

## CLAYTON COUNTY WATER AUTHORITY

1600 Battle Creek Road  
Morrow, Georgia 30260

Regular Board Meeting, September 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, 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, Mike Thomas, Teresa Adams, Herbert Etheridge, and Jim Poff, Finance Director, Emory McHugh, Customer Accounts Director, Morris Kelly, Project Manager, Mike Buffington, Human Resources Director, Ed Durham, Information Services Supervisor, Rodney Crowell, Contract & Procurement Administrator, Karen Riser, 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., Rick Hirsekorn of CH2M Hill, Bryan Harris and Nicole Mier of Jim Wood & Associates Public Relations. Also in attendance were CCWA employees: Charles Martin, Larry Harmon, Michael Holt, Billy Sumner, Jody Pollock, Daniel Dover, Larry Edge, Chris Stanley, Danny Haynes, Chris Sims, and Harold Brown.

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, August 4, 2005. Hearing none they were approved as received.

Financial and Statistical Report: Chairman McQueen called on Emory McHugh, Finance Director, who stated that before he goes into the financial information he wanted the Board to know that the audit is complete.

Mr. McHugh reviewed the financial information that was given to the Board and explained that this covered the three-month period ending July 31, 2005. Mr. McHugh added that he has added a column for comparative numbers not only for what our accounting records show, but this year versus last year with the accrual. The Board will now have an apple to apple comparison. If you want to look at the accounting records without the accrual, you can, and if you want to add the money back that we actually accrued for the unbilled receivables, you have that comparison also. That level of operating income represents a debt service coverage factor of one point nine three percent (1.93%) at the end of the period and thus indicates that the Authority is on target to hit our one point five (1.5%) benchmark. Last year was one point nine one percent (1.91%), so we are tracking the same as last year. The net income is down compared to last year because of the additional debt service for the 2005 Series Revenue Bonds.

Employee Recognition: Chairman McQueen called on Jim Poff, Manager of Water Reclamation, who stated that this might be a world record with five (5) Wastewater Treatment Operators who all have reached their Class I certification, which is the most difficult of the certifications. Mr. Poff wanted to recognize each of these men for all their hard work to be the best employee that they can be for the Water Authority.

Regular Board Meeting  
September 1, 2005  
Page Two

Mr. Poff introduced Mike Holt who started in the General Services department in 2000. Mike used to paint all of our facilities and that is how we got to know him. Since 2002, Mike has worked at the Northeast Plant on the third shift and currently is on the second shift and has passed his Class I certification.

Next, Mr. Poff introduced Harold Brown who has been with the Authority since March of 1999 and has worked at the Casey Plant the entire time. Harold has worked on the third and second shifts at the plant and has also passed his Class I certification.

Mr. Poff introduced Larry Harmon who is an operator at the Northeast Solids Handling facility. Larry has been with us since 1987 and has also worked at the Shoal Creek Plant. In 1996 he transferred to Northeast and worked in the composting facility which is now Solids Handling. Larry has just passed his Class I.

Mr. Poff stated that he was continuing with the third shift of Shoal Creek and introduced Billy Sumner and Jody Pollock. Billy has been with the Authority since November of 2000 having worked for a year and a half in Maintenance & Construction. In May of 2002, a third shift of operators was added at the Shoal Creek facility and Billy joined us at that time and has worked his way through and now has his Class I certification.

Mr. Poff introduced Jody Pollock who is a third shift operator at Shoal Creek. Jody came to the Authority from the Macon Water Authority in 2002 and has now obtained his Class I Operator certification.

Mr. Poff thanked each of these men for all their hard work and dedication.

Chairman McQueen thanked each of these employees for attaining their certifications and told them how much the Board appreciates their efforts.

The Board gave them a round of applause as Suzanne Brown, our Public Information Officer, took some photos.

Chairman McQueen called on Herbert Etheridge, Manager of Maintenance & Construction who introduced Chris Stanley who has only been with the Authority for eleven (11) months, spending five (5) months with Teresa in Grounds Maintenance. Chris has been with Maintenance & Construction for six (6) months which is the minimum experience that you have to have to get this certification. Chris works on one of our sewer line rehabilitation crews inspecting outfalls. Chris passed his Wastewater Collection System exam and we wanted to take this opportunity to congratulate him.

