

**UPPER OCONEE BASIN WATER AUTHORITY  
NORTHEAST GEORGIA REGIONAL COMMISSION  
E.H. CULPEPPER CONFERENCE ROOM  
SEPTEMBER 24, 2014  
9:30 A.M.**

**MINUTES**

**Members Present:**

Melvin Davis  
Elton Collins  
Gary Duck  
Chris Thomas  
Randy Dowling  
Pat Graham  
Amrey Harden  
Eric Klerk

**Alternates Present:**

Blaine Williams  
Joey Leslie

**Others Present:**

Jim Dove, NEGRC Executive Director  
Mott Beck, NEGRC Executive Assistant  
Evans Brinson, Comptroller  
Chip Ferguson, Atkinson Ferguson  
Brad Lanning, Jacobs  
Bob Snipes, Owner's Representative  
Gina Roy, Jackson County Planning Director  
David Elder, Engineer for Mr. Patton

**CALL TO ORDER AND APPROVAL OF JULY MEETING MINUTES**

Chairman Melvin Davis called the meeting to order at 9:30 a.m. He asked for a motion to approve the minutes of the July meeting. Such a motion was made by Mr. Elton Collins and seconded by Mr. Chris Thomas. The motion passed unanimously.

**FINANCIAL REPORT**

At this time, NEGRC Comptroller Evans Brinson gave the financial report. The total liabilities and fund balance for the month ending August 31, 2014 were \$57,779,967. A motion to approve the financial report as presented was made by Mr. Collins and seconded by Mr. Amrey Harden. The motion carried unanimously.

## COMMITTEE REPORTS

**Operations:** Dr. Jonathan Patton submitted A Project Shoreline Area Use Permit Request to make repairs to an existing driveway that could be used to access his property. In addition, he would replace a failing stormwater structure in the easement to his property where erosion is occurring due to a pipe which appears to have collapsed. Approving the permit would have much less impact to the reservoir than building a new road. It is the recommendation of the Operations Committee to approve the permit with a condition that the applicant follow the construction plan of future maintenance at the reservoir or treatment plant that would require lowering the level of the reservoir, thereby allowing repairs in the permit to be done at the same time. The permit was approved based on recommendation, in the form of a motion, from the Operations Committee. The vote was unanimous.

**Finance:** The Finance Committee met on September 10<sup>th</sup> and addressed several issues. The topic, along with action by the Authority, is as follows:

1. **Budgets:** In the FY14 Revised Budget, operating revenue was down from \$7,532,088 to \$7,405,938, and total plant operating expenses decreased by \$158,800. The excess of revenues over expenses is projected to be \$880,000. Regarding the Capital Expenditure Budget, the \$230,000 project for finished water/raw water pumps capacitor replacement has been completed, and the \$35,000 floats replacement Clarivac System expenditure of \$35,000 will be carried over to the FY15 Budget. The Capital Replacement Fund did not have to be used for the \$230,000 expense. Regarding the Proposed FY15 Budget; in order to be conservative, numbers were increased slightly. Total plant operating expenses are projected to be \$2,752,606, operating expenses \$5,019,806, and excess of revenues over expenses \$950,000. The 2015 Capital Expenditure Budget totals \$220,000. Prior to action on the budgets, Owner's Representative Bob Snipes gave an overview of the draft Scope of Services from Jacobs for an update to the Authority's Drought Management Plan. The draft was presented to the Joint Engineering/Operations Committee at a meeting on September 3<sup>rd</sup>. During this meeting, members requested that the Chairs of both Committees and Mr. Snipes meet and discuss and develop a Proposed Final Scope of Services to allow for a review of that document by the Joint Committee. The Joint Committees met and reviewed the document and requested that the Finance Committee include \$60,000 within the recommended FY2015 Budget to fund the engineering efforts during the upcoming year. The Finance Committee met and recommended that this expenditure be included in the Proposed Budget. At this time, a motion to approve the Revised FY14 Budget and the Proposed FY15 Budget (including the \$60,000) for dissemination to participating Counties and the Resource Management Commission for review and comment was made

by Mr. Collins and seconded by Mr. Eric Klerk. The motion passed unanimously. Comments will be sent to Mott Beck until October 15th. The Scope of Services for the Update to the Drought Management Plan will be finalized by early November for review by the Joint Committee prior to consideration by the Authority at its November meeting.

