractor & Equipment Company of Forest Park for one hundred twenty-six thousand nine hundred dollars (\$126,900) with a sixty month/seven thousand hour extended warranty in the amount of four thousand seven hundred ninety-two dollars (\$4,792) for a total cost of one hundred thirty-one thousand six hundred ninety-two dollars (\$131,692). This is the lowest bid that meets our specifications.

Board member, John Chafin, asked Mr. Etheridge if he used this machine that much and could he look into renting an excavator instead of purchasing another one.

Mr. Etheridge stated that rental on these machines runs about four thousand five hundred dollars to five thousand dollars a month (\$4,500 to \$5,000). Mr. Etheridge added that he has two (2) in his department and Jim Poff has one (1) in his department and they are used daily.

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Clayton County Water Authority  
 42,000 lb. Excavator w/ extended warranty  
 Bid Tabulation Sheet  
 February 2006

<b>BIDDER</b>	<b>TOTAL BID</b>
Tractor & Equipment Co. Forest Park, GA	Komatsu PC200LC-7 \$131,692.00
Stafford Equipment Co. Lawrenceville, GA	Link Belt 210 LX \$133,174.00
Stafford Equipment Co. Lawrenceville, GA	JCB JS220 \$134,910.57
ASC Construction Equipment Smyrna, GA	Volvo EC210BLC \$136,005.00
METRAC Atlanta, GA	Deere 220LC \$147,664.00
Briggs Construction Equipment Atlanta, GA	Case CX210 \$164,008.00
Yancey Brothers Co., Inc. Atlanta, GA 30378	Caterpillar 320C \$169,012.00
Nasser Heavy Equipment Lawrenceville, GA	Did not meet specifications

Staff recommends purchasing one Komatsu PC200LC-7 Excavator (with extended warranty) from Tractor and Equipment Company in the amount of \$131,692.00. This is the lowest bid that meets our specifications. We had budgeted \$155,000.00 for this acquisition.

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

RESOLVED: to approve the purchase of one Komatsu PC200LC-7 Excavator from Tractor & Equipment Company of Forest Park for one hundred twenty-six thousand nine hundred dollars (\$126,900) with a sixty month/seven thousand hour extended warranty in the amount of four thousand seven hundred ninety-two dollars (\$4,792) for a total cost of one hundred thirty-one thousand six hundred ninety-two dollars (\$131,692).

Roadway Bore Annual Contract Recommendation: Mr. Etheridge stated that in December he came to the Board for the annual contract for Horizontal Cased Bores and only had one bidder. Mr. Etheridge was hoping that the Authority could get more

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contractors to bid on this if we put it out for rebid. Mr. Etheridge added that there is a lot of private work out there and a lot of these boring companies prefer to do private work than deal with our Risk Management requirements. The good news is that this bid is a local company and the prices are very good. Mr. Etheridge stated that it is his recommendation that we accept the low bid for this annual contract with Turpin Horizontal Boring in the amount of forty-four thousand nine hundred fifty-eight dollars (\$44,958) with a second and third year renewable clause as long as there is no change in the terms or value of the contract.

Clayton County Water Authority  
 Horizontal Cased Bores – Annual Contract  
 Tab Sheet  
 February 2006

<b>Vendor</b>	<b>Bid</b>
Atlanta Boring & Tunneling Atlanta, GA 30354	<b>No Bid</b>
D&G Boring Tallapoosa, GA 30176	No Bid
Turpin Horizontal Boring Forest Park, GA 30298	\$44,958.00
Sloan Contracting Hokes Bluff, AL 35903	No Bid
Floyd S. Lee Grading Forest Park, GA 30297	No Bid
Boring Technologies, Inc. McDonough, GA 30253	No Bid
Wilson Development McDonough, GA 30253	No Bid
Tom Davidson & Sons, Inc Sunnyside, GA 30284	No Bid

Recommendation: This is a rebid from December when we also received only one bid. There continues to be a large amount of private work available for these companies where they may not have to comply with risk management and licensing issues. It is our recommendation to award this annual contract to Turpin Horizontal Boring on an as needed/when needed basis. The line item prices received in this bid are below what we have traditionally encountered.