Mr. Etheridge next introduced Daniel Dover who passed his Water Distribution System exam. Daniel has been with the Authority for four (4) years, spending a year in Meter Reading, from where we get a lot of our good employees. Daniel started out in Maintenance & Construction as a Water Service Mechanic then went to Leak Detection then moved to a Crew Leader on a construction crew and recently has gone back to Leak Detection as a Crew Leader.

Regular Board Meeting  
September 1, 2005  
Page Three

Mr. Etheridge introduced Danny Haynes who passed his Wastewater Collection certification exam. Danny started out at Forest Park and came to us when we purchased that system. Danny has a total of twenty-three (23) years of service. Actually, he went to work in the summers for the City of Forest Park when he was fifteen (15) so he has worked for twenty-six (26) or twenty-seven (27) years.

Mr. Etheridge stated that Danny is one of five General Foreman that works with him and is also a confidant and one of my best friends in the world. Mr. Etheridge added how proud he was of Danny and congratulated him.

The Board gave these men a round of applause and Ms. Brown took photos as Chairman McQueen congratulated them.

Employee Service Recognition: Chairman McQueen called on Terry Hicks, Deputy Manager, who stated that when the Authority was negotiating with Forest Park, Danny was really their lead, even though Dub Malcolm had been there a long time and Gary King, who came to us and then retired a few years ago, was his assistant. Danny knew the backbone of that system and we relied on him heavily to keep us informed about what was happening in the system. Systems always have their own uniqueness about them, so Danny and several of his guys were very helpful.

Mr. Hicks introduced Larry Edge who is a local person who was born in Atlanta, moved to Morrow in 1969 and graduated from Morrow High School. Larry started with the Authority as a Meter Reader on August 25<sup>th</sup> of 1975. He was promoted in that section and was in the testing area of Meter Reading when we moved it over to Maintenance & Construction. Then a year and a half ago, he was promoted to Foreman of Meter/Backflow Testing & Repair Foreman. They do a lot of testing and a lot of checking on these meters. Most customers think that their meter runs fast, but that is not the general case. When meters go bad, they do not run fast, they run slow.

Mr. Hicks read what Larry had written in regard to changes at the Authority such as diversity, safety program, and the improved retirement benefits. Mr. Hicks congratulated Larry for thirty (30) years and told him how much he is appreciated.

The Board gave Larry a round of applause and Chairman McQueen thanked him for his many years of service.

Lo Boy Trailer Bid Recommendation: Chairman McQueen called on Mr. Etheridge who stated that this bid recommendation is a budgeted item. The low bidder on this trailer meets all specifications and staff recommends purchasing 1 – Etnyre PRTN35TD Low Boy Trailer from the low bidder, Tractor & Equipment Company from Forest Park, Georgia, for thirty-five thousand nine hundred fifty dollars (\$35,950.00)

Regular Board Meeting  
September 1, 2005  
Page Four

Clayton County Water Authority  
35 ton Low Boy Trailer  
Tab Sheet  
August 2005

Vendor	Bid	Make/Model
Tractor & Equipment Co. Forest Park, GA	\$35,950.00	Etnyre
Yancey Brothers Co., Inc. Atlanta, GA	\$38,499.00	Trail King
Globe Trailer Manufacturing Bradenton, FL.	\$43,000.00	Globe
METRAC Atlanta, GA	No Bid	
General Trailer Ellenwood, GA	No Bid	
Hooper Trailer Sales Monticello, GA	No Bid	

Recommendation: The CCWA staff recommends purchasing 1 – Etnyre PRTN35TD Low Boy Trailer from the low bidder, Tractor & Equipment Company, for \$35,950.00.

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

RESOLVED: to accept staff's recommendation to purchase 1 – Etnyre PRTN35TD Low Boy Trailer from the low bidder, Tractor & Equipment Company, for thirty-five thousand nine hundred fifty dollars (\$35,950.00).