2. **Purchasing Policies:** At this time, a discussion was held regarding a Purchasing Policy for the Authority. Mr. Snipes presented said document at the Finance Committee meeting in September which outlines purchasing guidelines and recommendations. The document was approved by the Committee for consideration to the Authority. The Purchasing Policy was approved based on a recommendation, in the form of a motion, from the Finance Committee. It was noted that the most important section of the Purchasing Policy is the "*Designated Representative Authorization*" section.
3. **Standard Operating Procedures:** The cost of chemicals is the third largest expense within the annual plant Operating Budget and represents 15% of the proposed FY2015 total annual plant operating budget of \$2.75 million. Mr. Snipes provided a Proposed Standard Operating Procedure for purchasing chemicals to the Finance Committee when they met in September, and it is their recommendation that this document be approved. The Standard Operating Procedure was approved based on this recommendation, in the form of a motion, from the Finance Committee. The Contractor's representative, Brad Lanning, will provide a written recommendation for all chemical purchases to the appropriate "Designated Representative(s) for Purchasing" as approved by the Authority and in accordance with the Authority's Purchasing Policy.
4. **Asset Management Policy:** The next item for consideration was the Asset Management Policy. This Policy establishes the parameters surrounding the Authority's capitalization of depreciable items as well as to provide structure and guidance in regard to the Authority's accumulation and utilization of its Capital Assets Reserve and Replacement. This document has been reviewed extensively by the Finance Committee and it is its recommendation that it be approved. The Asset Management Policy was approved based on recommendation, in the form of a motion, from the Finance Committee. The Policy will become effective on January 1, 2015.

## **OWNER'S REPRESENTATIVE REPORT**

At this time, Mr. Snipes gave his report. The first item for discussion was an update on the Draft Technical Memorandum regarding the Bear Creek Water Treatment Plant High Service Pump Station Discharge Pipe Interconnection and Clearwell Analysis. The Joint Operations/Engineering Committee met the September 3<sup>rd</sup> to

review and discuss the memorandum. They accepted the subject report contingent upon minor editorial revisions, and the revised document was presented on September 17<sup>th</sup>. After discussion, the Joint Committee voted to recommend that the high service pump sets not be interconnected, and to further recommend that the Clearwell capacity not be increased until the Bear Creek Water Treatment Plant is expanded beyond the current design capacity of 26 MGD. A motion to accept this recommendation was made by Mr. Collins and seconded by Mr. Thomas. The motion passed unanimously. Mr. Snipes advised that the final cost for this study will be \$10,000 less than the original cost-not-to-exceed or approximately 78% of the estimated cost. Other issues addressed by Mr. Snipes related to plant operations and management, and his full report is attached to these minutes.

### **OPERATIONS AND MANAGEMENT REPORT**

Operations of the facility are normal and in compliance with EPD rules and regulations. The reservoir remains at full pool, and the treatment plant pumped 9.83 MGD of potable water into the distribution system this month. The Bear Creek facility received an Outstanding Performance rating from the EPD Sanitary Survey.

### **PUBLIC COMMENT**

There were no public comment requests.

### **EXECUTIVE SESSION**

There was no Executive Session.

### **OTHER BUSINESS**

The next meeting will be held on November 19<sup>th</sup>. Copies of all documents discussed and approved in these minutes were distributed prior to the meeting and filed with the official minutes.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:15 a.m.

