

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, February 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, Allan R. Smith and John M. Chafin. General Manager, M. Wade Brannan, Deputy Manager, Terry R. Hicks, Department Managers, 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, Inventory Warehouse Supervisor, Terry Worley, Engineering Services Supervisor, Bruce Taylor, 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: Steve Fincher of Fincher Denmark Williams, Geri Dickerson, Mike Bennett, and Jerry Anderson of CH2M Hill, Bill Camp of Knox Wall, Chris Wood and Bryan Harris of JWA, Mr. Hicks' wife, Paula, and customer, Jonathan Maxey. CCWA employees present were: Craig Hinton, Rick Lewis, Mark Williams, Bernard Franks, Charles Ecton, Rhonda Coots, Brandon Crook, Danny Haynes, Crystal Beale, Chris Sims, Sarah Beth Shelton, LEEANNE SUMNER, Connie Bowen, Angie Bennett, Mandy Lindow, Bridgett Bailey, Bonnie Fausel, Turner Duffey, and Michelle Mirzaiee.

Chairman McQueen called on Crystal Beale 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, January 5, 2006. Hearing none they were approved as received.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, who reviewed the financial information that was given to the Board and explained that this covered the eight-month period ending December 31, 2005. Mr. McHugh added that revenues are up for December because of the due diligence of Mr. Buffington, Ms. Lafleur, and some of CH2MHill's staff in getting information together for the State Department of Revenue to apply for a sales tax refund on the W.B. Casey construction project. Because of their efforts the Authority has received a tax refund in the amount of one million two hundred eighty thousand forty three dollars and five cents (\$1,280,043.05).

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Mr. McHugh informed the Board that Mr. Brannan, Mr. Hicks and he had met with the department managers last week on their budgets and anticipate getting the Proposed Budget document printed and to the Board by February 23<sup>rd</sup>.

Chairman McQueen called on Mr. Brannan who introduced Mr. Bill Camp with Knox Wall, a division of Morgan Keegan & Company, Incorporated. Mr. Camp is here today to update the Board on the refinancing of our bonds.

Mr. Camp thanked the Board for the opportunity to address them today and updated them on the bond process. Mr. Camp handed out a timetable of upcoming events to complete the bond refinancing. Mr. Camp stated that since the Bond issue is a Clayton County/Clayton County Water Authority bond issue, approval is needed by both the Authority and the Board of Commissioners. With our lower debt service, Moody's has the Authority on a positive outlook and Mr. Camp anticipates bringing good news to us on the rating increase. Mr. Camp explained that we would have a rating call next week and on Monday, February 20<sup>th</sup> price the bonds and on Tuesday, the February 21<sup>st</sup>, bring the numbers to us and close on March 22<sup>nd</sup>.

Chairman McQueen recapped the information that Mr. Camp had explained about the joint meeting with the Board of Commissioners. A Called Meeting with the Board of Commissioners will be on Tuesday, February 21<sup>st</sup> at 9:00 a.m. to Approve Pricing and Bond Resolution. This meeting will be held in the Commissioners Board Room at 112 Smith Street.

Employee Recognition: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who stated that the Authority would like to recognize the following employees who have passed their Water Distribution or Wastewater Collection exams. Mr. Etheridge congratulated each of these employees and thanked them for their efforts in furthering their job knowledge.

#### EMPLOYEE RECOGNITION

##### WATER DISTRIBUTION:

Rhonda Coots  
Danny Haynes  
Bernard Franks  
Brandon Crook

##### WASTEWATER COLLECTION:

Mark Williams  
Rick Lewis  
Craig Hinton

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The Board gave these employees 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 monthly we recognize tenure with the Authority and although John Parks could not be with us today we would like to recognize him. Actually, today is John's twenty-fifth anniversary. He started in what was Water Production because the General Services department did not exist in those days so areas like the warehouse and the garage were spread out among the different departments at that time. John started as a maintenance mechanic working in our plants. We have about a six (6) or eight (8) member crew that keeps all of our plants running. Mr. Hicks stated that he will make sure that John receives his twenty-five (25) year pin.

Chairman McQueen told Mr. Hicks that he could just stay where he is and added that everyone thought Wade was his boss, but his real boss is here today. Chairman McQueen asked Terry's wife, Paula, to raise her hand and thanked her for being here.

Mr. Brannan stated that yesterday, February 1<sup>st</sup>, was Terry's thirty-fifth (35th) anniversary with the Water Authority. Mr. Brannan stated that Terry came to the Authority as a draftsman and was just going through here, headed onto Delta. Some photos were shown of Mr. Hicks such as his senior picture, basketball shot, and others taken years ago. Terry remarked that he knew that payback was coming.

Mr. Brannan stated that Terry is a large part of why this company has the integrity and is respected as it is, because of the type of individual that Terry is and because of the leadership that he has provided this company. Mr. Brannan added that he appreciates Paula being here today because when Terry was here at the Water Authority giving that extra effort, he was taking time away from Paula. Mr. Brannan thanked Paula for lending Terry to the Water Authority over the last thirty-five (35) years.

Mr. Brannan acknowledged the employees from the Finance section who work closely with Terry and added that all the staff that works with Terry develops a special relationship with him. Mr. Brannan added that he and Terry's paths crossed several times when Wade was at the road department at the County. Wade had a lot of respect for Terry before he came to the Authority and that respect has grown in the years he has been here. Mr. Brannan stated that he appreciates Terry as he has helped Wade personally and has helped Wade's career here at the Water Authority. Mr. Brannan added that Mr. Hicks is a tremendous asset to this company.

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Mr. Brannan wanted to explain the photo of the railroad bridge. Former General Manager, Melvin Newman, and Terry were working in the middle of this railroad bridge and a train was coming. Melvin was in the creek and Terry was on the trestle. Terry had to hang on under the trestle while the train went across. Mr. Brannan was thankful the Mr. Hicks made it out alive. Mr. Brannan thanked Mr. Hicks for his thirty-five years.