Chairman McQueen called on Morris Kelly, Customer Accounts Director, who reviewed with the Board the proposals for Credit Card Payments. Mr. Kelly added that the Authority has been talking to companies that process credit card payments and he has obtained three (3) proposals.

PROPOSALS FOR CREDIT CARD PAYMENTS

Company: National Payment Solutions

Implementation: Kiosk in Lobby  
IVR for phone payments  
Link from CCWA website  
Hardware Costs \$19,876.50  
Monthly Maintenance Fees \$260

Regular Board Meeting  
September 1, 2005  
Page Five

Proposed Fees	Up to \$25.00	\$ 3.50
	\$25 to \$35	\$ 4.00
	\$35 to \$50	\$ 5.00
	\$50 to \$100	\$ 7.00
	\$100 to \$200	\$ 8.50
	\$200 to \$300	\$11.50
	\$300 to \$400	\$15.00
	\$400 to \$500	\$18.50

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Company: BillMatrix

Implementation: Hosted IVR for phone payments  
Customized for CCWA  
Link from CCWA website  
Customized internet session for payments  
processed by CCWA  
Payments processed by CCWA Customer Service Reps

Proposed Fees \$3.95 per transaction  
500 transactions minimum/month  
Three year agreement

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Company: Official Payments

Implementation: Hosted IVR for phone payments  
Link from CCWA website  
Customized internet session for  
payments processed by CCWA  
Customer Service Reps

Proposed Fees \$3.75 per payment  
Maximum payment \$300

Mr. Kelly stated that staff recommends going with the BillMatrix proposal for our credit card payments. There was some discussion from the Board. Mr. Kelly also wanted the Board to know that he received two or more references per company being considered.

Vice Chairman, Lloyd Joiner, asked Mr. Kelly if he was recommending BillMatrix subject to satisfactory review. Mr. Kelly answered that this was correct.

Chairman McQueen called on Chris Sims, our Network Administrator, who stated that he has actually used the BillMatrix system and it is easy to use and recommends this system for our credit card payment process.

Regular Board Meeting  
September 1, 2005  
Page Six

Mr. Brannan added that our preferred vendor would be BillMatrix.

Upon Motion by John Chafin and seconded by Lloyd Joiner it was unanimously

RESOLVED: to approve staff's recommendation to use BillMatrix for our credit card payment process with the understanding that if BillMatrix does not work out, staff would come back to the Board for approval of another vendor.

Uniform Bid Recommendation: Chairman McQueen called on Teresa Adams, Manger of General Services, who stated that staff had advertised for our Annual Uniform Contract Bid and also solicited six (6) companies. We received two (2) bids. T&T Uniforms South, Jonesboro, Georgia, came in as the lowest bid with a total for cost based on unit prices of seven hundred seventy-seven dollars and sixty cents (\$777.60). Delivery time for the annual order will be thirty (30) days and a delivery time for a new employee order will be two days. Staff recommends that we award the annual contract to T & T Uniforms South using their per unit price for various uniform pieces. Ms. Adams also recommended that the contract be awarded for one (1) year with an option to extend the contract for year two (2) and three (3) by mutual consent of both parties without any changes in terms and conditions.

Regular Board Meeting  
September 1, 2005  
Page Seven

Clayton County Water Authority  
Annual Uniforms Bid  
Tab Sheet  
September 2005