Respectfully Submitted,

Martha "Mott" Beck  
UOBWA Secretary

Owner's Representative Report  
Wed Sept 24, 2014

1. Engineering Projects

- High Service Pumping Station and Clearwell Project
  - Draft Technical Memorandum for both study elements received on July 14, 2014.
  - Joint Operations/Engineering Committee met on Wednesday Sept 3 (not 4 as noted in my memo), 2014 and reviewed Draft Technical Memorandum.
  - Joint Operations/Engineering Committee recommends that the Authority:
    - a) Accepts the subject report contingency upon minor editorial revisions being made. The proposed Final Technical Memorandum (distributed as part of meeting package), with the requested revisions, was provided on Wednesday Sept 17, 2014;
    - b) Approve the report's recommendation that the high service pump sets not be interconnected; and
    - c) Approve the report's recommendation that the clearwell capacity not be increased until the Bear Creek Water Treatment Plant is expanded beyond the current design capacity of 26 mgd.
  - Noted Observations:
    - 1) Report clarifies that all of the Jackson County pumps, and not just the constant speed pump, were designed to operate at a TDH of 450 feet or 196 psi.
    - 2) It the understanding of Jacobs Treatment Plant staff that Jackson County would like for the Jackson County to operate at a TDH system pressure of 165 psi or 381 feet and this has been the practice to date.
    - 3) To provide appropriate documentation within the Bear Creek Water Treatment Plant files, it is recommended that the Jackson County Water Authority provide the Authority with a written request that the Jackson County pumps be operated at a TDH of 165 psi or 381 feet, until further notice.
    - 4) There appears to be advantages to Jackson County if pump #8 (constant speed pump) were conveyed to a variable speed pump. The Jackson County Authority may wish to request that the UOBWA further evaluate such a modification on their behalf.

Appears that final cost for this study will be \$10K+ less than original cost-not-to-exceed amount or about 78% of the estimated cost. Thanks to the Jacobs team.

- Drought Management Plan
  - Draft Scope of Services reviewed by Joint Engineering/Operations Committee during meeting on Wednesday Sept 10, 2014.
  - The determined that additional work is needed on the subject proposed scope of service and asked that Jacobs staff continue to refine the scope of service in

collaboration with the Chairperson of the Engineering Committee (Gary), the Chairperson of the Operations Committee (Chris), and me.

- Committee asked that the proposed Final Scope of Service be available for review by the Joint Committee no later than early November and subsequent consideration by the Authority at the November meeting.
- It is anticipated that the cost for the subject engineering effort should not exceed \$60k.
- Joint Operations/Engineering Committee requested that the Finance Committee include \$60,000 within the recommended FY 2015 Budget for this engineering effort.
- The Finance Committee met on Wednesday Sept 17, 2014 and, as a part of that meeting agenda, considered the funding request from the Joint Engineering/Operations Committee.
- The Finance Committee has included the subject \$60k within the recommended FY 2015 Budget.
- I concur with the funding recommendation from the Joint Engineering/Operations and Finance Committee.
- Authority action on this item will be part of Annual Budget Approval.

## 2. Plant Operations:

- Electrical – Completed
- Chemicals – Completed (see Memo of Sept 17, 2014)
  - a) Expense for FY 2015 is estimated to be approximately \$412,000 or about 15% of annual plant budget (\$2.75 million).
  - b) Anticipated that at least two (2) of the chemicals will have an annual cost of over \$100K.
  - c) Working with Jacobs staff, with input from Legal Staff, SOP #019 is recommended for acquisition of all chemical purchases.
  - d) Also recommended that the Contractor's Representative provide purchasing recommendation as outlined in the Authority's Purchasing Policy and other related documents (to be considered as separate item as part of this agenda).
- Internet/Phone service – Review in progress. To be presented at Nov 2014 Authority Meeting.
- Ground/Landscape Maintenance - Review in progress. To be presented at Nov 2014 Authority Meeting.
- Staffing Schedules - Review in progress. To be presented at Nov 2014 Authority Meeting.
- Vehicle Usage - Review in progress. To be presented at Nov 2014 Authority Meeting.

### 3. Management

- Website is now being actively maintained. Meeting notices are kept current, etc.
- The following issues have been identified for review and are recommendations included within the Asset Management Plan that is to be considered for approval during this meeting:
  - Surplus Property policy & procedure – Section #6 Asset Disposition
  - Capital depreciation process – Section #4 Capitalization Method & Procedure
- Purchasing Policy
  - Review form layout
  - Italic Print – Method for Acquiring Price & Requirement
  - Italic Print – Advertising/Solicitation
  - Italic Print – Designated Representative for Purchasing and assignment of recommending responsibility.