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Example: In January 2005 we approved bids on a 24" Steered Bore in the amount of \$160.00 per foot. The price for the same size/type bore in this annual contract bid is \$125.00 per foot.

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

RESOLVED: to accept the low bid for the Horizontal Cased Bores Annual Contract with Turpin Horizontal Boring of Forest Park in the amount of forty-four thousand nine hundred fifty-eight dollars (\$44,958) with a second and third year renewable clause as long as there is no change in the terms or value of the contract and contingent upon approval of bonds and insurance as required by the Authority and to authorize the General Manager to sign any necessary documents.

SR138 Board Update: Mr. Etheridge wanted to give the Board an update on the Georgia DOT's widening of SR138 from the Jonesboro side of Walt Stephens Road out to I-75 and Mt. Zion Parkway. This job requires the Authority to relocate most of our water mains in this area at an estimated cost of eight hundred twenty three thousand six dollars and thirty four cents (\$823,006.34). Mr. Etheridge used a map to give an overview of the locations.

CLAYTON COUNTY WATER AUTHORITY  
 MAINTENANCE & CONSTRUCTION DEPARTMENT  
 STATE ROUTE 138 WATERMAIN RELOCATIONS  
 MARCH 2006

The Georgia Department of Transportation has undertaken a project to widen SR 138 from Walt Stephens Road to Mt. Zion Parkway. This roadwork will require that CCWA owned Watermains be relocated in certain areas.

Job Totals

- 14,032' of 12" watermain to be relocated to include 8,200' between Walt Stephens Road and Rand Road and 5,832' between the 138 East Tank and Ciboney Dr.
- Lower 382' of 16" main on SR 138
- Lower 273' of 20" main on Berry Road
- Install 1,837' of 6"-8" main for tie ins to new main
- Relocation of 87 meters (51-5/8", 8-3/4", 13-1", 6-1 1/2", 4-2", 2-6", and 3-8" meters)
- Relocation of 12 hydrants
- Raising of numerous water valves

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#### Estimated cost and funding

- The estimated cost of this relocation work is \$823,006.34
- This project is being funded by the R&E Fund
- Relocation activities should be completed by October 2006 with minor activities continuing until the Fall of 2007
- All watermain installation work will be accomplished by CCWA crews. Contractors will be used for Roadway Bores and some Meter Relocations

Board member, Wes Greene, asked if the Authority will recover any of the funds for this project.

Mr. Brannan explained that he did not think that DOT would pay for this work, but still sent them a letter anyway. The reply from them stated that the costs for this job would have to be paid by the Authority.

Mower Tractor Bid Recommendation: Chairman McQueen called on Terry Worley, Inventory Warehouse Supervisor, who stated that staff sent out bids and had three (3) returned on the Mid-Mount Mower Tractor. Mr. Worley explained that Southeast Service Supply did not return a bid because one of our requirements in the bid package is that a company be in business for two (2) years selling this brand. This company was not quite there yet, so they volunteered to “No Bid” it. Staff recommends purchasing this Mid-Mount Tractor from the low bidder, Fayette Tractor & Equipment, Incorporated from Fayetteville, Georgia in the amount of twenty-three thousand three hundred forty-one dollars and forty cents (\$23,341.40).

Board member, John Chafin, asked what brand of mower is being considered.

Mr. Worley stated that the two bids were on John Deere's.

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Clayton County Water Authority  
 1 (One) New Heavy Duty Mid-Mount Mower Tractor  
 February, 2006  
 Bid Tabulation

Vendor	Total Bid Amount
Fayette Tractor & Equipment, Inc. 163 N. Glynn Street Fayetteville, GA 30214	\$23,341.40
Parkway Lawn & Garden 1809 Forest Parkway Lake City, GA 30260	\$27,684.00
Southeast Service Supply 2173 Winder Hwy. Dacula, GA 30019	No Bid

Recommendation: CCWA Staff recommends purchasing One New Heavy Duty Mid-Mount Mower Tractor from the low bidder, Fayette Tractor & Equipment, Inc. for \$23,341.40.

