

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, December 1, 2005

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, 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, Mike Thomas, Teresa Adams, Herbert Etheridge, and Jim Poff, Finance Director, Emory McHugh, Customer Accounts Director, Morris Kelly, Project Manager, Mike Buffington, Contract & Procurement Administrator, Karen Riser, Human Resources Director, Ed Durham, Information Services Supervisor, Rodney Crowell, Public Information Officer, Suzanne Brown, Administrative Secretary, Carla Clark, and Executive Secretary, Janet Matthews. Also present were: Steve Fincher of Fincher & Hecht, L.L.C., Geri Dickerson and Mike Bennett of CH2M Hill. CCWA employees present were: Eric Osborne, John Lloyd, Chris Camp, Linnie Henderson, Bruce Taylor, and Angie Nalley. Secretary/Treasurer, Ms. Barber, was absent.

Chairman McQueen called on Eric Osborne 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, November 3, 2005. 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 six-month period ending October 31, 2005.

Customer Concern: No concerns were brought before the Board for consideration.

Employee Recognition: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who introduced Linnie Henderson, Water Repair/Installation Foreman. Mr. Etheridge stated that Mr. Henderson will be retiring at the end of December after thirty-four (34) years with the Authority. Mr. Etheridge and Mr. Henderson have worked directly together for the last seven and a half years and no matter what job Mr. Henderson was overseeing he has not had any personnel issues with any employees on his crews. That says a lot for Mr. Henderson. Mr. Etheridge thanked Mr. Henderson for his many years of service and wished him a happy retirement.

Chairman McQueen congratulated Mr. Henderson and thanked him for his service to the Authority.

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Ms. Brown, our Public Information Officer, took a picture of Mr. Henderson and Mr. Etheridge.

Chairman McQueen next called on Jim Poff, Manager of Water Reclamation, who introduced John Lloyd, Plant Operator. Mr. Lloyd has been with the Authority for twenty-seven (27) years and has seen many changes during his time with the Authority. From 1978-1993 Mr. Lloyd worked the third shift at the Casey Plant when drying beds were in existence. In 1993 Mr. Lloyd moved to the Northeast Plant on first shift, but during his time at Northeast has learned the Solids Handling side of the plant and has provided a lot of help with that side of the Plant. Mr. Poff congratulated Mr. Lloyd and thanked him for all his hard work and dedication to the Authority and wished him well in his retirement.

Chairman McQueen on behalf of the Board thanked Mr. Lloyd and congratulated him on his retirement and asked if he had anything he would like to say.

Mr. Lloyd stated that if he had to do it over again, he would.

Ms. Brown took photos of Mr. Lloyd and Mr. Poff.

Award Recognition: Chairman McQueen called on Mr. Hicks who wanted the Board to be aware of the awards that the Authority staff has recently won. At the Georgia Association of Water Professionals conference our Water Quality Laboratory was awarded the Georgia Association of Water Professionals Drinking Water Laboratory Quality Assurance Award for Greater Than 100,000 served. Mr. Hicks added that a lot of the Authority's employees are certified in their job which makes a difference in their efforts to win these awards. This is the sixth (6<sup>th</sup>) time the lab has won this award. The lab staff consists of Eric Osborne, Water Quality Supervisor, Jennifer Flewellen, Microbiologist, and Melissa Hammond, Lab Analyst. Congratulation to Eric, Jennifer, Melissa and all those associated with the lab in winning this award.

Mr. Pihera added that this award has been won before by his staff, but this year it is especially sweet for the Authority to win it along with the Water Distribution System and the Wastewater Collection System awards.

Mr. Hicks congratulated Herbert Etheridge and all one hundred six (106) Maintenance and Construction employees in both of his sections for being awarded the Georgia Association of Water Professionals Outstanding Operation of a Water Distribution System in the category over 50,000 customers and the Wastewater Collection System in the Category over 50,000 Customers.

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Mr. Etheridge thanked the Board and added that winning these awards could not have been accomplished without the approval and support of our Board of Directors.

Employee Service Recognition: Mr. Hicks continued with the Employee Service Recognition by asking Angie Nalley to come forward. Mr. Hicks stated that Angie came to the Water Authority fifteen (15) years ago from the County, as did Rodney Crowell in our IT department. Mr. Hicks remembered when Angie use to be a courier who would deliver the computer printout reports and is now our Customer Information System Legacy Programmer. Mr. Hicks congratulated Angie and thanked her for her dedication to the Authority.

Mr. Hicks next introduced Chris Camp who also has been with the Authority fifteen (15) years. Chris started in the Warehouse and now works for Herbert in Maintenance & Construction as Water Distribution Coordinator but has held various positions in M&C. Mr. Hicks congratulated Chris and thanked him for his years of service.

Mr. Hicks stated that Andy Nisoff could not be here today. Mr. Nisoff also has been with the Authority for fifteen (15) years and is currently a Crew Leader in the Water Distribution section in Herbert's department.