# BEAR CREEK WTP STANDARD OPERATING PROCEDURES

<b>SOP# 019:</b>		<b>Reviewed or Revised Date:</b>	
<b>Purpose: Chemical Bid and/or Price Quote Packages</b>		<b>Tools Required:</b> None	
<b>Scope/Location:</b> Bear Creek WTF 476 Savage Rd. Bogart Ga. 30622		<b>Hazards/Safety:</b> <b>PPE:</b> NONE	
<b>PROCEDURE</b>			
1	By no later than October 1 of each year, the following actions are to be taken for all chemicals to be purchased during the next calendar year: a) the bid advertisement process is begun for all chemicals with an estimated annual cost of \$100,000 or greater, b) bid and/or price quote packages are prepared and provided to identified potential suppliers for all chemicals with an estimated annual cost of \$25,000 or greater.	Please see the attached: <ul style="list-style-type: none"> <li>Bid/Price Quote Request</li> <li>Award Letters</li> <li>Cost Table</li> <li>Summary of UOBWA Purchasing Policy</li> </ul>	
2	Bid packages will be distributed to as many vendors as possible to obtain required number of competitive bids and/or price quotes.	Please see the attached: <ul style="list-style-type: none"> <li>Summary of UOBWA Purchasing Policy</li> </ul>	
3	The response to the bid and/or price quote request is due by no later than the last day of October.	The actual bid and/or price quote response date will be established during the preparation and distribution of the annual bid and/or price quote packages.	
4	The name of the vendor, along with the bid and/or price quote for each chemical they are quoting on, is placed in an excel spreadsheet for review and evaluation.	A copy of the excel spreadsheet, with the recommended vendor and associated annual cost noted, will be provided to the Board of the Authority no later than the November meeting of the Board of the Authority each year.	
5	The intent is to receive at least three (3) bids for each chemical that is anticipated for use in the next calendar year.	If at least three (3) bids are not received for any specific chemical, efforts will be made to identify additional vendors. Also, vendors who did not respond will be contacted to determine reasons for not submitting. If fewer than three (3) bids or price quotes are obtained, staff will provide the Authority with a written statement outlining their understanding of why the solicitation process did not provide the desired number of bids and/or price quotes.	
6	The vendor for each chemical will be selected based on price, quality of product, and ability to deliver chemicals in a timely and proper manner.	All chemicals must be NSF approved and selected vendor will need to meet all delivery and quality control requirements.	
7	Contracts for all purchases with estimated annual cost of \$100,000 or greater must be approved by and awarded by the Board of the Authority. All other contracts may be awarded by the Board of the Authority or the Board designated representative of the Authority for such purchases.	Please see the attached: <ul style="list-style-type: none"> <li>Summary of UOBWA Purchasing Policy</li> </ul>	

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Project Shoreline Area Use Permit Request

**Name of Applicants:** Jonathan and Lisa Patton  
(706) 614-4304  
(706) 564-4026

**Address of Applicants:** 69 Charter Oak Drive, Athens 30607

**Bear Creek Address:** 635 Providence Rd (northwest corner of lake)

**Date of Application:** 7/31/2014

**Type of Permit Requested:** Project Shoreline Area Use Permit

### Description of Requested Action:

We are planning to build a home (primary residence) on property we purchased in January 2013 on Bear Creek Reservoir when we moved to the area for a job at Athens Regional Medical Center. In order to initiate construction, we are asking permission to improve access to the building site by: 1) repairing a failing stormwater structure in the easement to our property where erosion is occurring due to a pipe which appears to have collapsed during the reservoir construction, 2) reinforcing a driveway (with a permeable surface) which predates the reservoir creation and leads from the easement to the home site.

The existing driveway is a mix of crush and run paved with asphalt, which originally provided access from Providence road to the house that was removed for the lake to be created. The initial portion of the driveway is the easement to our property and will have to be repaired as noted above. A portion of the remaining driveway ranges from 50-100 feet (within the 150 ft. setback) in distance from the water's edge and is the area in question. We are seeking approval for improving this portion of the driveway for several reasons including:

1. It would allow us to minimize our impact on the surrounding forest area and limit the possibility of subsequent sediment washout into the lake. If we were to need to construct a new (and by necessity, much longer) driveway instead of reinforcing the existing structure, we would have to perform a significant amount of potentially unnecessary grading and large tree removal.
2. We could avoid having to perform heavy construction through our neighbor's property, which is where our current property easement exists.
3. The overall cost of maintaining the existing structure would be much less than creating a new driveway.

