

CLAYTON COUNTY WATER AUTHORITY
Regular Board Meeting
February 2, 2023

MINUTES

Present at the meeting were: Board Chairman Dr. Cephus Jackson, Board Vice Chair Marie Barber, Board Secretary/Treasurer P. Michael Thomas, Board Member John Chafin, Board Member Rodney Givens, Board Member Robin Malone, Board Member Emma Godbee, General Manager H. Bernard Franks, Assistant General Manager Keisha Thorpe, Assistant General Manager Teresa Worley, Legal Counsel Winston Denmark, Executive Coordinator Rhonda Maxwell, and other CCWA staff and visitors.

Invocation

Board Member P. Michael Thomas introduced Accounts Receivable Analyst Lead Timothy Allen to perform the invocation.

Adoption of Agenda

UPON MOTION by Board Member Rodney Givens and second by Board Vice Chair Marie Barber it was unanimously

RESOLVED to approve the agenda as presented.

Public Comments

No Public Comments presented. Information only. No action taken.

Approval of Minutes

Board Chairman Dr. Cephus Jackson called for any omissions or additions to the Minutes of the Regular Board Meeting held on January 5, 2023.

UPON MOTION by Board Vice Chair Marie Barber and second by Board Member P. Michael Thomas, it was unanimously

RESOLVED to approve the Minutes from the Regular Board Meeting held on December 1, 2022, as presented.

UPON MOTION by Board Member Rodney Givens and second by Board Member Emma Godbee, it was unanimously

RESOLVED to approve the Minutes from the Regular Board Meeting held on January 5, 2023, as presented.

Financial and Statistical Reports

Finance Director Allison Halron reviewed the financial information distributed to the Board for the period ending December 31, 2022. Information only, no action taken.

Recognitions

Community Relations Manager Suzanne Brown presented a recognition received by CCWA staff in the form of the 16th Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. Information only. No action taken.

Community Relations Manager Suzanne Brown presented a recognition received by CCWA staff in the form of the Fall Georgia Association of Water Professionals (GAWP) Distribution System Platinum Award, Collection System Platinum Award, Laboratory Quality Assurance Gold Award for Municipal Wastewater Greater than 20 MGD Category -W.B. Casey WRRF Lab Staff, and Distribution & Conveyance Lamar Hamlin's Induction into GAWP Golden Manhole Society. Information only. No action taken.

New Business

Stormwater Fund Request to Transfer Prior Year Funds: Stormwater Director Kevin Osbey presented the Request to Transfer Prior Year Funds for Stormwater.

As of May 1, 2022, there was a balance of \$7,939,974 of an "Unrestricted" Cash Balance for Stormwater. Staff believes its good practice to maintain a "Operating Reserve" (\$2.00M) as a contingency. Staff also ensure funds are available for existing construction projects and appropriations carried over (\$3,565,847). This leaves a true "Unrestricted" Cash Balance of \$2,374,127. Staff requests transferring \$1,200,000 from this account to increase the Stormwater Fund's capital project budget.

As part of the Stormwater Utility 2022-23 Annual Capital Budget of \$3,860,365, \$3,641,365 was dedicated for replacing/renewing existing stormwater Infrastructure. Of this funding, \$2,141,365 was dedicated to activities involving the actual removal and replacement of pipe and other structures. The remaining \$1,500,000 was dedicated to trenchless technology methods such as cured in place pipe (CIPP).

During the first 8 months of the fiscal year, May 2022 through December 2022, thirty (30) Remove & Replace (R&R) jobs have been assigned to CCWA's construction contractors along with nine (9) internal jobs being performed by CCWA staff. At present, 23 CIPP jobs have been assigned to CCWA's CIPP Companies.

During this period, \$2.9M has been allocated for the 62 jobs discussed above. Most jobs performed are the results of complaints from the public. Several jobs are the results of the aggressive inspection program performed by our internal staff.

This adjustment will increase the overall annual capital project budget to \$4,841,365.