Everyone in attendance gave Mr. Hicks a standing ovation. Ms. Brown took some photos.

Mr. Hicks thanked everyone and added that Wade had talked about past and present employees and Morris and Renee are both. The three of us are now all in the thirty-five year club.

Mr. Hicks added that he cannot say enough about the Board members always being good to the employees and letting the staff run the Authority. Mr. Hicks feels that this is one reason for the long service tenures that you see with those that come before the Board for their service pins. Mr. Hicks mentioned those that have worked with him through the years and stated that he could not say enough good things about them. Mr. Hicks acknowledged Mike Buffington who worked with Robert and Company before coming to the Authority. Mr. Hicks stated that he is amazed nearly every day with the attitude of our employees. It is uncanny, the team, family type effort. Mr. Hicks thanked everyone for his pin and added that he is looking forward to his remaining time here at the Authority.

Board member, Wes Greene, stated that Mr. Hicks has worked under every General Manager and has even served as interim General Manager. Mr. Greene added that Terry has always had the same good attitude through everything, when we had difficult times and hard times. Mr. Greene added that anything Terry has ever been asked to do he has always done with a smile. Mr. Greene told Terry that it has been an honor and a privilege to work with him. In addition, Terry probably knows more about this Authority than anyone here. Terry was the glue that kept the Authority going through some rough times.

In the fifty-one years of the Authority, Terry has been here thirty-five (35) years. There have been a lot of real good employees, a lot of good General Managers, a lot of good Board members, but Chairman McQueen does not know a person that has contributed more to the Clayton County Water Authority than Terry Hicks. A lot of times the assistant does not get a lot of praise. They get out and do the work and make the General Manager look good. Terry does his work, he does it quietly, he does what he is suppose to do, he does it without praise, without fanfare and that is great. Chairman McQueen, on behalf of this Board, thanked Terry for what he has contributed to the

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Clayton County Water Authority and added that he hopes one day that they name one of these buildings after Mr. Hicks.

Mr. Hicks stated that Wade had mentioned his other boss over here. Terry stated that he started at the Authority on February 1, 1971 and he and Paula met shortly after that, so they have known each other about the same amount of time. Paula has been very understanding with the long hours that Terry has worked here at the Authority and Terry has been understanding with the hours Paula has put in on the various jobs that she has had.

The Board gave Mr. Hicks another round of applause.

Chairman McQueen stated that today Mr. Jonathan Maxey, a CCWA customer, would like to address the Board.

Mr. Maxey stated that he has rental property in Riverdale and had taken out water service for that property. A CCWA employee came out to turn the service on and realized that water was running inside the house, but the house was vacant. The CCWA employee then turned the water off again and left a tag indicating what he had done. Mr. Maxey called the Authority back and it was explained to him that if someone would be at the house then CCWA would come back out and turn the water on again.

Mr. Maxey added that he has tried to get a renter for this property for some time. Mr. Maxey stated that he started receiving bills on this account. Mr. Maxey called the Authority and explained that no one lived in the house and the water has not been turned on because of a possible leak. It was explained to Mr. Maxey that the policy of the Authority is that a minimum bill will be charged each month, which is in the new account agreement that Mr. Maxey signed upon initiating new service. Mr. Maxey received a final bill where his deposit had been applied to his account. Although Mr. Maxey did not make repairs at the house, he feels that it is unfair to have to pay the balance due because he never really had water service because CCWA would not turn the water on as long as the repair had not been made.

Chairman McQueen told Mr. Maxey that the Board would make a decision on his request and Mr. Brannan would get in touch with him.

Web Site Demonstration: Chairman McQueen called on Suzanne Brown, Public Information Officer, who along with Chris Wood and Bryan Harris of Jim Wood & Associates gave a live demonstration of the CCWA web site and discussed some of its features. Ms. Brown also introduced Chris Sims of our IT staff, who along with some co-

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workers has done a lot of work to insure that the web site is working with the technology that we have here at the Authority.

Ms. Brown and Mr. Harris reviewed some of the highlights of the web site which went live on January 3, 2006. Ms. Brown asked that the Board let them know if there is an area that has not been addressed that they would like to see on the site.

Mr. Greene wanted Ms. Brown and Mr. Harris to go to “bill pay”, which is in English and Spanish.

Ms. Brown asked Mr. Kelly how many hits have we had on “bill pay” since December 27<sup>th</sup> when it went live.

Mr. Kelly replied that the Authority has had a little over fifteen hundred (1,500) payments so far with a value of over one hundred thirty thousand dollars (\$130,000).

Ms. Brown and Mr. Harris highlighted the features of our web site and everyone agreed that the site was very user friendly with a good looking home page. The Stormwater section will be updated as we move forward with the Stormwater utility.

Mr. Harris added that our web site is also handicap accessible, built in a way for people who are visually impaired to have a filter on their computer that actually blows up the size of the web site. The web site was built in two (2) parts, the contents and appearance. JWA had to start from scratch and build everything. If two or three years from now you wanted to change the look of the site, you could redesign the look and then import the contents and not have to start from scratch again. This site was built in a way so that Suzanne and Chris can make almost every change that needs to be made on a live basis.

Ms. Brown stated that the web site went live January 3, 2006 and we have had two thousand (2,000) hits already on the site in one month.

Chris Sims, Network Administrator from our IT department, wanted the Board to know that Chris and Bryan from Jim Wood & Associates have done a tremendous job in taking what items we wanted to see on the site and not only listened to what we wanted, but actually heard what we said. Mr. Sims thanked them for all their hard work in the development of our web site.