(Attached pictures below)

Attachments:

Closeup picture of existing driveway (paved prior to lake creation)



Existing driveway



# Upper Oconee Basin Water Authority

## Asset Management Policy

### 1. Purpose

This policy establishes the parameters surrounding the Authority's capitalization of depreciable items as well as to provide structure and guidance in regard to the Authority's accumulation and utilization of its Capital Assets Reserve and Replacement Fund.

### 2. Capital Asset Definition

A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; **and** (2) was acquired or produced for a cost of **\$25,000** or more. Capital Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes.

### 3. Capitalization Thresholds

Upper Oconee Basin Water Authority establishes **\$25,000** as the threshold amount for minimum capitalization. Any items costing below this amount shall be expensed in Upper Oconee Basin Water Authority's books and records and as presented in its financial statements. Additionally, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the cost of acquisition or production.

### 4. Capitalization Method and Procedure

All Capital Assets are to be recorded at historical cost, together with the related cost to place in service, as of the date acquired and are to be depreciated using a half-year convention on a straight-line basis over the estimated useful life as indicated in the following table:

Asset Class	Life
Land	N/A
Dam & Reservoir	50 years
Land Improvements	25 years
Buildings	40 years
Vehicles	5 years
Plant Machinery & Equipment	15 years
Office Machinery & Equipment	5 years
Heavy Equipment Vehicles	10 years
Computer Equipment	4 years
Furniture & Fixtures	5 years
Leasehold Improvements	Over the lease term

**Upper Oconee Basin Water Authority**  
**Asset Management Policy**

**5. Recordkeeping**

Ideally, invoices or other supporting documentation substantiating an acquisition cost of each unit of property shall be retained for the duration of its useful life. If after five years such physical documentation is disposed of, a scanned image of that information shall be maintained for the useful life of the asset. At a very minimum, a record shall be maintained showing the cost information and description of how the asset was originally allocated in the cost allocation methodology so that upon disposal the necessary accounting can take place to credit the appropriate counties or cost sharing classifications.

**6. Asset Disposition**

There are various reasons why an asset may need to be disposed of by the Authority. These reasons may include that the assets is no longer needed, it may have been replaced, is no longer in service, or other reasons. Assets that are to be disposed or abandoned should be listed for review and approval by the Authority. That listing should include salient information such as the asset description, acquisition date, acquisition price, accumulated depreciation, remaining undepreciated value, and an estimate of its current value. If any asset is proposed to be abandoned, reasoning should be shown as to why it should not be offered for sale.

The fair market value for surplus property should be based on the estimated current market value of the asset with consideration given for its condition. An estimation of value should be determined using one of the following methods:

- Remaining undepreciated value as per the depreciation schedule. For assets on the depreciation schedule that were part of the original plant in service and for which are depreciated on a class composite method, it may be necessary to use regression analysis through use of current replacement price and discounting for purchasing power of the current dollar.
- Estimation through comparison of similar items for sale such as, with vehicles, using values published by NADA, Kelly Blue Book, Edmonds, or Auto Trader.
- Competitive bidding process (*which may not be able to be determined prior to the Authority's authorization to sale said property*).

Once an asset is approved for sale or disposal by the Authority, the following protocol shall be used in offering it for sale at the authorized price:

- Offer the asset for sale to Barrow, Athens-Clarke, Jackson, & Oconee Counties.
- If not acquired by the counties, extend the same offer to all cities in the above counties.
- Finally, if the asset remains unsold, then post it for sale on [www.govdeals.com](http://www.govdeals.com).

## Upper Oconee Basin Water Authority Asset Management Policy

For assets garnering a purchase offer that is 75% or less of the authorized sale price, and that is a difference of more than \$5,000, the proposed sale must be separately approved by the Authority's board.

If an asset cannot be sold at any price using the foregoing protocol, then it should be reevaluated by the Authority's board for designation as "abandoned" in which case it can be disposed of as scrap or garbage. Employees of the Authority are prohibited from acquiring any asset unless it is at "arms length" and at a value not less than the previously authorized sale price. In no instance can an employee obtain or acquire an abandoned asset.