Project Line	Description	Original Budget	Funding Increase	Adjusted Budget
SW-004	Stormwater - Cured In Place Piping	\$1,500,000	\$600,000	\$2,100,000
SW-005	Stormwater – Remove & Replace	\$2,141,365	\$600,000	\$2,741,365
Total Capital Project Budget		\$3,641,365	\$1,200,000	\$4,841,365

Recommendation:

CCWA staff recommended: (1) transferring \$600,000 from Stormwater “Unobligated” Cash Balance to Project Line SW-004 (Stormwater – Cured In Place Piping) (2) transferring an additional \$600,000 from “Unobligated” Cash Balance to Project Line SW-005 (Stormwater – Remove & Replace), thereby increasing the Stormwater Utility 2022-23 Annual Capital Budget to \$4,841,365.

UPON MOTION by Board Member John Chafin, second by Board Member Rodney Givens, it was unanimously

RESOLVED to approve transferring \$600,000 from Stormwater “Unobligated” Cash Balance to Project Line SW-004 (Stormwater – Cured In Place Piping) and to approve transferring an additional \$600,000 from “Unobligated” Cash Balance to Project Line SW-005 (Stormwater – Remove & Replace), thereby increasing the Stormwater Utility 2022-23 Annual Capital Budget to \$4,841,365.

35,000LB Dump Truck Purchase Recommendation: Stormwater Director Kevin Osbey presented the 35,000LB Dump Truck Purchase Recommendation.

Within the Stormwater Department, there are currently four (4) crews that perform a variety of infrastructure cleaning, repair, and replacement. One of the crews concentrates on grading out drainage ditches, replacement of driveway pipes, and other repair/replacement activities as needed. This is the Gradall Crew.

The Gradall Crew’s main piece of equipment is the Gradall Hydraulic Excavator, but this crew also works with other smaller Excavators to get their daily jobs complete. The amount of material hauled, to and from a worksite, generates large amounts of debris during the workday. Having to haul this material causes delays for our Gradall Crew, as they only have one dump truck. Staff is looking to be more efficient during the workday. Therefore, Staff is requesting another dump truck for this crew. This additional dump truck would be in line with our other pipe crews, that both have a two dump trucks.

Staff has engaged with MHC – Georgia Kenworth, LLC, to develop a specification package that would meet our needs. MHC – Georgia Kenworth, LLC, which has the State Contract

for this size/class of truck, submitted pricing for a Kenworth T-480 Chassis which includes a 12' Duraclass Dump Body.

Vendor	Model	Total Price
MHC-Georgia Kenworth, LLC McDonough, GA	Kenworth T-480	\$160,601.09



Recommendation:

CCWA staff recommended: (1) purchasing one (1) new 2024 Kenworth T-480 Truck with Dump Body for \$160,601.09 under State Contract SPD-0000155, and (2) a transfer of \$25,602 from the Unobligated Cash Balance that remained from FY 2021-22 to provide for funding of the purchase.

CCWA staff additionally provided that the remaining funding for this unit will come from Stormwater's FY 2022-23 Capital Budget. The department budgeted \$135,000 for this unit.

UPON MOTION by Board Member Rodney Givens, second by Board Vice Chair Marie Barber, it was unanimously

RESOLVED to approve purchasing one (1) new 2024 Kenworth T-480 Truck with Dump Body for \$160,601.09 under State Contract SPD-0000155, and to approve a transfer of \$25,602 from the Unobligated Cash Balance that remained from FY 2021-22 to provide for funding for the purchase.

W.B. Casey Biosolids Facility Budget Recommendation: Engineering Director Kelly Taylor presented the W.B. Casey Biosolids Facility Budget Recommendation.

BACKGROUND

CCWA has a long history of beneficial reuse and environmental sustainability, with one example being the Pelletizing Facility at the W.B. Casey Water Resource Recovery Facility (WRRF) which produces pellets that are purchased by a broker and ultimately used as fertilizer. Several issues need to be addressed at the facility that are primarily related to age, capacity, and safety. The facility is over forty (40) years old, and therefore requires a significant amount of maintenance. The facility requires additional capacity to meet current wastewater flows, and improvements are needed to address the safety issues identified during a 2019 Dust Hazard Analysis. Given these factors, as part of the W.B. Casey Capacity Analysis and Plant Expansion Evaluation, CCWA evaluated existing and future biosolids needs.