Shoal Creek Timber Recommendation: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who explained the slide of the two hundred forty (240) acre site on our Land Application System site which was shown to our timber consultant,

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Joel Vinson & Associates. The eighteen point seven (18.7) acres in the middle is a hay field where we use to apply bio solids, so there is not any timber on that area. The Board can also see where we have carved out the buffer around the site. This is just like the other timber proposals that we have brought before the Board. Our staff worked with Joel Vinson & Associates and recommends selling this timber to the highest bidder, Ronald Davis Logging Company, Incorporated in the amount of two hundred three thousand eight hundred seventy six dollars (\$203,876.00). After we pay a commission of seven (7%) percent to Joel Vinson & Associates totaling fourteen thousand two hundred seventy-one dollars thirty-two cents (\$14,271.32), Clayton County Water Authority will net one hundred eighty-nine thousand six hundred four dollars and sixty-eight cents (\$189,604.68) from the sale of this timber.

Board member, John Chafin, asked if this site will be reseeded and what would the cost be.

Mr. Poff stated that “yes” the site would be reseeded. Mr. Vinson gave the Authority a proposal which would give him one (1) year to harvest the timber.

Mr. Chafin asked if the land will be sprayed.

Mr. Poff explained that the land will be sprayed with herbicide and pine trees will be planted.

Mr. Chafin asked if the trees would be separated so that the pine straw could be harvested and the sale of the pine straw would generate annual revenue from the site.

Clayton County Water Authority  
Shoal Creek Timber Harvesting  
Recommendation  
February 2006

Vendor	Bid
Ronald Davis Logging Co., Inc.	\$203,876.00
Jordan Forest Products, LLC	\$196,599.00
Ocmulgee River Forestry Svcs.	\$190,000.00
Evans Timber Company	\$155,594.00
Auburn Timberlands, Inc.	No Bid
Bunn Lodging, Inc.	No Bid
East Alabama Lumber Company	No Bid

Gay Wood Company, Inc.	No Bid
Georgia-Pacific Corporation	No Bid
Keadle Lumber Enterprises	No Bid
Mr. Norris Tapley	No Bid
Quality Forest Products	No Bid
Pine Timber Company	No Bid
Rayonier, Inc.	No Bid
Scofield Timber	No Bid
Southern Forest Industries	No Bid
Toleson Lumber	No Bid
Vaughn Lumber Company	No Bid

Clayton County Water Authority staff and our Timber Consultant, Joel Vinson & Associates recommend selling this timber to the highest bidder, Ronald Davis Logging Company. After paying the 7% commission (\$14,271.32) to Joel Vinson & Associates, CCWA will net \$189,604.68 from this sale.

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

RESOLVED: to approve the recommendation of staff to sell this timber to the highest bidder, Ronald Davis Logging Company, Incorporated in the amount of two hundred three thousand eight hundred seventy six dollars (\$203,876.00) contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents. After paying the seven (7%) percent commission in the amount of fourteen thousand two hundred seventy-one dollars and thirty-two cents (\$14,271.32) to Joel Vinson & Associates, CCWA will net one hundred eighty-nine thousand six hundred four dollars and sixty-eight cents (\$189,604.68) from this sale.

W. B. Casey Actuator Recommendation: Mr. Poff stated that this is the W. B. Casey Actuator part two. Mr. Poff reminded the Board that last month he had a proposal for six Actuators and this is a proposal for the remaining seven (7). The low bidder, Flow-Matic, has agreed to provide the same pricing for the remaining seven (7) Actuators. Mr. Poff stated that what staff is recommending to the Board is to accept the Flow-Matic offer to provide identical pricing on this second set of seven actuators for a total purchase price of \$39,625 and to approve the total project cost of \$98,250.

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CASEY ACTUATORS RECOMMENDATION TO THE BOARD  
 FEBRUARY 2, 2006

We need to furnish the remaining seven actuators for the preliminary treatment structure at Casey to finish this project. The low bidder, Flow-Matic, has agreed to provide same bid pricing that was provided on the first set of actuators (see attached bid sheet and letter).

Cost of Actuators in first bid (Board approved in January 2006):	\$ 32,625
Cost of Remaining Needed Actuators:	\$ 39,625
Estimated Cost of CCWA Labor to install:	\$ 9,200
<u>Estimated Cost of Other Materials:</u>	<u>\$ 16,800</u>
Estimated cost with all actuators:	\$ 98,250
Amount budgeted for the project:	\$160,000
Estimated Amount under Budget:	\$ 61,750

CCWA staff recommends that we accept the Flow-Matic offer to provide identical pricing on this second set of seven actuators for a total purchase price of \$39,625 and to approve the total project cost of \$98,250.

RECOMMENDATION Clayton County Water Authority Six (6) New Multi-Turn Three Phase Electric Actuators January 2006	
COMPANY	TOTAL BID
Flow-Matic Lawrenceville, GA	\$32,625.00
Rotork Controls, Inc. Atlanta, GA	\$34,050.00

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Kazmier & Associates, Inc. Alpharetta, GA	\$35,070.00
Southern Valve & Metals Woodstock, GA	\$38,967.00
IS International Services Atlanta, GA	\$49,305.00 Carbon Steel Option
IS International Services Atlanta, GA	\$50,888.00 Stainless Steel Option
Eco Tech, Inc. Canton, GA	Does not Meet Specifications

CCWA staff recommends that we accept the lowest qualified bid from Flow-Matic, Inc. to supply the six new multi-turn actuators for \$32,625. These items were budgeted in our FY 2005 R&E budget.

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

RESOLVED: to accept staff's recommendation to approve the offer from Flow-Matic Incorporated, for the seven (7) remaining Actuators at the W. B. Casey plant for thirty-nine thousand six hundred twenty-five dollars (\$39,625) and to approve the total project cost of ninety-eight thousand two hundred fifty dollars (\$98,250).