### **7. Capital Asset Reserve and Replacement Fund**

The Authority shall maintain an *Asset Master Plan* (AMP) which contemplates the timing and cost of the replacement of operating assets. The AMP considers the replacement of assets that are expected to be added to the depreciation schedule at some future time and, as such, is not designed or intended to calculate needed reserves for items that are not capital in nature. That notwithstanding and while the AMP should be consistent in principal and philosophy to the capitalization and depreciation policies, it is not required to mirror that policy. Instead, at the election of the Authority and after consideration of its capital funding requirements, the Authority may chose to build reserves on assets that may be less than the capitalization threshold and may exclude from the reserve calculations other classes of assets, such as office furniture and fixtures.

Furthermore, it is to be limited to only assets needing to be acquired for the continued operation and functioning of the existing plant and service level. Accordingly, planned costs for the construction or acquisition of assets that serve to expand the scope of plant services, such as the addition of clear wells, are not a component of the AMP and its related Capital Asset Reserve and Replacement Fund (CARRF).

The AMP shall be suitably detailed in nature and shall disclose the projected acquisition of assets by individual description if available (ie., "river pump station pump") or, at a minimum, by asset class type (ie., "vehicles") and should show the anticipated year of acquisition together with the estimated acquisition cost. An accumulated funding dollar figure should be presented for the asset, or class of assets, along with a dollar figure representing the "unfunded" or "overfunded" amount of that allocable portion of the reserve.

Both the AMP and the CARRF shall be reviewed at least annually and proximate to the development of the Authorities budget adoption process. Based on capital needs and other considerations, the Authority may elect to forego the utilization of the reserve for the acquisition of assets that are qualified for reserve funding.

### **8. Effective Date: January 1, 2015**

Summary of Upper Oconee Basin Water Authority Purchasing Policy  
As of Sept. 24, 2014

Estimated Contract/Annual Purchase Amount	Method for Acquiring Price and Requirements	Award Authority	Designated Representative for Purchasing as of Sept. 24, 2014	Advertising/Solicitation Requirements
\$100,000.00 or greater	<ol style="list-style-type: none"> <li>1. Competitive sealed bids or proposals.</li> <li>2. Clear &amp; adequate specifications.</li> <li>3. Two or more responsible offerors.</li> </ol>	Board of the Authority.	None allowed by Purchasing Policy.	<ol style="list-style-type: none"> <li>1. Public notice of an invitation to bid as required by Georgia Law plus any other method identified by the Board of the Authority, or its designated representative, as likely to result in optimal competition.</li> <li>2. Public notice posted conspicuously in the governing authority's office (<i>Regional Commission and Treatment Plant</i>), and</li> <li>3. Advertised in legal organ of each county a minimum of two times, with first advertisement occurring at least four weeks prior to the opening of the sealed bids/proposals. The second advertisement shall follow no earlier than two weeks from the first advertisement, <b>or</b></li> <li>4. Advertised continuously</li> </ol>

Summary of Upper Oconee Basin Water Authority Purchasing Policy  
As of Sept. 24, 2014

\$100,000.00 or greater (continued)				on the internet website of the Authority for at least four weeks prior to the bid or proposal opening. <b>This is the preferred method.</b>
\$30,000.00 to \$99,999.00	<ol style="list-style-type: none"> <li>1. Informal (sealed bids/proposals not required) but process should include as much competition as is consistent with anticipated cost.</li> <li>2. Whenever possible, should be based upon written quotes.</li> <li>3. Should have at least three (3) reputable offerors unless adequate source supply is not available.</li> <li>4. <i>Clear &amp; adequate description of desired commodity or service.</i></li> </ol>	Board of the Authority or designated representative.	<p><i>Recommended – Authority Chairperson or, in his/her absence, the Authority Vice Chairperson based upon a recommendation from the Owner's Representative (currently Bob Snipes) or, in his/her absence, the Executive Director of the NE Georgia Regional Commission (currently Jim Dove).</i></p>	<p><i>Written notice of bid/proposal opportunity, along with clear &amp; adequate description, to not less than three (3) reasonably known suppliers of desired commodity or service.</i></p>
\$2500.00 to \$29,999.00	<ol style="list-style-type: none"> <li>1. May be received through phone solicitations.</li> <li>2. Should have at least three (3) reputable offerors unless adequate source supply is not available.</li> <li>3. <i>Clear &amp; adequate description of desired</i></li> </ol>	Board of the Authority or designated representative.	<p><i>Recommended – The Owner's Representative (currently Bob Snipes) or, in his/her absence, the Executive Director of the NE Georgia Regional Commission (currently Jim Dove) based upon a</i></p>	<p><i>Phone solicitation, with clear &amp; adequate description, to not less than three (3) reasonably known suppliers of desired commodity or service.</i></p>