	DESCRIPTION	COMMAND UNIFORMS	T & T UNIFORMS SOUTH
1-a	LONG SLEEVE BLUE MEN	\$ 14.50	\$ 14.95
1-b	LONG SLEEVE BLUE WOMEN	\$ 11.95	\$ 11.95
2-a	LONG SLEEVE WHITE MEN	\$ 14.50	\$ 14.45
2-b	LONG SLEEVE WHITE WOMEN	\$ 11.95	\$ 12.00
3-a	LONG SLEEVE KHAKI MEN	\$ 18.50	\$ 17.50
B-1A	SHORT SLEEVE BLUE MEN	\$ 11.95	\$ 12.95
B-1B	SHORT SLEEVE BLUE WOMEN	\$ 9.50	\$ 10.00
B-2A	SHORT SLEEVE WHITE MEN	\$ 11.95	\$ 12.45
B-2B	SHORT SLEEVE WHITE WOMEN	\$ 9.50	\$ 10.00
B-3A	SHORT SLEEVE KHAKI MEN	\$ 15.95	\$ 15.95
C-A	SMOCK	\$ 12.95	\$ 11.95
D-1A	COVERALLS INSULATED	\$ 47.95	\$ 47.00
D-1B	COVERALLS NON-INSULATED	\$ 22.50	\$ 22.00
E-1A	QUILTED JACKET	\$ 26.50	\$ 26.95
E-1B	WINDBREAKER	\$ 16.50	\$ 17.00
<b>II</b>			
A-1	PANTS 65/35 REGULAR FIT	\$ 12.50	\$ 12.75
A-2	PANTS 65/35 RELAXED FIT	\$ 13.95	\$ 14.25
A-3	PANTS 100% COTTON	\$ 19.75	\$ 17.75
B-1A	PANTS WOMEN BELT	\$ 14.50	\$ 14.25
B-2A	PANTS WOMEN ELASTIC	\$ 14.50	\$ 14.25
B-3A	PANTS WOMEN 100% COTTON	\$19(N/A)	Discontinued
<b>III</b>			
A-1	SHORTS	\$ 12.75	\$ 12.00
<b>VI</b>			
A	POLO BLUE	\$ 12.95	\$ 14.00
*****	SPECIAL ORDER SIZES	2XL/3XL - 15.50 4XL/5XL - 18.50 6XL & UP, SPECIAL CUTS - 25.90 (average \$19.97)	\$ 14.00

Regular Board Meeting  
September 1, 2005  
Page Eight

	DESCRIPTION	COMMAND UNIFORMS	T & T UNIFORMS SOUTH
B	POLO WHITE	\$ 12.95	\$ 14.00
*****	SPECIAL ORDER SIZES	2XL/3XL - 15.50 4XL/5XL - 18.50 6XL& UP, SPECIAL CUTS - 25.90 (average \$19.97)	\$ 14.00
C	POLO KHAKI	\$ 12.95	\$ 14.00
*****	SPECIAL ORDER SIZES	2XL/3XL - 15.50 4XL/5XL - 18.50 6XL& UP, SPECIAL CUTS - 25.90 (average \$19.97)	\$ 14.00
<b>VIII</b>			
A-1A	NAME PLATES	\$ 0.75	\$ 1.00
	<b>ADDENDUM</b>		
	PARKA SMALL - XL	\$ 55.50	\$ 63.00
	PARKA 2XL - 3XL	\$ 62.50	\$ 67.00
	PARKA 4XL - 5XL	\$ 70.75	\$ 67.00
	PARKA 6XL - 7XL	\$ 81.50 (N/A)	N/A
	CARGO 29-42 X 32" INSEAM	\$ 21.00	\$ 19.75
	CARGO 44-48 X 32" INSEAM	\$ 22.50	\$ 19.75
	CARGO 30-38 X 34" INSEAM	\$ 21.00	\$ 19.75
	BDU 100% COTTON 32" INSEAM	\$ 20.75	\$ 20.00
	BDU 65/35 BLEND 32" INSEAM	\$ 26.95	\$ 27.00
	BDU 100% COTTON 35" INSEAM	\$ 20.75	\$ 20.00
	BDU 65/35 BLEND 35" INSEAM	\$ 26.95	\$ 27.00
	<b>Total Cost (sum total per item cost)</b>	\$ 792.76	\$ 777.60
	<b>Delivery and lead-time of annual orders:</b>	1 to 60 days (60 days)	4 weeks (30days)
	<b>Delivery and lead-time of new hire orders:</b>	1 to 10 days (10 days)	24 to 48 hours (2days)

Recommendation: The CCWA staff recommends awarding the annual uniforms contract to T & T Uniforms South for the sum total per item cost with item cost being a fixed cost. Refer to the above list for the per item cost.