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

RESOLVED: to authorize the purchase of One New Heavy Duty Mid-Mount Mower Tractor from the low bidder, Fayette Tractor & Equipment, Incorporated in the amount of twenty-three thousand three hundred forty-one dollars and forty cents (\$23,341.40).

Stream Restoration Grant Recommendation: Chairman McQueen called on Mike Thomas who talked to the Board about Section 319 grants, which are grants issued by the U. S. EPA through the states for addressing nonpoint source pollution problems. They pay for sixty (60%) percent of your project cost and require forty (40%) percent local match.

#### EPD SECTION 319 GRANTS FOR STREAM RESTORATION

Stream restoration is the process of restoring a stream to its natural condition after the stream was altered for agricultural purposes or has experienced years of erosion and sedimentation because of upstream development. The Water Authority became involved

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in stream restoration as part of our watershed management plan for improving streams that have been significantly impacted by development and nonpoint source pollution. The benefits of stream restoration to the Water Authority and the community in general include:

- Significantly reducing stream bank erosion which is a major source of sediments in our streams;
- Improving water quality by reducing the sediment load and other pollutants associated with it;
- Protecting CCWA sewer lines adjacent to or under the stream that are exposed by stream bank and stream channel erosion;
- Improving the habitat and biological conditions of the stream as required by our watershed management plan; and
- Improving the aesthetics and recreational value of the stream.

The Water Authority has completed two projects that have restored over 4,000 feet of East Jesters Creek in Morrow. Because of the expense of these projects, CCWA has sought alternative funding sources to finance this work. The City of Morrow contributed to both projects. To help fund the second project, known as E. Jesters Creek at Reynolds Road, the Water Authority obtained a grant from the U.S. EPA and the State EPD. These grants are named for the Section of the Clean Water Act that authorized them – Section 319. They are available for projects that result in the reduction of nonpoint source pollution. There is a competitive process to obtain these grants each year and CCWA has been very successful in winning the grants because of our watershed approach and ability to successfully complete the projects. These grants can provide up to 60% of the project's total cost. We were reimbursed for \$372,000 of the cost of the Reynolds Road project. The final costs for engineering and construction of the Reynolds Road project were \$724,391. We received \$110,000 from the City of Morrow and \$372,000 from the State with CCWA paying the remaining \$242,391.

CCWA has received commitments from the State EPD for several additional 319 grants for stream restoration work. In order to reserve these grants until the stormwater utility can provide matching funds, we need to sign contracts with EPD stating our intent to complete the projects. If we are unable to allocate the matching funds to complete the projects, then the contracts can be voided. The State needs for CCWA to sign a contract for two more projects on Jesters Creek, one in Lake City and one in Morrow, in order to reserve the funds for these projects. The combined value of these projects including design and construction is \$1,527,000. The grant would provide \$916,500 or 60% of the total cost. We are requesting that the Board authorize the General Manager to sign this contract with the State EPD. The contract does not require us to begin design until September 2007 and we then have until November 2010 to complete all construction and monitoring. The contract provides that either party may terminate it at any time for any

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good reason, including the possibility that CCWA may not be able to provide the matching funds.



East Jesters Creek before and after restoration

Mr. Thomas stated that Reynolds Road was our first grant project and last year we signed another contract with them for a project on Camp Creek in Riverdale with a total project cost of one million dollars (\$1,000,000) with a grant amount of six hundred twenty-one thousand dollars (\$621,000). We have yet to start that project. We want to fund our portion with Stormwater Utility funds and are trying to postpone that work until those funds are available. We do have until the summer of 2010 to complete that project.