Summary of Upper Oconee Basin Water Authority Purchasing Policy  
As of Sept. 24, 2014

\$2500.00 to \$29,999.00 (continued)	commodity or service.		recommendation from the Contractor's Representative (currently Brad Lanning) or, in his/her absence, the Bear Creek Treatment Plant Manager (currently Ken Moore).	
Less than \$2,500.00	1. May be purchased in open market. 2. Purchase order or contract required for all purchases in excess of \$10.00.	Board of the Authority or designated representative.	Contractor's Representative (currently Brad Lanning) or, in his/her absence, the Bear Creek Treatment Plant Manager (currently Ken Moore).	None
Sole Source Purchase	Evidence that a particular commodity or service is available from only one source and no similar commodity or service will adequately meet the Authority's requirements.	1. Board of the Authority where cost is estimated to be \$100,000.00 or greater. 2. Board of the Authority or designated representative when estimated cost is less than \$100,000.00.	Recommended- For purchases of less than \$100,000.00, Authority Chairperson or, in his/her absence, the Authority Vice Chairperson based upon a recommendation from the Owner's Representative (currently Bob Snipes) or, in his/her absence, the Executive Director of the NE Georgia Regional Commission (currently Jim Dove).	None

Summary of Upper Oconee Basin Water Authority Purchasing Policy  
As of Sept. 24, 2014

Emergency Purchases	<p>1. Emergency constituting a threat to public health, or safety or welfare, or to the soundness and integrity of public property, or to the delivery of essential services, and when the adverse effects of such emergency may worsen materially with the passage of time.</p> <p>2. Such competitive procedures as circumstances reasonably permit should be utilized.</p> <p>3. Commodity or service expenses of \$100,000.00 or greater must be <u>ratified</u> by the Board of the Authority.</p>	Board of the Authority or designated representative.	<p><i>Recommended – Authority Chairperson or, in his/her absence, the Authority Vice Chairperson based upon a recommendation from the Owner's Representative (currently Bob Snipes) or, in his/her absence, the Executive Director of the NE Georgia Regional Commission (currently Jim Dove).</i></p>	Such solicitation procedures as circumstances reasonably permit should be utilized.
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Notes:

1. It is the policy of the Authority to award contracts for professional services on the basis of demonstrated competence and qualifications at a fair and reasonable price with the ultimate selection based on the best interest of the Authority and the receipt of maximum value. Professional services refer to such services as legal, engineering, surveying, architectural and other performed by individuals whose profession is licensed by the state of federal government.
2. Comments noted above in italic print are not stated within the adopted Resolution Regarding Upper Oconee Basin Water Authority Purchasing Policies and Regulations, but, are recommended procedures and/or processes.