This contract will be for one year and may be extended for a second and third year by mutual consent by both parties without any changes in terms or conditions.

Regular Board Meeting  
September 1, 2005  
Page Nine

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

RESOLVED: to award the Annual Uniforms contract to T&T Uniforms South for the sum total per item cost of seven hundred seventy-seven dollars and sixty cents (\$777.60), with the item cost being a fixed cost. This contract will be for one year and may be extended for a second and third year by mutual consent by both parties without any changes in terms or conditions.

Fuel & Lubricant Bid Recommendation: Ms. Adams continued with the Fuel & Lubricant Bid Recommendation, stating that of twelve bid packages mailed only two were received.

B&B Oil Company is the only company to provide us with a bid for Fuel & Lubricants. Therefore, staff recommends awarding this contract to the most responsive bidder, B&B Oil Company, Forest Park, Georgia, and that the contract be extended for year two (2) and three (3) by mutual consent of both parties, with an adjustment at the time of extension not to exceed five (5%) percent on the Lubricants, with no adjustment to the Fuel.

Ms. Adams added that she had contacted some of the oil companies that we had sent bid packages to and they stated that they were a small company and they could not compete with what we currently have, based on OPIS plus two and one half (.025) cents.

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

RESOLVED: to accept the recommendation of staff to award the Fuels & Lubricants contract to the responsive bidder, B&B Oil Company, for one year with the option to extend the contract for a second and third year by mutual consent from both parties. An annual adjustment at the time of each extension shall not exceed five (5%) percent on the lubricants with no adjustment on the fuels.

Regular Board Meeting  
September 1, 2005  
Page Ten

Clayton County Water Authority Annual Contract		Petroleum Traders	B & B Oil Co.
Fuels & Lubricants		7110 Pointe Inverness Way	P.O. Box 872
September 2005		Ft. Wayne, IN 46804	Forest Park, GA 30298
Product	Estimated Quantity	Unit	Unit Cost (+ cents)

FUEL

Gasoline - Unleaded 2000 to 5000	120,000	gallons	OPIS + .0190	OPIS + .025
Gasoline - Diesel low sulfur 2000 to 5000	120,000	gallons	OPIS + .0190	OPIS + .025
Gasoline - Diesel high sulfur 4000 to 8000	110,000	gallons	OPIS + .0540	OPIS + .06
Product	Estimated Quantity	Unit	Unit Price	Unit Price

LUBRICANTS

Hydraulic Oil - 300 - 500 gals.	1,100	gallons	No Bid	3.24 / gal
Hydraulic Oil - 55 gal. drums	1,100	gallons	No Bid	3.34 / gal
Automatic Transmission Fluid 1 qt. Case	85	gallons	No Bid	5.87 / gal
Chassis Grease 120-pound Drum	2,000	pounds	No Bid	1.09 / lb
Gear Lube 120-pound Drum (or 85W140)	240	pounds	No Bid	.88 / lb
Gasoline Engine 5W20 200 to 600	1,000	gallons	No Bid	5.45 / gal
Gasoline Engine 5W20 1 qt. Case	1,000	quarts	No Bid	6.41 / qt
Gasoline Engine 5W30 200 to 600	1,000	gallons	No Bid	4.35 / gal
Gasoline Engine 5W30 1 qt. Case	1,000	quarts	No Bid	6.41 / qt
New Diesel Kappa DHD 15W40 200 to 600	1,000	gallons	No Bid	4.53 / gal
New Diesel Kappa DHD 15W40 1 qt. Case	1,000	quarts	No Bid	7.25 / qt

Fuel bids are based on OPIS (Oil Price Information Service) Pad 1 Atlanta Depot      Bold #'s are the lowest price for each product

The following companies did not submit a bid:  
Blalock Oil Co., Chevron Co., AAA Pryor Oil Co., AMOCO Oil Co., Gulf Oil Co., and Exxon Co., American Petroleum Products, Inc., Boweivile Industrial Supplies,  
Mansfield Oil Co., Quick Fuel Fleet Services  
Recommendation: CCWA's Staff recommends that this contract be awarded to the responsive bidder, B & B Oil Company.  
This contract will be for one year and may be extended for a second and third year by mutual consent from both parties. An annual adjustment at the time of each extension shall not exceed five (5%) percent on the lubricants with no adjustment on the fuels.