Chairman McQueen thanked Angie and Chris for their service to the Authority and Ms. Brown took photos.

Road Bore Recommendation: Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction, who updated the Board on the Road Bore Recommendation. Mr. Etheridge stated that the Authority received only one (1) bid after sending out seven (7) packages, and staff was somewhat reluctant to award this Annual Contract based on one bid. Mr. Etheridge then answered questions from the Board on why we only received the one bid. Staff recommends that the Authority rebid this contract and attempt to identify other reputable vendors that will bid on this contract. In the event that the need arises for a bore in the interim period we would ask Board approval to use Turpin Horizontal Boring at the prices identified in this bid.

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Clayton County Water Authority  
Horizontal Cased Bores – Annual Contract  
Tab Sheet  
November 2005

Vendor	Bid
Atlanta Boring & Tunneling 3395 Jonesboro Road Atlanta, GA 30354	<b>No Bid</b> (Bid returned 1 day late)
D&G Boring 149 Head Avenue Tallapoosa, GA 30176	No Bid
Turpin Horizontal Boring P.O. Box 1172 Forest Park, GA 30298	\$44,582.50
Sloan Contracting 5898 Sunset Drive Hokes Bluff, AL 35903	No Bid
Floyd S. Lee Grading 5755 Old Dixie Highway Forest Park, GA 30297	No Bid
Boring Technologies, Inc. 940 Woodland Brook McDonough, GA 30253	No Bid (May not be a licensed utility contractor)

Recommendation: We received one bid at the time of the Bid Opening. This bid was from a competent/local vendor, however we are somewhat reluctant to award this Annual Contract based on one bid. We can rebid this contract, with Board approval, and attempt to identify other reputable vendors that will bid on this contract. In the event that the need arises for a bore in the interim period we would ask Board approval to use Turpin Horizontal Boring at the prices identified in this bid.

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

RESOLVED: to accept staff's recommendation to reject and rebid the Horizontal Cased Bores Annual Contract and attempt to identify other reputable vendors that will bid on this contract. In the event that the need arises for a bore in the interim period we would use Turpin Horizontal Boring at the prices identified in this bid as long as they are able to meet our risk management requirements.

Cyclone Rebuild Recommendation: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who gave the Board information concerning the bids

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received by the Authority to rebuild the second side of the dual cyclone separator located in the Pelletizing building at the W.B. Casey WRF. Mr. Poff stated it is his recommendation, along with his staff, that the Authority accept the offer from Indusco Environmental Services to rebuild and replace the Cyclone on side two for the same \$24,900 price that they rebuilt and replaced the cyclone on side one. Mr. Poff stated that Indusco Environmental Services, Inc. was the original manufacturer of this equipment and recently completed side one cyclone rebuild job, which was awarded in May 2005. Mr. Poff stated that \$30,000 was budgeted in the Authority's FY 2005 operating budget. There was discussion concerning this information.

RECOMMENDATION  
 Clayton County Water Authority  
 Cyclone Rebuild & Replacement (Second Side)  
 Casey Pelletizing Plant  
 May 2005

COMPANY	BID
Indusco Environmental Services, Inc. Atlanta, GA	\$24,900.00
Installation & Design Services, Inc. Conyers, GA	\$33,347.00
Action Electrical & Mechanical Contractors Smyrna, GA	\$38,495.00
Bryson Constructors East Point, GA	No Bid
Prince Welding & Fabrication Cope, SC	No Bid

CCWA staff recommends that we accept the offer from Indusco Environmental Services to rebuild & replace the Cyclone on side two for the same \$24,900 price. Indusco was the original manufacturer of this equipment and recently completed side one cyclone rebuild job, which was awarded in May 2005. We budgeted \$30,000 for this item in our FY 2005 operating budget.

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

RESOLVED: to approve the recommendation of staff to accept the low bid of twenty four thousand nine hundred dollars (\$24,900) from Indusco Environmental Services to rebuild and replace the Cyclone on side two of the W.B. Casey Pelletizing Plant, contingent upon approval of bonds and insurance as required by the specifications and to authorize the General Manager to sign the contract documents.

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Huie Sheet Pile Dam/Cross Drain Replacement Summary: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who gave the Board an updated summary of two Natural Treatment Systems drainage rehabilitation projects. Mr. Poff discussed the following information concerning the North Loop Road culvert replacement cost. Bad weather conditions caused this project to be over budget.

Next, Mr. Poff discussed the information concerning the Well 17 sheet pile dam project. Mr. Poff stated that the actual costs for the North Loop Road culvert replacement and the Well 17 sheet pile dam project were under the Authority's budgeted amount for both.

Clayton County Water Authority  
Natural Treatment Systems  
December 2005  
Drainage Rehabilitation Projects Summary

Both of these projects were approved at the May 2005 Board meeting for a not-to-exceed total of \$82,924. The funding source was Huie Phase 2 Timber sale.