Huie Phase III Schedule: Chairman McQueen called on Mike Buffington, Project Engineer, who wanted to give the Board a progress update on our Constructed Wetlands. We did recently complete a comprehensive master plan on the Huie site where we looked at land application and constructed wetlands as a method to advance wastewater treatment. A report was also done on the impact of the wetlands discharge to the Blalock reservoir. The Huie site Master Plan recommended that we phase out spray irrigation over a period of years and in phases and treat all the flow to the Casey Plant on the constructed wetlands

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HUIE CONSTRUCTED WETLANDS UPDATE  
 AND PHASE THREE CONSTRUCTION  
 SCHEDULE

The Jackson Transfer Pump Station currently pumps treated effluent from the Casey WRF to the Huie holding ponds for further treatment on the land application system (LAS). 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 completed and placed in operation July 2005. Phase 2 with a capacity of 2.65 MGD is currently under construction and scheduled for completion summer of 2006.

This project includes construction of Huie Constructed Wetlands, Phase Three with a treatment capacity of 3.14 MGD. The project includes construction of wetland cells, control structures, and conveyance piping; installation of plantings; and electrical, instrumentation and control systems. Phase one, two, and three will provide a combined treatment capacity of 9.39 MGD

**Project Managers:**

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

**Estimated Construction Cost:**

- \$ 6.3 Million

**Funding:**

- Series 2005 Bond Issue.

**Schedule:**

- |                      |                   |
|----------------------|-------------------|
| • Advertise For Bids | February 16, 2006 |
| • Pre-Bid Meeting    | March 7, 2006     |
| • Open Bids          | March 16, 2006    |
| • Start Construction | June 2006         |

Board member, John Westervelt, asked Mr. Buffington what the total time build out of this project will be.

Mr. Buffington stated that the Authority is probably looking at ten (10) years. We have to complete and put into operation each phase before we can start another phase.

Water Model Summary Report: Chairman McQueen called on Bruce Taylor, Engineering Services Supervisor, who stated that this presentation is a summary of the Water Model that we just completed, which was about a year and a half project. The Water Model is basically a planning or forecasting tool to enable the Authority to plan where to build, construct or repair water lines in our system to allow for future capacity and also make sure that we have adequate fire protection and water quality throughout the system. Mr. Taylor stated that what you have at the end of this type of project is a water report, as well as, some recommendations on how we should improve our system.

### 2004 DISTRIBUTION SYSTEM WATER QUALITY MODELING AND CIP DEVELOPMENT

Project Overview: This project involved preparation of a comprehensive capital improvements and operations plan addressing water distribution system needs through Year 2030, including future water demands, fire fighting needs, and water quality concerns. Tasks included:

- Updating hydraulic model facilities by adding new pipelines, pumping, and storage improvements that have been installed since last model updates,
- Updating population projections and future demands to year 2030,
- Upgrading the SCADA system to share data with the hydraulic model and GIS systems,
- Using SCADA and field work to collect pressure and flow measurements for re-calibrating the steady-state model and;
- Developing a working Extended Period Simulation (EPS) model and using the EPS model to estimate water age for completing the Initial Distribution System Evaluation, a requirement of the recently promulgated Stage 2 Disinfectants/Disinfection Byproducts Rule.

The models were used to identify the existing system deficiencies and possible solutions for piping, pumping, and storage improvements for an updated CIP for years 2005, 2015, and 2030.

The project scope and budget were amended to include Forest Avenue Pump Station improvements, September 2005.

Water Supply: By 2015, MGD supply rates from the Freeman WTP will need to increase to 13.3 million gallons/day (mgd) (a 3.5-mgd increase). JW Smith and Hooper Water Treatment Plants (WTPs) remain the same. In 2030, supply rates will need to increase by another 8.8 mgd. This is programmed as a capacity of

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13.6 mgd for JW Smith (a 2.6-mgd increase) and 19.5 mgd at Freeman (a 6.2-mgd increase). No increase in supply was applied at the Hooper WTP.

Storage: According to the storage analysis, no additional storage is needed in 2005 or 2015. The analysis shows that an additional 3.3 MG of storage would be required by 2030. A new 3.5-MG ground storage tank in the Crystal Lake service area at the end of proposed Line 4 is recommended by 2030 to address the storage volume deficiency.

Pumping Capacity: CH2M HILL recommends that pumping capacity be increased at the Jonesboro, Morrow, and Noah's Ark pump stations. In 2015, one of the smaller pumps at Morrow should be replaced with a larger pump to increase capacity. The Jonesboro upgrade, recommended for 2015, is to add one additional pump in an empty slot. It is also recommended that another large pump be added at Noah's Ark in 2015. By 2030, the small pump at Noah's Ark should be replaced with a larger pump. The new pump station serving the proposed Crystal Lake GST will supply the remaining PHD flows.

Pipeline Improvements: Pipeline improvements are recommended to provide additional capacity to areas that had low pressures under the PHD analysis where elevated tanks drained too quickly. The improvements would also provide additional transmission from the relift pump stations as their capacities are increased. Additional pipeline improvements are also recommended in areas to meet minimum fire flow requirements.

Water Quality Evaluation: About 95 percent of the distribution system (based on demand) has a water age of 96 hours or less. Although water age alone does not determine if water is safe or if water quality is acceptable, it can be an indicator of potential concerns, such as low chlorine residual, coliform occurrences, excessive DBP formation and other water quality problems. As a result, very high water age should be monitored and mitigated if possible.

Forest Avenue Pump Station: The Forest Avenue Pump Station should be operated to achieve two goals:

1. Provide a source of supply during peak demands or during emergency conditions to maintain minimum system pressures
2. Operate daily or every other day to move a minimum amount of storage out of the tanks to maintain freshness.

Future Operations: CH2M HILL made a number of recommendations for improving water quality throughout the distribution system. These included

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operational changes to repump stations and storage tanks, and changes to the system itself including the possible addition of booster pumps to several elevated tanks, adding or removing storage at strategic locations, and modifying water lines at low flow areas.