Regular Board Meeting  
September 1, 2005  
Page Eleven

Overlook at Camp Creek Sewer Line Request: Chairman McQueen called on Mr. Brannan who stated that the Authority had a request from a development off of Corinth Road, which is over in the southwest portion of the County. They had to extend our sewer line three hundred and thirty-three feet down to serve their development, the Overlook at Camp Creek. The Authority has been asked for assistance and per our normal policy, which is not to exceed twenty-five (25%) percent of the cost of the extension or in this case three thousand three hundred thirty dollars (\$3,330), whichever is less and this would be my recommendation.

#### M E M O R A N D U M

To: Wade Brannan  
From: Keith Watkins  
Date: August 25, 2005  
Re: Overlook at Camp Creek Sewer Line

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The estimate for the sewer outfall serving the Overlook at Camp Creek subdivision:

333' 8" Gravity sewer line @ \$40.00 per foot for a cost of \$13,320.00

The cost per foot was estimated by using current annual sewer installation contract prices. Based on CCWA policy, if the Water Authority participated at twenty-five (25%) percent, the CCWA portion would be three thousand three hundred thirty dollars (\$3,330.00).

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

RESOLVED: to approve staff's recommendation to assist in the extension of the sewer outfall serving the Overlook at Camp Creek, not to exceed twenty-five (25%) percent of the cost of the extension or three thousand three hundred thirty dollars (\$3,330), whichever is less.

Riverdale Tank Sprint Contract Recommendation: Mr. Brannan stated that when the Authority purchased the Riverdale system we inherited a contract with Sprint for a cellular antenna on the water tank. Sprint bought Nextel and they are in the process of eliminating duplicated cell towers and have asked the Authority to re-negotiate the contract.

Mr. Brannan had contacted each Board member before the meeting today to explain that Sprint wanted to only pay twelve hundred ten dollars (\$1,210) per month, versus one thousand seven hundred fifty dollars (\$1,750) per month that we are currently collecting. Also, the contract that we inherited does not have a termination clause. Mr. Brannan asked that the Board authorize the Chairman or General Manager to sign the contract once it is negotiated to include a termination clause and terms that would be acceptable to the Board.

Regular Board Meeting  
September 1, 2005  
Page Twelve

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

RESOLVED: to authorize the Chairman or General Manager to sign the contract with Sprint paying the Authority the amount of twelve hundred ten dollars (\$1,210) per month with a termination clause included in the contract.

Ms. Barber commented that Mike Thomas did a presentation in her neighborhood on Stormwater and did an excellent job.

Mr. Joiner stated that the Authority did an excellent job at the Clayton Summit meeting also.

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

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

Mr. Brannan wanted to make the Board aware of four (4) maintenance issues and to give some explanation for each.

The Scout Lake is an old lake that is located on the Land Application site, which was used as mitigation for an earlier agreement with the Corp of Engineers. Although this lake is not really being used as a lake, there is a dam located on the site that the State Dam Safety Program has classified as a Class I dam. Once a dam is classified, you are responsible to provide maintenance of the dam.

EPD is requiring us to do a dam breach study so that in the event that the dam breached we would have an idea of what would happen downstream, as far as any property damage is concerned. The Authority is using MACTEC, a consulting firm that does this type of work, and they have done some preliminary work to develop a plan to declassify the dam. The engineering cost to develop this plan is about four or five thousand dollars (\$4,000 or \$5,000). The dam is not a structure that impounds water other than enough to keep a small amount of water in the mitigation site. We will pursue this declassification through MACTEC and EPD and bring back to the Board any funding and activity information required to make this declassification happen.