Revised 9/7/14

UOBWA 2014 Revised Operating Budget Accrual Basis		UOBWA 2014 Revised Operating Budget	
		FY2014 Budget Revised	FY2014 Budget
Operating Revenue		\$7,405,938	\$7,532,088
Operating Expenses:			
Plant Operating Expense:			
Jacobs Engineering - Management Costs		\$903,700	\$903,700
Chemicals		\$346,000	\$412,500
Lab Expense		\$25,450	\$31,450
Landscape Expense		\$65,000	\$45,000
Office Expense		\$11,750	\$17,750
Outsourced Professional Services		\$15,000	\$30,000
Plant Maintenance		\$300,000	\$376,500
Safety Equipment		\$20,000	\$20,500
Training		\$6,000	\$6,000
Uniforms		\$3,000	\$5,800
Utilities		\$753,500	\$753,500
Vehicle Expense		\$20,000	\$25,500
Miscellaneous Expense - (USGS Monitoring)		\$29,000	\$29,000
Total Plant Operating Expense		\$2,498,400	\$2,657,200
Amortization		\$0	\$37,830
Bank charges		\$3,500	\$1,000
Depreciation		\$1,500,000	\$1,500,000
Insurance		\$80,500	\$80,000
Professional services		\$581,500	\$551,850
Public Access maintenance		\$5,000	\$5,000
Site county payment		\$30,000	\$30,000
Total Operating Expenses		\$4,698,900	\$4,862,880
Non-Operating (Expenses)			
Bond interest expense		(\$1,827,038)	(\$1,827,038)
		(\$1,827,038)	(\$1,827,038)
Total Budgeted Expenditures		\$6,525,938	\$6,689,918
Excess of Revenues over Expenses		\$880,000	\$842,170
UOBWA 2014 Capital Expenditure Budget			
Floats Replacements - Clarivac System			\$35,000
Camera Gate Control Upgrade			\$10,000
Finished Water/Raw Water Pumps			\$230,000
Capacitor Replacement			\$275,000
Reconciliation of GAAP Expenses to Cash Requirements			
Total Budgeted Expenditures 2014			\$6,525,938
Less Non-Cash Expenses:			
Amortization		\$0	\$0
Depreciation		\$1,500,000	\$1,500,000
Add Non-GAAP Expenditures:			
Bond Principal Payment		\$1,960,000	
Capital Reserve		\$420,000	
& Replacement Requirements			
Working Capital Reserve		\$0	\$2,380,000
Net of Reconciling Items			\$880,000
Total Cash Requirements 2014			\$7,405,938

Revised: 09/10/2014

UOBWA 2015 Operating Budget Accrual Basis			UOBWA 2015 Operating Budget		
	FY2015 Budget	FY2014 Budget Revised	FY2014 Budget	Reconciliation of GAAP Expenses to Cash Requirements	
Operating Revenue	\$7,710,525	\$7,405,938	\$7,532,088	Total Budgeted Expenditures 2015	\$6,760,525
Operating Expenses:				Less Non-Cash Expenses:	
Plant Operating Expense:				Amortization	\$0
Jacobs Engineering - Management Costs	\$971,456			Depreciation	\$1,500,000 (\$1,500,000)
Chemicals	\$412,500				
Lab Expense	\$31,450	\$903,700	\$903,700	Add Non-GAAP Expenditures:	
Landscape Expense	\$67,000	\$346,000	\$412,500	Bond Principal Payment	\$2,030,000
Office Expense	\$17,750	\$25,450	\$31,450	Capital Reserve	\$420,000
Outsourced Professional Services	\$30,000	\$65,000	\$45,000	& Replacement Requirements	\$0
Plant Maintenance	\$381,500	\$11,750	\$17,750	Working Capital Reserve	\$2,450,000
Safety Equipment	\$20,500	\$300,000	\$376,500		
Training	\$6,650	\$20,000	\$20,500	Net of Reconciling Items	\$950,000
Uniforms	\$5,800	\$6,000	\$6,000		\$950,000
Utilities	\$753,500	\$3,000	\$5,800	Total Cash Requirements 2015	\$7,710,525
Vehicle Expense	\$25,500	\$753,500	\$753,500		
Miscellaneous Expense - (USGS Monitoring)	\$29,000	\$20,000	\$25,500		
Total Plant Operating Expense	\$2,752,606	\$2,498,400	\$2,657,200		
Amortization	\$0	\$0	\$37,830		
Bank charges	\$2,000	\$3,500	\$1,000		
Depreciation	\$1,500,000	\$1,500,000	\$1,500,000		
Insurance	\$88,700	\$80,500	\$80,000		
Professional services	\$641,500	\$581,500	\$551,850		
Public Access maintenance	\$5,000	\$5,000	\$5,000		
Site county payment	\$30,000	\$30,000	\$30,000		
Total Operating Expenses	\$5,019,806	\$4,698,900	\$4,862,880		
Non-Operating (Expenses)					
Bond interest expense	(\$1,740,719)	(\$1,827,038)	(\$1,827,038)		
Total Budgeted Expenditures	(\$6,760,525)	(\$6,525,938)	(\$6,689,918)		
Excess of Revenues over Expenses	\$950,000	\$880,000	\$842,170		
UOBWA 2015 Capital Expenditure Budget					
Floats Replacements - Clarivac System	\$55,000				
Lagoon Cleaning	\$155,000				
EMA Battery Board Renewal	\$10,000				
	\$220,000				

Revised: 09/10/2014