

Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Tuesday, August 16, 2022
8:30 a.m.

I. Pledge of Allegiance

II. Public Comment

III. Minutes

June 21, 2022 - Regular Meeting Minutes

IV. Reports

A. Authority Members

B. General Manager

V. Meeting Date Calendar

VI. Approve Bank documents for signatory officers

VII. Correspondence from Fayette County Water System

VIII. Work Authorization for Industrial Pretreatment

IX. Correspondence from the City of Peachtree City regarding ARPA funds

X. Quarterly Financial Update

XI. Organizational Chart

XII. Job Description

XIII. Budget Presentation

XIV. ISE Contract

XV. Executive Session – Real Estate, Personnel, Potential Litigation

XVI. Adjourn

** Location of meeting is Peachtree City Water & Sewerage Authority at 1127 Hwy. 74, South **

NOTE: This agenda is subject to change up to twenty-four hours prior to the scheduled meeting.

A quorum of City Council will be in attendance.

Peachtree City Water and Sewerage Authority

June 21, 2022

The Peachtree City Water and Sewerage Authority held its monthly meeting on Tuesday, June 21, 2022, in the break room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Kim Learnard, Vice-Chairman Mike King, Treasurer/Secretary Gretchen Caola, Board Member Phil Prebor, Board Member Frank Destadio, Ms. Melissa Griffis (attorney with Horne & Griffis), Ms. Sadelia Hobbs (Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Ms. Millie Shah (WASA), Mr. Larry McNeil (WASA), Mr. Chris Miller (Cpak Technology Solutions), Mr. Josh Thomas (Cpak Technology Solutions), Ms. Hope Larisey (ISE), and Mr. Clint Holland.

Ms. Learnard called the meeting to order at 8:30 am. The meeting began with the Pledge of Allegiance.

Ms. Learnard opened the meeting up for public comment. There were no public comments.

Ms. Learnard asked for a motion to approve the April 19, 2022 regular meeting minutes. Mr. King made a motion to approve the April 19, 2022 regular meeting minutes, seconded by Mr. Destadio. Ms. Caola abstained. Motion carried.

There were no reports from the Authority members. Mr. Dan Davis provided a General Manager report. Mr. Dan Davis stated there has been some slight turn-over with staff, but positions have been backfilled. Mr. Dan Davis stated the systems and plants are running efficiently.

Mr. Dan Davis discussed the Memorandum from the City of Peachtree City, Georgia regarding ARPA Funds, provided in February. Mr. Dan Davis stated the Authority staff met with City staff to discuss the funds and potential projects. Mr. Dan Davis stated the Authority will complete qualifying projects, and then be reimbursed by the City with ARPA funds. Mr. Destadio noted the funds must be allocated by December 21, 2024 and spent by December 31, 2026.

Mr. Dan Davis discussed the Budget Amendment, including the Seven-Year Capital Improvement Plan (CIP); with ARPA funded projects totaling \$6,598,182. Mr. Destadio asked why there were no ARPA projects listed in 2024 when there are ARPA funds listed for 2024. Ms. Shah stated the pricing for projects is unknown at this time, and the funds shown in 2024 will serve as a reserve to cover possible fluctuation in prices. The bulk of the ARPA funds are to be spent in 2023. Mr. Dan Davis stated the staff had preliminary meetings to discuss identified projects; specifically, the filter replacement and headworks projects which could potentially be completed within a few months. Mr. King asked regarding the status of the Huddleston Road project. Mr. Dan Davis stated the ARPA projects are shown in blue. Completing the projects identified in blue with ARPA funds frees up reserves that can be spent for long-term planning projects, including the Huddleston Road project. Mr. Dan Davis recommended that the Board not take action on this item (Budget Amendment) today. Once the biosolids evaluation and other long-term planning project reports are complete, the Board will have the information needed to vote on the Budget Amendment.

Ms. Larisey discussed the follow up to the Long-Term Monitoring work with regard to the duplication of efforts with the Fayette County Water System. Ms. Larisey stated she spoke with Water System staff and the Authority is not duplicating efforts with the County. The Water System samples 18 sites, with two sites

being the same location as Authority sites. However, the Water System is not sampling for the same parameters or weather dependent (the Authority sampling is weather dependent).

Ms. Larisey discussed the MNGWPD Audit Assistance Work Authorization. The Authority is required to comply with the action items identified by the MNGWPD. This Work Authorization addresses submitting the required documentation to address all requirements. Ms. Larisey stated Mr. Jason Ray with ISE is the subject matter expert and will be completing this project. Mr. Destadio made a motion to approve the MNGWPD Audit Assistance Work Authorization from ISE, seconded by Mr. King. Motion carried.

The meeting was paused for a few moments to address audio recording issues.

Ms. Caola made a motion to cancel the July 19, 2022 Meeting, seconded by Mr. Prebor. Motion carried.

Ms. Learnard asked for a motion to adjourn into Executive Session for the purpose of Real Estate, Personnel, and Potential Litigation. The motion was made by Mr. King and seconded by Mr. Prebor. Motion carried. The meeting was adjourned into Executive Session at 8:53 am.