This biosolids study identified the need for a new facility and recommended specific processes to continue to produce high-quality marketable pellets. During the study, CCWA identified several other project goals, including a safe, operator-friendly facility that provides infrastructure sustainability. The Preliminary Engineering Report (PER) summarized the treatment processes and sizing considerations and identified a preliminary site layout for the purposes of developing a cost estimate. The estimated construction cost was \$91.1 million, based on a Class 4 (+50%/-30%) estimate completed at that time.

CCWA worked with the Georgia Environmental Finance Authority to obtain two Clean Water State Revolving Fund loans totaling \$100 million for the W.B. Casey Biosolids Facility Improvements Project. On March 3, 2022, the Board of Directors (BOD) approved the recommendation of a Design-Builder (Archer Western Construction, LLC) and Owner Advisor Services (Jacobs) for Phase 1 of the project. The notice to proceed (NTP) was issued on July 13, 2022, and Phase 1 will be complete by November 4, 2023. During Phase 1, design is completed through 60%, and ends with a proposal from the Design Builder for a Guaranteed Maximum Price (GMP) for delivering Phase 2 of the project. Phase 2 takes the 60% design and construction of the project to completion. A GMP recommendation for Phase 2 will be brought to the BOD for approval in February 2024.

PROJECT STATUS/PROGRESS

The Design-Build and Owner team have completed several key activities/deliverables to date.

- **Project Management Requirements:** partnering workshop, project execution plan, risk management plan, monthly progress meetings
- **Technical Scope:** initial geotechnical field work, final preliminary geotechnical evaluation report, design decision workshops #1 – 4, initial design workshops #1-#2, preliminary cost model, and Initial Design Report (IDR)

The Initial Design Report (IDR) reflects 15% design and incorporates the decisions made in the design workshops relating to each process, including design criteria, equipment type, sizing, reliability, redundancy, etc. Based on that information, a Cost Model was developed that is between a Class 3 and Class 4 estimate (+20%/-15%). Pricing was developed based on historical project data, example projects, design workshop presentations, IDR, and conceptual drawings developed by Hazen. Process equipment budgets were obtained by local vendors to establish the budget for all process units and equipment. Archer Western Construction (AW) also reached out to subcontractors to obtain more accurate pricing on some major scope items and evaluation of alternatives. Other project components such as earthwork, electrical, and instrumentation and controls are priced as a percentage of the work, based on project history. The design will continue to build on this foundation, moving to 30% and then 60%, where the GMP is established.

PROJECT BUDGET AND FINANCIAL CONSIDERATIONS

Cost Model. The current cost model estimates the total project costs will be \$155.1 million (see Table 2); however, the current budget available for the project is at \$100 million. This difference in cost from the PER is primarily due to cost escalations that have occurred since the COVID-19 pandemic. Evaluating data for various cost categories since 2019 such as labor, concrete, rebar, pipe, metals, etc. show on average an escalation of 33%. Rebar has the highest escalation at 65%. Prior to the pandemic, a 3-5% escalation was typically used. This escalation is also being seen in recent procurements that the Design Build (DB) team have been involved in. For similar projects that are anticipated to start this year, some owners have recently raised the project budget significantly in anticipation of what the bids will come in at. Other utilities in the region have experienced this recently with bids coming in significantly more than their budgets; several examples are shown in the Table 1.