Task Order BO-01-16: The contaminant tracing portion of the 2004 Distribution System Water Quality Modeling demonstrated the model's potential to assist with planning and response in the event that contamination was accidentally or intentionally introduced into the water distribution system. Task Order BO-01-16, *Enhancements to Distribution System Water Quality*, provides tools for CCWA staff to help locate sites to monitor for contamination and to identify the major flow trends. These tools will enhance CCWA's ability to rapidly respond to a contamination event. Task Order BO-01-16 would be funded from line CP01010-Water Distribution of the 2001 Bond Issue, which funded the original task order and has adequate available funds.

Mr. Taylor showed some slides and explained the project components. Before staff started with the modeling itself, they did an upgrade to our SCADA system. The SCADA system is basically the nerve center of our water production system so that we can control and monitor what goes on at the various pump stations, reservoirs, and the elevated tanks. We also provided our water production staff a history of what had been going on in the system.

The water quality modeling is something that we did not do the last time around. We have a lot of new requirements from the EPA and the EPD that we are going to have to face in the near future. This water quality modeling will help us plan for and be prepared for those requirements. To get all the data calibrated for those two models there was a lot of field measurement that had to be done, several overnight efforts. Herbert organized his employees in a twelve (12) hour session and then one of Guy's employees, Eric Osborne, organized a twenty-four (24) hour, round the clock, water quality sampling event. There were ten (10) different teams running around all night trying to get these water quality samples. They received all the samples in on time which provided a calibration base for this model data.

From all this, we received the Capital Improvement Program (CIP) program, what we need to build where, and we also got some operations planning recommendations. This model, unlike previous models, was a more dynamic model which could tell us what was going on. We could mimic the system through a twenty-four (24) hour period. If the old model was a snapshot, this had the added capability which allows us to not only predict or plan for where we want these system improvements, but also to be able to tweak or enhance the way we actually operate the system on a day to day operational basis.

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In addition, half way into the model, we realized we needed to operate the Forest Avenue Pump Station in a different capacity to address some water flow and pressure issues up in the Forest Park area. We decided to incorporate this into the model and also incorporated the contaminate tracing which was a pilot project that allowed us to show theoretically how a particular contaminate introduced, either by accident or intentionally, into the system would behave as time wore on.

Mr. Taylor stated that he would like to introduce Jerry Anderson, the project manager for this project on the CH2M Hill side. Mr. Taylor explained that Mr. Anderson took over halfway through the project from Skip Martin, who is now over in Iraq helping with their treatment plants. Mr. Anderson had been working on the Water Quality side, but has now taken over the entire project and will now describe to the Board the recommendations for the CIP.

Mr. Anderson reviewed the next five (5) slides which explained the CIP or Capital Improvement Plan that is in this report.

Pump and Storage Improvements						
Facility	2015			2030		
	Action	Capacity	Estimated Cost	Action	Capacity	Estimated Cost
Jonesboro PS	Add pump for capacity	6.0 mgd	\$150,000	None		
Noah's Ark PS	Add pump for capacity	5.8 mgd	\$150,000	Replace small pump with larger pump	5.8 mgd	\$150,000
Morrow PS	None	Replace small pump with larger pump	\$150,000			
Crystal Lake Ground Storage Tank				Construct new storage tank	3.5 MG	\$1,500,000
Crystal Lake GST Pump Station				Construct new pump station	2.5 mgd	\$500,000
<b>Total</b>			<b>\$450,000</b>			<b>\$2,150,000</b>

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Piping Improvements		
Year	Improvement Name	Cost
2007	Line 10 plus Fire flow Improvements in Gold Leaf	\$912,000
2008	Other Fire flow improvements (Grant Road and Lovejoy)	\$1,667,000
2008	Line 9	\$454,000
2008	Line 17	\$260,000
2010	Line 4	\$863,000
2010	Line 14	\$371,000
2012	Forest Avenue	\$570,000
2020	Line 15	\$1,484,000
2020	Line 16	\$473,000
2025	Line 18	\$350,000
<b>TOTAL</b>		<b>\$7,404,000</b>

Mr. Anderson explained that these pipeline improvements were recommended to address low pressure situations, future growth situations, and fire flow requirements. Recommendations were made also for the system operation. The water age is the amount of time it takes after the water leaves the plant before it is consumed by our customers. The model can predict water age and the reason we are interested in this is because the longer the water ages in the system, the more potential for water quality problems you have. The idea is to minimize the water age before it goes to our customers. CH2M Hill provided several different recommendations to shorten the water age. Mr. Anderson stated that CH2M Hill recommends that the Authority use the updated model to comply with new drinking water regulations. All of these improvements are in the Master Plan Update that was presented to the Board last month.

Board member, Wes Greene, asked why our 138 East tank is our most inactive tank.

Mr. Anderson answered that whenever a utility has an elevated tank and development occurs away from where the source water is coming to feed that tank, the hydraulics is such that that tank has a tendency to stay full all the time.

Mr. Taylor added that that is one reason staff continually updates the model because the system changes. We originally thought that all the growth was going to be on the south side of the County, but CH2M Hill did a population projection and it was not quite as dramatic as we thought it would be. Just in general, the northern half of the

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County is also going to get redevelopment. This is based on Clayton County's Master Plan so a lot of the data is from there and from the U. S. Census.

Mr. Greene asked what this report cost the Authority.

Mr. Taylor stated that this report cost two hundred eighty-five thousand dollars (\$285,000), but is quite extensive. The reporting is fairly insignificant itself compared to all the field work that had to be done, the modeling effort, the bringing in of the data, and the calibration. There is a lot of tabular information based on the outputs of the water model. Mr. Taylor added that not only did CH2M Hill organize the project well, but the way it is written, although highly technical information, is presented in a very readable fashion.

Mr. Greene asked what the Authority is doing with the fire hydrants that have very low pressure.

Mr. Anderson stated that many of the improvements are specifically for fire flow.

Mr. Taylor added that one of the things that the Authority did from day one was to involve the Clayton County Fire Department. They have participated in all of our meetings and they are going to get a copy of this report. We have worked hand in hand with the Fire Department because we need to address their fire flow concerns and if there are areas where improvements are planned for they can plan ahead of time so that they can run a longer length of hose to that area. The Fire Department is planning at the same time that the Authority is planning.