This year the state is asking the Authority to sign another contract because they have to commit the money that they get from the EPA or they will have to lose or reassign it somewhere else. Mr. Thomas stated that staff would like to get the Board's approval for the General Manager to enter into this contract for an additional grant on East Jesters Creek with two separate projects, one in Lake City and one in Morrow, in order to reserve the funds for these projects. The combined value of these projects including design and construction is \$1,527,000. The grant would provide \$916,500 or 60% of the total cost. We are requesting that the Board authorize the General Manager to sign this contract with the State EPD. The contract does not require us to begin design until September 2007 and we then have until November 2010 to complete all construction and monitoring. The contract provides that either party may terminate it at any time for any good reason, including the possibility that CCWA may not be able to provide the matching funds.

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

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RESOLVED: to authorize the General Manager to sign the contract with the State EPD for an additional grant on East Jesters Creek with two separate projects, one in Lake City and one in Morrow, in order to reserve the funds for these projects. The combined value of these projects including design and construction is \$1,527,000. The grant would provide \$916,500 or 60% of the total cost.

Guy Pihera informed the Board that in their pre-Board information they have a copy of the Public Access Report which gives an overview of what the Authority does for recreation and public access to facilities of the Authority. It has fees, hours of operation, and information on all of our facilities. Mr. Pihera added that if the Board has any questions, please contact him or he will be glad to answer their questions at the next Board meeting.

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

RESOLVED: that the Board adjourn into executive session for land, legal, and personnel issues. The Board reserves the right to return to the open session.

Mr. Brannan addressed the Board in regard to Mrs. Cobb's concern with her Mother's bill. Mr. Brannan will advise Mrs. Cobb of our policy and offer her a period of twelve (12) months to take care of the balance on the account.

Mr. Brannan added that our policy states that if the balance is under one thousand dollars (\$1000), it can be paid over a six (6) month period and if it is over one thousand dollars (\$1000), it can be paid over twelve (12) months.

Board member, Wes Greene, wanted to go on record that he is concerned with rate adjustments and the effect it has on our senior citizens or those on fixed incomes. These individuals do not have any other way to come up with any more money. Whatever we can do to help senior citizens would be appreciated.

Mr. Brannan stated that he did not know of any assistance for senior citizens with any other utilities, but he would try to locate one.

Mr. Greene knows that some utilities have a program where you can add an amount to your bill.

Mr. Brannan stated that Suzanne Brown, our PIO, has been working with David Ennis of the Clayton County Family Cares, Incorporated, the power company and some others on the billing system that we have. We are going to recommend to the Board that

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we start a “round off” which is rounding up the dollar amount on their bill. For example, if you bill was \$39.20, this program would round up to \$40.00. The eighty (\$.80) cents would go into a hardship assistance program. The Authority would not approve the hardship assistance program, but David Ennis and others would approve those that are helped. Mr. Brannan added that hopefully we can implement that towards the end of the year or the first of next year.

Ms. Barber asked at what age one would be considered a senior citizen, 62 or 65. Mr. Brannan added that he would verify what our policy states.

Mr. Brannan stated that he has been checking on additional fuel storage capacity. We have received an estimate for below ground tanks with a capacity of ten thousand gallons (10,000) for a cost of one hundred thirty-two thousand dollars (\$132,000) or one hundred seventy-eight thousand dollars (\$178,000) for an above-ground tank. Mr. Brannan added that these prices are pretty high for fuel storage. Mr. Brannan could not recommend this to the Board right now. We were challenged after the hurricane because no one could get any fuel.

Mr. Chafin asked why the price for the above-ground tank was higher. Mr. Brannan stated that the tank would have to have a retaining wall around it, which is probably why the cost is so high.

Mr. Brannan explained that during the week when our field reps have to cut off service for non-payment, we charge a per trip charge of twenty (\$20) dollars. We do have a problem on the weekends. On weekends, the homeowner may be doing something at their house and want their water turned off because of a non emergency type request. The Authority has to call on our standby employees to cut their water off. Mr. Brannan recommended to the Board that on the weekends the fee for cutting off water would be thirty (\$30) dollars per trip, for a total of sixty (\$60) dollars round trip.