North Loop Road Culvert Replacement (3-420-1):

	<u>Budgeted Amount</u>	<u>Actual Cost</u>
Labor	\$ 8,757.07	\$13,893.76
Materials	\$19,314.00	\$18,024.44
Outside Services	\$ 3,300.00	\$ 3,268.00
Total	\$31,371.07	\$35,186.20

Well 17 Sheet Pile Dam (3-420-2):

	<u>Budgeted Amount</u>	<u>Actual Cost</u>
Labor	\$ 9,712.00	\$ 9,090.53
Materials	\$41,830.00	\$36,140.44
Total	\$51,542.00	\$45,230.57

Grand Totals:

	<u>Budgeted Amount</u>	<u>Actual Cost</u>
Both Projects	\$82,913.07	\$80,416.77

Garner Station Driveway Easements: Chairman McQueen called on Wade Brannan, General Manager, who stated that Henry County is realigning part of Crumbley

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Road and needs one permanent and one temporary driveway easement to serve Henry County and Clayton County Water Authority's property. Mr. Brannan showed the Board a few slides indicating where these easements would be.

Upon Motion by Wes Greene and seconded by Allan Smith it was unanimously

RESOLVED: to approve granting one permanent and one temporary driveway easement to Henry County because of the realignment of Crumbley Road at the Authority's J.A. Garner Raw Water Pumping Station.

Chairman McQueen stated that this concluded the open session of today's meeting.

Upon Motion by John Chafin and seconded by John Westervelt was unanimously

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

After returning to open session, the Board unanimously approved Mr. Brannan's evaluation and salary adjustment with an increase of three (3%) percent.

Mr. Brannan thanked the Board and expressed to them how much he appreciated their confidence.

Mr. Brannan stated that the equipment auction on November 17<sup>th</sup> netted twenty-five thousand dollars (\$25,000) which was put into the General Fund.

Mr. Brannan explained that a budget revision for \$33,600 was made to cover the cost of a pump motor for the Smith Plant in the amount of twenty-nine thousand eight hundred and fifty dollars (\$29,850) and three thousand seven hundred fifty dollars (\$3,750) for roof repairs also at the Smith Plant.

In order to cover cost of start up and fluctuating chemical costs at the Hooper Plant, funds were moved from the Utilities account in the amount of seventy-five thousand dollars (\$75,000).

Mr. Brannan stated that in view of a newspaper report of some City of Atlanta employees that were allegedly mishandling overdue water accounts, our insurance provider inquired as to the policy that the Authority has in place to protect against a similar occurrence happening here at the Authority. The Authority reviewed our policy and decided that safeguards were in place to minimize something like this happening at the Authority.

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Mr. Brannan wanted to update the Board on this year's deer hunts. This season there were only six (6) hunts that resulted in seventy-nine (79) deer being harvested which reduced the cost per deer.

Mr. Brannan stated that since the Authority had over one hundred (100) employees involved in winning the three awards from the GAWP, it would be too costly to award a gung ho award to each of these employees. The Authority provided a "biscuit breakfast" for the employees hosted by Mr. Brannan and Mr. Hicks who congratulated everyone and let them know how proud they were of all of them.

Mr. Brannan wanted the Board to know that an insert has been put in the water bills telling of the upcoming rate adjustment effective January 1, 2006. The new rates will be reflected on the February bills.

Mr. Brannan wanted to update the Board on the company truck that had been stolen. This truck was found, but another one has since been stolen. Staff has been instructed to review our existing policy and make sure the vehicle is locked and the keys are not in the ignition.

Mr. Brannan explained to the Board that the Hooper Phase III twenty-four (24") inch line water main project was estimated by staff to cost one million six hundred fifty two thousand dollars (\$1,652,000). Out of this seven hundred fifty five thousand one hundred eighty four dollars (\$755,184) was approved at the October 2005 Board Meeting for labor and equipment for installation of this line. Also the Authority has been approved for a VA/HUD appropriations grant administered through USEPA in the amount of three hundred ninety five thousand nine hundred sixty dollars (\$395,960). These grants are matching grants with the EPA providing 55% and the local agency providing 45%. In this case the Authority has to contribute at least three hundred twenty three thousand nine hundred sixty seven dollars (\$323,967), which is the 45% match, to the project. These funds are a result of the MNGWPD hiring Holland & Knight, a Washington based law firm, to solicit Congress for water and wastewater funding. The Authority has contributed \$45,000 towards this effort over a three year period. Since these are grant funds and not a loan, the Authority will not have to pay these funds back.

Board member, John Westervelt, asked Mr. Brannan a couple of questions in regard to the "ninety (90) day and over" invoices.

Board member, John Chafin, wanted the Board to be aware of the professionalism and competence of the Authority's employees. Mr. Chafin had a problem at his restaurant in Forest Park and within fifteen (15) minutes the crew was able to pinpoint the cause of this problem that had been ongoing since the restaurant had opened. Mr. Chafin



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wanted Mr. Brannan, Mr. Hicks and the Board to know what a fine job these employees had done.

Upon Motion by Wes Greene 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