Mr. Brannan stated that behind the Hooper Water Plant there is a Solids Handling pond that periodically fills up with solids, grit, or alum that comes out of the plant during the treatment process before it is actually put into the press and hauled off. Over a number of years that pond has gotten a layer of sludge on the bottom that under normal operations is not being removed. The Authority has an annual contract with Tom Davidson & Sons for a variety of work and we used his company to clean out this thick sludge in the pond at a cost of forty- seven thousand eight hundred dollars (\$47,800).

Board member, Wes Greene, asked where the contractor took this sludge.

Mr. Brannan answered that he was not sure, but would find out by the next meeting.

Regular Board Meeting  
September 1, 2005  
Page Thirteen

Mr. Brannan showed the Board some slides of a sewer line at Steeple Chase Lane that needs to be replaced and pointed out how close this sewer line is to some homes in the area. There are two methods to repair this sewer line. We could dig down and replace the line where it has collapsed or we could slip line this sewer which would not require digging it up. Slip lining is the cheapest method that we have been able to find to make this repair. The cost of this repair will be about one hundred eight thousand dollars (\$108,000).

Mr. Brannan stated that the sewer line at Tara Mobile Home Park has in the past caused back up and flooding due to the initial installation of that sewer line. We have been in contact with the owner and in order to correct the problem it will take some work on their part and on our part. This is a poorly installed system and each time the area floods the Authority sends our jet truck to clean out the line. The flow continues to backup because of the reverse grade. The total cost to correct this sewer problem would be about thirty-four thousand dollars (\$34,000), which would be shared by the owner and the Authority at fifty (50%) percent each.

Mr. Brannan stated that a copy of the Authority's Smoke-Free Workplace Policy is in today's Board notebook. Mr. Brannan reviewed the policy and stated that employees cannot smoke where it interferes with somebody else that does not smoke.

CLAYTON COUNTY WATER AUTHORITY  
SMOKE-FREE WORKPLACE POLICY  
STATEMENT OF POLICY

Because we recognize the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of Clayton County Water Authority to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco products and the use of smokeless or "spit" tobacco and applies to both employees and non-employee visitors of Clayton County Water Authority.

The policy demonstrates the CCWA's commitment to the promotion of health and the prevention of disease.

POLICY

Tobacco use shall be prohibited in the following areas:

Within Enclosed Areas

1. No use of tobacco products will be allowed within the facilities at any time. This includes but is not limited to common work areas, conference and meeting rooms, private offices, hallways, lobby areas, restrooms, lunch/break rooms, elevators, crew quarters, assembly areas, community areas, and any enclosed areas. This applies to employees, visitors, and customers.
2. Within company vehicles, unless a smoker is the only passenger in the vehicle. If other passengers are present, smoking is prohibited.

Regular Board Meeting  
September 1, 2005  
Page Fourteen

### Outdoors

1. No tobacco use is permitted within any common area. Common areas include but are not limited to entrances, exits, sidewalks, gated areas, and any other location where employees, visitors, and customers may be.
2. All materials used for smoking, including cigarette butts and matches, will be extinguished and properly disposed of in appropriate containers. If the designated smoking area is not properly maintained, it may be eliminated.
3. Any area where employees are required to work in close proximity to one another.

CCWA will assist employees who want to quit tobacco use by providing professional tobacco cessation programs and other useful materials.

Any violations of this policy will be handled through standard disciplinary procedures.

Mr. Brannan stated that the Authority had a situation with shortage of fuel this week at the south end of the County and we were low here at headquarters. Because of Hurricane Katrina, we were not able to get a delivery when we needed it. We contacted Blalock Oil to see if they could assist us with fuel in the event that we run low. Mr. Blalock agreed to supply us with fuel as long as they had it. Mr. Brannan added that what the Authority would try to do is to fill our tanks and keep them as full as we can and use Blalock Oil if we need to.

Board member, John Westervelt, asked what the price would be for fuel from Blalock Oil.

Mr. Brannan was not sure, but would find out before the next Board meeting.

Mr. Joiner asked if we had above ground or under ground tanks. Mr. Hicks answered that the Authority had both.