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

RESOLVED: to approve trip charges of thirty (\$30) dollars per trip, for a total of sixty (\$60) dollars round trip for discretionary requests for turning water on or off on the weekends.

Mr. Brannan stated that he wanted the Board to be aware that the Authority received additional timber money at the Huie site in the amount of four thousand five hundred fifty dollars (\$4,550).

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Mr. Brannan stated that every six (6) months the EPD writes us a letter to tell us the number of spills and how much money we owe in fines. Recently, they sent a letter that covers June 17<sup>th</sup> thru December 9<sup>th</sup>, 2005 for eight thousand (\$8,000) for eleven (11) spills. The Authority will be sending that check.

Mr. Brannan stated that the Authority has talked to a consultant who can assist us in contacting professional and technical, minority, staffing contractors. This consultant is retired from General Service Administration who has excellent contacts and has a way to guide us to contact some of the additional vendors that may be beneficial to us. Mr. Brannan stated that the Authority may use this consultant to increase our exposure to these minority vendors. His consultant fee is eighty-five (\$85) dollars per hour.

Mr. Brannan explained that we do not have any numbers for our Health and Property & Causality Insurance yet. Mr. Hicks is working on the Property & Causality numbers and Ed and his folks are working on the Health Insurance numbers. Last year the Authority had a “zero” percent increase which is almost unheard of. Mr. Brannan stated that we will have something before we have the budget meeting. Mr. Brannan added that the Authority budgeted an eight (8%) increase in health insurance premiums.

Mr. Greene stated that Michelle Mirzaiee is doing a good job on our insurance.

Mr. Brannan asked that the Board set up a budget meeting.

Chairman McQueen asked that the Board decide on a day and time for the budget meeting. After some discussion, it was decided to hold the budget meeting at the Smith CUB, on Monday, March 13, 2006 at 10:30 a. m. for the purpose of adopting the 2006 budget.

Mr. Brannan informed the Board that the AWWA conference will be June 11<sup>th</sup> thru June 16<sup>th</sup>, in San Antonio. Mr. Brannan recommended that the Board leave on Saturday, June 10<sup>th</sup> and return on Wednesday, June 14<sup>th</sup>. Please let Mrs. Matthews know if you and your spouse will be attending.

Mr. Brannan informed the Board that the new Board member, Doug Bonner, would have been here today, but had some personal business to attend to.

Mr. Brannan stated that the implementation of the Customer Service software will be initiated on April 10<sup>th</sup>. Mr. Brannan recommends that the Authority advertise for Mr. Kelly's position before this implementation so that the individual will have time to “shadow” with Mr. Kelly before he retires in December. We have put money in the budget to cover this “shadow” time for those that are retiring.

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The Board agreed that the Authority should advertise and fill Mr. Kelly's position so that there will be several months of training and his replacement will be involved with the implementation of the new Customer Service software.

The Board discussed the fact that Mr. Brannan and Mr. Hicks will be retiring at the end of the year. Mr. Hicks is willing to work on a part time basis on special projects and to be available for the staff to call on with any issues that he is familiar with.

Chairman McQueen added that in August the Authority should bring someone in to work with Mr. Brannan to "shadow" in his position so that a smooth transition can be made in the General Manager position.

Mr. Brannan agreed that sometime in July or August the Authority should advertise, go through the candidate list, narrow the field to three or four for your consideration, and bring them in for an interview.

Mr. Greene stated that one attribute that Mr. Brannan brings to the table is that he makes excellent decisions. We will need someone to observe his decision making process and to know his thinking on his decisions.

Ms. Barber stated that she will be retiring from the school system at the end of this school year in June, officially.

Upon Motion by Lloyd Joiner and seconded by John Westervelt 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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Marie Barber, Secretary/Treasurer