Mr. Brannan stated that there are a lot of regulatory issues that we will have to deal with on water quality.

Mr. Anderson stated that he has been with CH2M Hill for twenty-nine (29) years and has had a chance to do a lot of work with communities from the west to east coast and working with the Authority staff has been a pleasure. The staff is very professional, highly motivated, and have just a "can do" attitude. It has been a real pleasure to work with the Authority's staff.

Mr. Taylor stated that Mr. Anderson mentioned at the end of his presentation that part of the project was the Contaminant Tracing. Three (3) pilot tests were done introducing a hypothetical contamination into the system. The results were surprising in that it was very difficult just looking at the map to see where the contamination was going to go. It was almost impossible to predict during a certain period of time where that contaminant would end up. Staff thought it was necessary and our responsibility that

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we have some tools on hand so that in the case there was ever a situation where there is contamination introduced into the system, either accidentally or intentionally, that we would have the tools in place to be able to respond to that in a proactive way.

Staff is proposing two tools. One is to locate sites to monitor in order to test for changes in the water quality so we can rapidly identify if a contaminant had been introduced into the system and also to identify the major flow trends. Basically, we would have a map showing overall flows at given times of the day because the system behaves differently at different times of the day and night, depending on what the demand is. This would provide us a tool in an emergency situation to be able to, on a broad scale, not a micro scale, make an estimate of where we needed to respond first. We are requesting an additional twelve thousand three hundred fifty-nine (\$12,359) dollars for Contaminant testing. Funding has already been identified from the 2001 Bond Issue.

#### TASK ORDER BO-01-16

This is an attachment to the AGREEMENT between CH2M HILL (“ENGINEER”) and CLAYTON COUNTY WATER AUTHORITY (“OWNER”), for a project generally described as *Enhancements to Distribution System Water Quality*. The purpose of this Task Order is to provide enhancements to protect the distribution system water quality.

#### **BACKGROUND**

CH2M HILL and CCWA have developed a CIP for pipeline and pumping requirements for year 2030. In conjunction with this project, investigations to increase protection of the distribution system water quality were conducted. Two follow-up tasks were identified as described in the following Scope of Services.

#### **ARTICAL 1 — SCOPE OF SERVICES**

**TASK 1 – Location of Potential Water Quality Monitoring Sites** Locate potential sites for future on-line water quality monitors. The water quality model’s ability to compute water age and flow direction will be utilized to determine favorable sites for online monitoring of water quality parameters. Because these monitoring facilities are planned to connect to the SCADA system, we will obtain from CCWA a map showing the locations of existing SCADA sites, such as sewage lift stations. These factors will be considered to develop a list of up to 10 recommended sites.

**TASK 2 – Preparation of Water System Map** Prepare a water system map that shows the predominant flow directions of water in large pipes. The existing water quality model will be used to determine flow direction in 12-inch and larger pipes

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throughout the distribution system for current peak hour and reservoir refill demand conditions.

### **ARTICLE 2 — COMPENSATION**

Compensation for the Scope of Services described herein shall be in accordance with the terms specified in Attachment B. Compensation shall be cost-reimbursable per diem (time and expense), with a maximum, not to exceed amount of \$12,359 without written approval from the CCWA.

The budget breakdown for the proposed tasks is shown in the attached table. A meeting to discuss the approach, assumptions, or results is optional.

Task	Hours				Subtotal Labor	Operating	Travel	Subtotal Exp	Grand Total
	Mike Bennett	Jennifer Henke	Jerry Anderson	Acctg/ Editing					
Task 1	2	8	8	5	\$2,841	\$135		\$135	\$2,976
Task 2	2	8	2	5	\$1,913	\$99		\$99	\$2,012
Meeting	8	16	12	0	\$5,160	\$211	\$2,000	\$2,211	\$7,371
Total Hours	12	32	22	10	76				
Rate	\$162	\$120	\$162	\$61					
Total Cost	\$1,944	\$3,840	\$3,564	\$610	\$9,914	\$445	\$2,000	\$2,445	\$12,359

### **ARTICLE 3 – INSURANCE**

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

This task order will become part of the AGREEMENT when executed by both parties.

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 \_\_\_\_\_ day of \_\_\_\_\_, 2006

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

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UPON Motion by Marie Barber and seconded by Allan Smith it was unanimously

RESOLVED: to accept staff's recommendation for an additional twelve thousand three hundred fifty-nine dollars (\$12,359) for Contaminant testing with funding from line CP01010-Water Distribution of the 2001 Bond Issue, which funded the original task order and has adequate available funds.

Mr. Hicks stated that the Authority took a huge step when we started the backflow prevention program and installed the backflows on the discharge side of the meters. These backflows safeguard our system in the event the consumer puts some substance into our system.

Chairman McQueen stated that Mr. Joiner was instrumental in setting up a meeting with Mr. Brannan, Mr. Hicks, and Mr. Thomas to meet with the new mayor of Forest Park, Corine Deyton to discuss the Stormwater Utility.

Chairman McQueen stated that this concludes the regular board meeting.

Chairman McQueen wanted the Board to know that Allan is going to have some serious surgery on the 23rd and hopes that everything will be fine.

Chairman McQueen thanked Mike and Geri from CH2M Hill for being here and told them to tell Rick that they did a better job than what he would do.

UPON Motion by John Chafin and seconded by John Westervelt 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 stated that Marshall Mitchell has been helping us with the City of Atlanta contract and the terms of his contract state that he would not be compensated until the contract was settled. Marshall's contract expired December 31, 2005. Because we have not been able to settle this issue with the City of Atlanta, through no fault of the Authority or Mr. Mitchell's, we recommend extending his contract.

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

RESOLVED: to extend for one (1) year Mr. Mitchell's contract until December 31, 2006.