Table 1: Recent Bids Over Budget

Project Name	Delivery Model ⁽¹⁾	Owner/ Location	Budget Estimate	Budget Date	Low Bid	Bid Date	Number of Bids	Percent Increase
SCWWA Nutrient Reduction	DBB	South Central / South Virginia	\$138,000,000	09/2020	\$214,772,650	08/2022	2	56%
SCWWA Nutrient Reduction - REBID	DBB	South Central / South Virginia	\$138,000,000	09/2022	\$238,825,140	10/2022	1	73%
Walnut Creek WRF Upgrade	DBB	Henry County / Georgia	\$120,000,000	11/2021	\$181,715,000	09/2022	2	51%
Flowery Branch WRF	DBB	City of Flowery Branch / Georgia	\$30,000,000	03/2021	\$52,095,000	07/2022	3	74%
Clarksville Dryer Facility	DBB	Clarksville Gas and Water / Tennessee	\$44,740,000	06/2022	\$53,200,000	10/2022	3	19%
Mark B Whitaker WTP	DBB	Knoxville Utilities Board / Tennessee	\$40,000,000	03/2021	\$64,245,000	10/2022	2	61%
Oak Ridge WTP	DBB	Oak Ridge Utilities / Tennessee	\$45,000,000	09/2022	\$61,973,000	10/2022	2	38%
James River WWTP	Fixed DB	HRSD / Virginia	\$310,000,000	—	\$488,000,000	02/2021	2	57%
South County RWWTP Expansion	Fixed DB	Hillsborough County / Florida	\$80,000,000	—	\$132,000,000	11/2022	2	65%
Plum Island WPCP Phase 4	CMAR	Charleston Water System / South Carolina	\$73,390,000	03/2021	\$96,077,000	05/2022 11/2022	1	31%

⁽¹⁾ DBB refers to Design-Bid-Build; Fixed DB refers to Fixed Price Design-Build

In terms of processes and equipment included, the scope of the W.B. Casey Biosolids Facility Project has not varied significantly from the concept in the PER. As the design has evolved and field investigations have been completed, some additional needs have been identified, primarily around utilities and the need for standby power. However, the basic processes and equipment needed to produce a high-quality pellet has remained the same since the PER. Table 2 outlines the differences in the 2019 cost estimates, demonstrating escalations seen in the industry, and includes additional elements referenced above. This shows how the project team arrived at the need for an additional \$56 million in project budget.

Table 2: Project Cost Comparison

	2019 Cost	Increase (%)	Increase (\$)	2022 Cost
Construction:				
Labor	\$ 23,000,000	35%	\$ 8,050,000	\$ 31,050,000
Concrete	\$ 2,600,000	25%	\$ 660,400	\$ 3,260,400
Rebar	\$ 2,000,000	65%	\$ 1,290,000	\$ 3,290,000
Pipe - Iron	\$ 3,000,000	38%	\$ 1,140,000	\$ 4,140,000
Pipe - Other	\$ 2,000,000	75%	\$ 1,500,000	\$ 3,500,000
Metals	\$ 3,000,000	16%	\$ 468,000	\$ 3,468,000
Subcontractors	\$ 15,000,000	35%	\$ 5,250,000	\$ 20,250,000
Process Equipment	\$ 33,500,000	30%	\$ 10,050,000	\$ 43,550,000
Construction Materials	\$ 5,000,000	25%	\$ 1,250,000	\$ 6,250,000
Construction Equipment	\$ 2,000,000	20%	\$ 400,000	\$ 2,400,000
Subtotal:	\$ 91,100,000	33%	\$ 30,058,400	\$ 121,158,400
Engineering:				
Phase 1 Contract				\$ 5,938,000
Phase 2 Engineering Services				\$ 7,000,000
Scope Additions:				
Utility Upgrades				\$ 3,000,000
Deep Foundations				\$ 2,000,000
Contingency:				
				\$ 16,000,000
Total Current Project Cost:				\$ 155,096,400
Current Funding:				
				\$ 100,000,000
Additional Budget Required:				
				\$ 56,000,000

Alternatives. This is a critical point in the project in that the design needs to progress towards 30 and 60%, however the project team needs a project budget to work towards. CCWA staff have considered several alternatives from keeping the full scope of the project to considering major reductions in scope, that would require removal of processes (for example, digestion). Considering many factors, CCWA staff recommends the best value solution for CCWA now and into the future is to keep the full scope of the project and continue developing the design based on the IDR. This maintains the essential processes needed to produce a high-quality pellet, with sustainable infrastructure, that considers life-cycle costs of the facility.