Mr. Brannan added that the Authority had two items that we were working on with Jim Wood & Associates. Our web page was built back in 1999, by CH2M Hill initially, but needs to be modernized and graphically changed so that we can put more data on the web site to show what is happening at the Water Authority and other topics to keep our customers informed. Suzanne Brown and Chris Sims are working with JWA to come up with a design so that our employees can request changes as needed and internally Suzanne can make those changes to keep the website current. Chris Wood with JWA has worked up an estimate of eighteen thousand seven hundred dollars (\$18,700).

There was some discussion in regard to the costs, but other Board members stated that they had dealings with web site costs and the eighteen thousand seven hundred dollars (\$18,700) seemed to be a good deal if JWA could develop a good web site for that price.

Regular Board Meeting  
September 1, 2005  
Page Fifteen

Mr. Brannan stated that JWA is also developing a brochure that will go on the web site as a public education element for the Stormwater Utility. The cost of the brochure is twenty-one thousand dollars (\$21,000), which will be reimbursed out of the Stormwater Utility. Mr. Brannan added that the Authority is going to have a presentation with the Commission and engineers, either this month or next month, to bring them up to date on what has been done so far on Stormwater. Mr. Brannan stated that there needs to be in writing clear documentation of the reimbursement process in regard to the Stormwater Utility.

Mr. Brannan mentioned to the Board that a new sign has been put up on Tara Boulevard on the right side of the road for the Blalock/Shamrock Community Use Building. Like other recreation signs, the new sign has a brown background. The best way to insure that the CUB is easily found is to hand out maps to those that are attending a function that clearly states the turns and mileage so that they can easily find the building.

Mr. Brannan wanted the Board to know that the Authority has taken eleven (11) vehicles to auction. After paying the auction fee of eleven hundred dollars (\$1,100), the Authority made twenty-one thousand dollars (\$21,000).

Mr. Brannan stated that the Finance department received the Distinguished Budget Presentation Award and this is important to the company because this also saves money when we go for additional bonds. This is a real benefit to the Authority and it takes a lot of extra work to produce a document that receives that kind of recognition. Mr. Brannan wanted the Board to be aware of all the behind-the-scenes work of Emory and his staff and let the Board know how appreciative he is of their efforts.

Mr. Brannan stated that the Authority would need to discuss a rate adjustment in October or November, preferably in October. Emory has been looking at our increase in expenses and operating costs and what would be relative to the rates. Our Bond covenant says that we will adjust rates an estimated four (4%) percent per year. With the increases from Georgia Power and the rise in fuel costs, we will be looking at about five (5%) percent adjustment in rates next year. Mr. Brannan will have more information for the October Board meeting. This adjustment would not go into effect until January and would be reflected on the February bill. Our water usage has flat lined and our expenses have gone up.

Board member, John Chafin, asked what the surrounding counties do in regard to assistance to the developers in sewer line extension. Currently, the Authority assists the developers at twenty-five percent (25%) of the extension costs.

Mr. Brannan stated that he would have the details of what the other counties around us do and would report that information to the Board at the next meeting.

Chairman McQueen recognized Steve Fincher, our legal counsel, who wanted the Board to know that his partner, Greg Hecht, has decided to run for lieutenant governor full time effective today through to the election next November. The name of the firm will remain Fincher & Hecht for a while, but Greg will not be available.

Regular Board Meeting  
September 1, 2005  
Page Sixteen

Ms. Matthews wanted the Board to be aware that the updated picture collage of the Board members is now hanging in the lobby again.

Board member, Wes Greene, asked when the next meeting of the Clayton Summit is scheduled.

Mr. Fincher answered that he thought it would be sometime at the end of October.

Mr. Greene complimented Mr. Fincher's wife for the outstanding job she did at the Clayton Summit. Ms. Barber agreed.

Mr. Fincher stated that he thought that it was a great program. There are a lot of projects going on in the County, especially all the things going on in Morrow around the mall.

Mr. Brannan reminded the Board of the upcoming WEFTEC trip to Washington, D. C. on Saturday, October 29<sup>th</sup> through Tuesday, November 1, 2005.

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

RESOLVED: that the regular session board meeting be adjourned.

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

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Pete McQueen, Chairman

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Walter Marie Barber, Secretary/Treasurer