Mr. Brannan commented that JWA (Jim Wood & Associates) has done an excellent job on the website and would still like to have them do a Stormwater video that would be used in the schools and wherever we would need to make a presentation on the Stormwater issues. The video cost would be twenty-two thousand four hundred dollars (\$22,400) which is a part of the one hundred thousand dollars (\$100,000) already approved by the Board for JWA's involvement with the Stormwater program and will be reimbursed to the Authority from the Stormwater utility. Mr. Brannan recommends to the Board that we have this video made to help in the understanding of the Stormwater utility.

Board member, John Chafin, asked what the website cost the Authority.

Mr. Hicks answered that the website cost was eighteen thousand dollars (\$18,000).

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

RESOLVED: to approve the cost of twenty-two thousand four hundred dollars (\$22,400) for Jim Wood & Associates (JWA) to develop a Stormwater video for the Authority to be used in Stormwater presentations. This cost would be reimbursed to the Authority from the Stormwater Utility.

Mr. Brannan explained that a small ATV vehicle is needed by our Maintenance & Construction department to be used for installing flow monitors in areas that are off the roadway and/or back in the woods. The Board approved Mr. Brannan to go ahead with the purchase of this ATV vehicle in the amount of ten thousand three hundred ninety-eight dollars (\$10,398) and authorized Mr. Brannan to approve future purchases up to his twenty thousand dollar (\$20,000) guideline without having to present these items to the Board.

Mr. Brannan wanted the Board to be aware that he had given the approval to purchase a small right-of-way at the Northeast Plant for twelve hundred dollars (\$1,200).

Mr. Brannan stated that Herbert has some concern with pre-stubbed meters. When some builders want to get a CO (Certificate of Occupancy) to move in and they do not

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have a meter set at that location, they will go and unscrew a meter and take it to another location. These meters are sold by serial numbers at the location that they have been purchased for. When our meter readers do a radio read, we think that we are reading the house where the meter is located, but it is a reading for the house down the street. Mr. Brannan stated that the Authority needs some way to bill these developers or builders so that they will not relocate meters unlawfully. If the meters are damaged, stolen, or relocated, Mr. Brannan recommends that the Authority charge another meter fee to correct the invalid located meters.

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

RESOLVED: to authorize the Authority to charge an additional pre-stubbed meter fee, currently two hundred ninety-five dollars (\$295), to any builder or developer who relocates a meter from one location to another location without the Authority's knowledge.

Mr. Brannan added that when the builder or developer purchases a pre-stubbed meter the document that they will sign will clearly state that this additional meter fee will be charged to them if the meter purchased for that location is moved to another location.

Mr. Brannan wanted the Board to be aware that the Authority's accounts that go delinquent in a month's billing time has risen to twenty (20%) percent. Mr. Brannan added that what this amounts to is that it is taking our people more time to service our delinquent accounts. We added on people in the budget last year to address this. This percentage fluctuates, but is moving in the wrong direction.

Board member, John Westervelt, asked if the Board needed to address our cutoff policy.

Mr. Brannan stated that he did not feel that that would be necessary at this time and commented that staff would continue to work with the improvements in place from last year's budget. Mr. Brannan wanted to work through this year and continue to monitor this situation, but would come back to the Board with some recommendation on our cutoff policy or staffing levels if needed.

Mr. Brannan wanted the Board to be aware of the number of leaks that the Authority had this year. We had fifty-four (54) leaks, eight hundred five million (805,000,000) gallons lost, or about two million dollars' worth (\$2,000,000) of revenue. Even though the Authority lost quite a lot of water, we have been honest in reporting leaks. Mr. Brannan stated that the leak detection results are cyclical and part of these

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results are a result of the meter reading process in that there could be a distortion because the accuracy rate of our meters is a plus or minus five (5) percent.

Mr. Brannan wanted to address Mr. Maxey's concern that was explained to the Board today. Mr. Brannan explained that Mr. Maxey came in and started a rental property account. Our people went out and turned the water on, but noticed that something was running, so they turned the water off, which is our policy. They tagged his door stating that he had a leak and to call and they would come back to get the water turned back on.

Mr. Maxey never did take care of all this, but each month the Authority continued to send him a minimum bill which is explained on the agreement the customer signs when a new account is started. The agreement states that the customer will be billed a minimum bill as long as the account is an active water account. Mr. Maxey let this go on for six (6) months and after that time the Authority discontinued his service. Although Mr. Maxey did not take care of the leak, he was billed each month for the account and he feels this is not fair. Mr. Brannan stated that Mr. Maxey has about a one hundred fifty dollar (\$150.00) balance on his account.

Mr. Greene stated that this is a case of negligence on the customer's part to let the account continue for six months with no attempt to correct the leak and saw no reason for the Board to change their existing policy.

Mr. Brannan wanted to remind the Board that on Saturday, February 11<sup>th</sup>, at 7:00 p.m., the Chamber of Commerce Banquet will be held at the Sheraton Gateway Hotel and Justin Guarini, Chairman Bell's son, who was runner up on American Idol will be performing. The Authority has sponsored a table, so please let Mrs. Matthews know if you will be attending.

Mr. Brannan wanted Mr. Westervelt to know that a pre-audit meeting will be scheduled in the near future and would appreciate his input.

Chairman McQueen stated that he had two items he wanted to bring before the Board. With the upcoming budget meeting coming up, Chairman McQueen stated that he is not comfortable bringing up the COLA and merit increase issue with our staff members sitting out there. This just puts a little extra pressure on the Board. It would help staff if the Board had a preliminary decision ready before the budget is put together.

Chairman McQueen stated that he wished he could give the employees what they are really worth, which is what we would like to do. As a governmental agency, we need to look at everything when we give raises. Chairman McQueen added that he feels that

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we have been very generous to our employees. In the last three years, state employees have received two (2%) percent a year or six (6%) percent total. Last year, we gave our employees three to six percent (3%-6%) in one year. In the last three years, we have given them anywhere from nine to fifteen percent (9%-15%) total.