Financial Impact. CCWA has evaluated the financial impact of this increase for this Biosolids Facility project using CCWA's baseline financial model. Several scenarios have been run with the financial model to consider timing of projects. The analysis shows CCWA can self-fund the additional \$56 million dollars out of the FYB23 and FYB24 budget. Our annual bond debt service has ended, the decision to finance the AMI project, and shifting the timing of other projects allows CCWA to absorb this increase.

Recommendation:

CCWA staff request approval to increase the total project budget for the W.B. Casey Biosolids Facility project from \$100 million to \$156 million and continuing to advance design to target a total project budget of \$156 million.

UPON MOTION by Board Member Rodney Givens, second by Board Vice Chair Marie Barber, it was unanimously

RESOLVED to approve an increase in the total project budget for the W.B. Casey Biosolids Facility project from \$100 million to \$156 million and continuing to advance design to target a total project budget of \$156 million.

CCWA staff additionally has performed a financial analysis and has determined the additional \$56 million dollars can be funded out of the FYB23 and FYB24 budget.

Executive Session

UPON MOTION by Board Vice Chair Marie Barber and second by Board Member Emma Godbee, it was unanimously

RESOLVED to enter an Executive Session to discuss a personnel issue, a legal claims issue, and a real estate issue.

UPON MOTION by Board Vice Chair Marie Barber and second by Board Member Rodney Givens, it was unanimously

RESOLVED to exit Executive Session and return to open session.

Approval of Executive Session Minutes

UPON MOTION by Board Vice Chair Marie Barber, second by Board Member Rodney Givens, it was unanimously

RESOLVED to approve the minutes of the Executive Session.

Updates from the Board Members and General Manager

Board Chairman Dr. Cephus Jackson presented the Board Travel Policy to the Board as received from the committee of the Board formed for such purpose

UPON MOTION by Marie Barber, second Emma Godbee, it was by majority vote

RESOLVED to amend the Travel Policy, as presented, by globally revising dates for deadlines to be measured in business days and by inserting a requirement for Board

members to make a report to the Board about conferences or seminars that are not partaken as an activity of the full Board, and to approve the Board Travel Policy as amended (**Resolution 2023-01**). In favor: Dr. Cephus Jackson, Marie Barber, P. Michael Thomas, Emma Godbee. Oppose: John Chafin, Rodney Givens, Robin Malone. Motion passes.

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION 2023-01

A RESOLUTION BY THE CLAYTON COUNTY WATER AUTHORITY BOARD OF DIRECTORS TO AMEND CHAPTER 5 (BOARD AND BOARD MEMBERS), SECTION 2 (BOARD MEMBER TRAVEL) IN THE CLAYTON COUNTY WATER AUTHORITY LAW AND POLICY MANUAL; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Clayton County Water Authority (“Authority”) and its Board of Directors (“Board”) were created on March 7, 1955 by the Georgia General Assembly (Ga. L. 1955, p. 3344); and

WHEREAS, the travel policy for directors in the Authority’s Law and Policy Manual was last amended in 2004, and the Board desires to update said travel policy.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE CLAYTON COUNTY WATER AUTHORITY: that the Clayton County Water Authority Law and Policy Manual is hereby officially amended by striking the existing text in Chapter 5 (Board and Board Members), Section 2 (Board Member Travel) and adopting in lieu thereof, the text set forth below:

“SECTION 2- BOARD MEMBER TRAVEL POLICY

A. **Purpose:** This Policy addresses how and when members of the Board of Directors are reimbursed with Authority funds for the actual cost of travel and other expenses related to Authority business and meetings. For the purposes of this policy, the term “actual cost” or “actual expenses” refers to a verifiable amount of monetary funds a Board Member expends or incurs for travel and other expenses related to Authority business and meetings. This Policy shall apply to conferences and other seminars and classes that are attended by Board Members at the expense of the Authority where attendance requires travel beyond the geographical jurisdiction of the Authority. This Policy shall not apply to conferences or other seminars or classes attended virtually, which shall be governed by the Authority’s general reimbursement policy and procedures.