Chairman McQueen has never dealt with COLAs in his school career, but the Water Authority has always dealt with COLA and it has been good for the Water Authority. Very few agencies have been able to keep up with inflation, especially the last four or five years. It is Chairman McQueen's belief that this year we should not give more than three or four (3% or 4%) percent total. This would be one and one half percent (1.5%) COLA and one and one half percent (1.5%) raise. Our employees should not expect a COLA.

Board member, John Chafin, commented that he thinks that the Authority needs to look at the market. Before you tie yourself down, you need to look at what other systems are doing in your area and all of a sudden you are not in a situation like the city of Forest Park where they train all the police officers and then everybody takes them away from them. Mr. Chafin's concern is that the Authority would train all these employees and then other systems take them away.

Mr. Greene stated that the Authority did a study in 1999 to bring the Authority up to par and we maintain that with the COLA. The Authority has laid the foundation to keep us in line with the surrounding counties.

Mr. Hicks stated that not only has the Board been gracious to give the COLA to keep the chart in line, but you have also allowed us to do the twenty percent (20%) study each year. The 20% study lets us look at the status of a job compared to similar jobs in our area to see if that job is the same as five (5) years ago when. Those two combinations we feel have kept us competitive. Mr. Hicks added that the Authority has had three studies since Mr. Hicks has been here. There was one in the early '80's, one in the early '90's, and the 1999 study. The 1999 study looked at all the jobs because we had not been doing this twenty percent (20%).

Mr. Greene asked what the COLA was this year.

Mr. Brannan answered that the cost of living has gone up by three point four percent (3.4%), but the Authority is recommending three percent (3%).

Mr. Greene stated that at the last meeting that this was discussed he was the one that recommended a half a point lower than what we ended up with. That was a real

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awkward position to discuss in front of the staff. Mr. Greene added that a one and one half/and a one and one half (1.5% / 1.5%) would be a good recommendation.

Vice Chairman, Lloyd Joiner, stated that the fact that the study has been made and as Mr. Hicks pointed out, it was an in-depth study and really the Board's responsibility is to maintain the status quo. It matters that the Board does something each year in order to maintain a steady standard so that the workforce is stable and still be responsible for the money that we are charged with. Based on that, Mr. Joiner was ready to vote today.

Mr. Brannan stated that every employee would receive the COLA, but on the performance side the average increase is about seventy percent (70%) of the total that can be received for merit increases.

Board member, John Westervelt, asked if the Authority stopped the COLA would that be major.

Mr. Brannan answered that the COLA keeps the pay plan right.

Chairman McQueen's recommendation is one and one half percent (1.5%) COLA and one and one half percent (1.5%) merit for a total of three percent.

Mr. Chafin asked about the performance evaluations.

Mr. Hicks explained that there is a scoring system with eleven factors and each factor has five points. After a person is graded and say they have a grade of 400 points out of 600, then that grade of 400 will coincide with a percent increase.

Mr. Joiner stated that he thought the three percent (3%) was a little conservative, but he would go along with that.

Mr. Chafin stated that some of his friends are for it and some of his friends are against it and he is with his friends.

Allan Smith added that he was going to disagree. Mr. Smith stated that he thought that two percent on social security was the cost of living adjustment and he would vote for four percent (4%). Mr. Smith asked Mr. Hicks how many employees would get the two percent (2%) merit increase.

Mr. Hicks stated that after researching, because the Authority tracks all this information, our average over the last four (4) years is roughly sixty-seven to seventy-five percent (67% to 75%) of whatever that maximum is. Mr. Hicks could not tell the

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Board the number of employees that get the top, but if you approve four percent (4%) or the top, it costs you about three percent (3%) of your salary for that year. So if you are giving a two percent (2%), you are going to get an average of about one and one quarter percent to one and one half percent (1.25% to 1.5%).

Ms. Barber stated that the Authority needs be mindful of the economical situation with other companies in the area. Ms. Barber agrees with three percent (3%) total.

UPON Motion by Lloyd Joiner and seconded by Allan Smith it was unanimously

RESOLVED: to adopt a one and one half percent (1.5%) COLA and a two percent (2%) performance or merit increase for a total of three and one half percent (3.5%).

Mr. Brannan thanked the Board for their consideration on the COLA and the merit increase and told them how much he and Mr. Hicks and all the employees appreciate what they have done.

Chairman McQueen asked Mr. Fincher to excuse himself from this portion of the meeting.

Mr. Fincher left the Board room.

Chairman McQueen wanted to discuss with the Board an adjustment in the fees paid to our attorney, Steve Fincher. The Board did not give an adjustment to him last year and in the seven or eight (7 or 8) years that he has been here he has received two adjustments. Chairman McQueen added that on a couple of occasions when we had to hire outside counsel the hourly rate was in the neighborhood of two hundred (\$200) dollars per hour. The Authority is paying Mr. Fincher one hundred fifty-five dollars (\$155) per hour. There was discussion in regard to Mr. Fincher's hourly rate.

Upon Motion by John Chafin and seconded by Allan Smith it was unanimously

RESOLVED: to adjust the hourly rate for our legal counsel, Steve Fincher, from one hundred fifty-five (\$155) dollars per hour to one hundred seventy-five (\$175) dollars per hour effective with work performed starting February 1, 2006.

Mr. Fincher came back into the meeting.

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Chairman McQueen stated that the Board is very happy with Mr. Fincher's services and appreciates what he does and they have agreed to adjust his hourly rate to one hundred seventy-five (\$175) per hour.

Mr. Fincher thanked the Board and added that he enjoys his association with the Water Authority.

Mr. Brannan reminded the Board that the joint meeting with the Board of Commissioners would be on Tuesday, February 21<sup>st</sup> at 9:00 a.m. to vote on the refinancing of the 1996 bonds.

Upon Motion by John Chafin and seconded by Lloyd Joiner 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