B. Actual Costs and Expenses for Approved Travel:

1. Actual cost of coach, economy, or equivalent non-refundable base fare for air or rail travel and the actual cost of one checked bag will be reimbursed for Authority related travel. Other expenses such as upgrades, priority boarding, preferred seating, or excess baggage are the responsibility of the Board Member and are not eligible for reimbursement.
2. The least expensive, practical ground transportation alternative should be used (e.g. taxi, personal car, or rental car). Limousine/hired car travel may be appropriate in limited circumstances given safety, timeliness, and overall expense considerations.
3. Prior approval is required for use of a personal automobile for a trip of over four (4) hours driving time. Use of personal automobile will be reimbursed at current IRS standard mileage rate.
4. Incidental transportation and parking fees will be reimbursed.

C. Conferences.

1. In consultation with the Board Chair, the General Manager shall annually develop an itinerary of (1) conferences, and seminars or classes within such conferences, or (2) seminars or classes independent of conferences, or both, to be offered for attendance by each member of the Board. Such itinerary shall be presented to the Board for adoption and approval; provided, however, that the Board may amend such itinerary as deemed necessary. It shall be the responsibility of each member attending a conference or seminar or class at the expense of the Authority to attend the conferences, seminars, and classes provided for on such itineraries.
2. When a Board Member travels to a conference at the expense of the Authority, the member is representing and warranting that such member is fully available to participate in the conference and that they have no professional or personal obligations that would prevent the them from attending all scheduled classes, seminars, and events.
3. If a Board Member desires to travel to an approved conference at the expense of Authority, the member shall notify the General Manager or their designee by the advance date established by the General Manager. If a Board Member fails to provide notice by such date and provides notice at a later date, the member may still attend the conference; however, the member shall be responsible for paying any difference between the lodging and airfare cost incurred on the later date and the cost that would have been incurred on the notification date established by the General Manager.
4. While at an approved conference or other approved travel destination, a member shall be limited to bring one (1) guest to any events for which an invitation has been received by the Board where such Board Member's attendance is as a representative of the Authority.

5. To the extent the Authority pays travel costs for a Board Member's spouse or guest, such costs shall be reimbursed by the Board Member within ten (10) business days of incurring the expense, final invoice, or completion of travel.
6. In the event a Board Member desires to attend a conference, seminar, or class at the expense of the Authority that is not included on the itinerary annually adopted by the Board, they may submit a request to the entire Board for review and approval. Upon return from such conference, seminar, or class, the attending Board Member shall make a report to the Board at the next regularly scheduled meeting.

D. Lodging.

1. The actual cost for a single occupancy standard room shall be reimbursed. Other expenses such as room service, room upgrades, laundry services, premium television, etc. are the responsibility of the Board Member and are not eligible for reimbursement.
2. Unless prior permission is obtained by the Board, when traveling to a conference, Board Members shall stay at the hotel hosting the conference or at another hotel designated by the General Manager. Reimbursement shall be based on the designated rate for a standard room at the conference/designated hotel. Exceptions may only be considered for the following:
 - i. Lack of available rooms;
 - ii. Unexpected, last-minute reservations; or
 - iii. Seasonal rate variations
3. If a Board Member elects to stay at a hotel other than the conference hotel or the hotel designated by the General Manager, the Board Member shall be responsible for paying any cost differential.

4. A lodging receipt submitted for any reimbursement by a Board Member shall include the name and location of the lodging establishment, dates of stay, and separate amounts for charges such as lodging, telephone calls, meals and incidentals. Meals and incidentals on lodging receipts must be itemized.

E. Meals and Incidentals.

1. Either of the two options below may be selected by a majority vote of the Board of Directors on a per trip basis for Reimbursement:
 - i. *Actual Cost Option.* Reasonable and necessary meal and incidental expenses shall be reimbursed at actual cost.
 - ii. *Per Diem Option.* Per Diem rate when traveling to cover all meals and incidentals on a daily basis. The Per Diem rate is based on the US General Services Administration published Per Diem rates. Per Diem rate covers breakfast, lunch, dinner, and incidental costs. To cover meals and incidental costs incurred during travel days, the specific travel day Per Diem rate will be applied. Travel Per Diem rate will be determined by the published travel day rates of the U.S. General Services Administration and available at <http://www.gsa.gov/portal/category/21287>.

F. Expenses that are not reimbursable.

1. Child care;
2. Golfing or green fees;
3. Gym or recreational fees, including massages and saunas;
4. In-room movies and mini-bar charges;
5. Parking or traffic fines;
6. Lost baggage or excess baggage charge for personal items;

7. Personal travel portions of a business trip;
8. Personal automobile repairs, grooming services, shoe shines;
9. Pet care;
10. Discretionary upgrades (air, hotel, car, etc.);
11. Expenses for a convention, seminar, or similar meeting if the Board Member fails to attend said seminar, conference, or meeting for reasons other than illness or emergency;¹
12. Expenses incurred in connection with any travel that has not been approved of in advance by the Board; and
13. Expenses of any person other than the Board Member that are not employees or contractors of the Authority.

G. Request, Review, and Approval of Reimbursement.

The following process shall be followed for reimbursement:

1. Board Members shall submit requests for reimbursement (“Reimbursement Requests”) to the General Manager or their designee within ten (10) business days of incurring the expense, final invoice, or completion of travel. The Reimbursement Request shall be made on a form prepared by the Authority and shall include verifiable third-party receipts and/or invoices for all expenses incurred.
2. The General Manager shall consider all requests for reimbursements and/or approvals submitted by the Board within ten (10) business days of receipt.

¹ The Board of Directors recognize and agree as stewards of public funds, they will reimburse the Authority for all costs paid by the Authority relating to their unexcused absence from a convention or seminar, including but not limited to registration fees, air travel, lodging, etc.

3. If a request for reimbursement is denied, then the requesting Board Member may submit the request to the entire Board for review or withdraw the request. The entire Board will consider and vote on whether to approve or disapprove the request.
4. Reimbursement Requests shall identify the following information:
 - i. Date the expense was incurred.
 - ii. The location where the expense was incurred (e.g., name of the hotel, restaurant, city, business,).
 - iii. The business purpose for the expense or travel, including the purpose related to service as a Board Member; and the specific business reason for any expense to which the business purpose does not apply.
 - iv. The starting and ending points of travel for any automobile mileage Reimbursement.
 - v. The names of all other people whose expenses are covered by the request for a Reimbursement, including their relationship to the Authority.

H. Enforcement.

1. Any violation of this Policy may be referred to the Clayton County Board of Commissioners for disciplinary action, including but not limited to removal from office for neglect of duty or malfeasance in office.

(Reference minutes of October 7, 2004 Page 2630; February 2, 2023 Pages 6256 - 6263)”

BE IT FURTHER RESOLVED that the General Manager shall establish procedures consistent with this resolution for purposes of implementing the policies provided for within this resolution.


BE IT FURTHER RESOLVED that the General Manager shall establish procedures consistent with this resolution for purposes of implementing the policies provided for within this resolution.

BE IT FURTHER RESOLVED THAT this amendment shall be immediately effective upon adoption of this Resolution.

BE IT FINALLY RESOLVED that this resolution shall supersede any previously issued policy or resolution which conflicts with the resolution, but only to the extent of the conflict.


SO RESOLVED this ____ day of _____, 2023.

CLAYTON COUNTY WATER AUTHORITY:



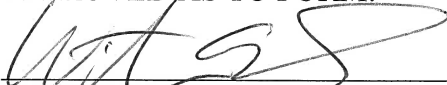
Dr. Cephus Jackson, Chair

ATTEST:



P. Michael Thomas, Secretary/Treasurer

APPROVED AS TO FORM:



Board Attorney


Adjourn

UPON MOTION by Board Vice Chair Marie Barber, second by Board Member Rodney Givens it was unanimously

RESOLVED to adjourn the Board Meeting at 5:08 p.m., there being no further business to come before the Board of Directors.



Dr. Cephus Jackson, Chairman



P. Michael Thomas, Secretary/Treasurer