The meeting was reconvened at 9:58 am.

Ms. Learnard asked for a motion to adjourn. The motion was made by Mr. Prebor and seconded by Mr. King. Motion carried. The meeting was adjourned at 9:58 am.

Chairman – Kim Learnard

Vice Chairman – Mike King

Peachtree City Water and Sewerage Authority
1127 Hwy. 74, South
Peachtree City, GA 30269

Meeting Dates at 8:30 a.m.

October 18, 2022

November 15, 2022

December 20, 2022

January 17, 2023

February 14, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023

July 18, 2023

August 15, 2023

September 19, 2023

July 8, 2022

L.H. (Dan) Davis, Jr., General Manager
1127 Highway 74 South
Peachtree City, GA 30269

Re: Billing Sewer Service Agreement

Mr. Davis,

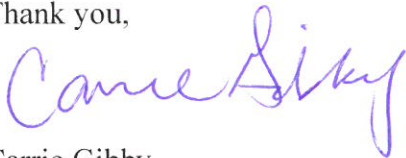
Effective August 1, 2022, the Fayette County Water System will increase its sewer billing fee to \$1.87 per customer. The new fee reflects a 12 percent increase over the previous sewer billing fee of \$1.62 established in 2014 and reflects an annual increase of 1.5 percent over 8 years. A notification of this increase was mailed on June 21, 2022.

Careful analysis was conducted of the cost associated for the Fayette County Water System to bill sewer entities. The analysis takes into account both direct and indirect costs. The analysis showed that the cost to perform sewer billing is significantly more than what is being collected. The new fee reflects a 10 percent discount of the full recovery cost.

The sewer billing fee increase was presented to the Fayette County Board of Commissioners at the 2022 Retreat.

Please have the Agreement signed by your designated official and provide to the address below. If you have questions, please contact me at 770-461-1146 ext. 6019.

Thank you,



Carrie Gibby,
Business Operations Manager
Fayette County Water System
245 McDonough Road
Fayetteville, Georgia 30214

STATE OF GEORGIA

COUNTY OF FAYETTE

BILLING SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2022, by and between **FAYETTE COUNTY**, a political subdivision of the State of Georgia acting by and through its Board of Commissioners, hereinafter referred to as the "County", and the **PEACHTREE CITY WATER AND SEWER AUTHORITY**, a Georgia public body, corporate and politic, acting by and through its Board of Directors, hereinafter referred to as the "Authority", for the purpose of the County providing billing services for the Authority, hereinafter referred to as the "Agreement".

WITNESSETH:

WHEREAS, the County and the Authority are parties to an existing billing services agreement (the "Prior Agreement"); and

WHEREAS, the County and the Authority desire to replace the Prior Agreement with this Agreement primarily to increase the billing cost per costumer as recited in the Prior Agreement from \$1.62 per customer to the county approved billing cost per customer per month; and

WHEREAS, the County and the Authority desire to incorporate all other rights and responsibilities provided in the Prior Agreement.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises contained herein, the receipt and sufficiency of which are hereby acknowledged by the County and the Authority, the County and the Authority hereby agree as follows:

1.

The Authority has previously provided the County a complete list of all active sewer customers of the Authority. The Authority will supplement the list on a monthly basis with any additions or deletions. The Authority is responsible for the accuracy of the billing list. The Authority will provide the County with the Authority's current sewer billing rates to be applied to the monthly water usage by the Authority's sewer customers.

2.

The County will supply the Authority with monthly reports concerning the Authority's sewer customers. The monthly reports will include: the sewerage accounts receivable; the monthly sewerage adjustments; the monthly list of sewerage bad debts; the activity summary; the billing register; and the monthly remittance summary. The County will provide, when possible, additional reports requested by the Authority at a cost agreed upon between the County and the Authority.

3.

The County shall bill the Authority's sewer customers identified by the Authority's list of sewer customers monthly based upon the Authority-supplied sewer rates applied to the water usage. The County will collect the funds due the Authority, including any additional service charges due the Authority, and will remit those funds to the Authority, less the County's charge for the billing services as provided in paragraph 5 of this Agreement, by the 20th of the following month.

4.

The Authority will notify the County of any adjustment made to an account in writing. When an account becomes 180 days past due, the account will be dropped from the County's billing list and referred to the Authority for billing and collection of the account

by the Authority.

5.

The County will provide the monthly billing services and reports identified in paragraph 2 above, at the county approved billing cost per customer per month. Any equipment or computer program changes required to service the Authority's sewer customers shall be paid by the Authority, after first being approved by the Authority. Both parties agree that these rates are subject to change from time to time as determined by the Fayette County Board of Commissioners and approved by the Authority.

6.

This Agreement shall continue in effect for three (3) years from the date first above written. Should either party desire to terminate this Agreement, written notice must be provided to the other party. A notice of termination will not be effective until 180 days subsequent to receipt of the notice by the other party. This Agreement shall automatically renew for an additional three (3)-year term unless either party provides the requisite 180-day notice of termination. The parties desire that this Agreement continually renew for additional three (3)-year terms unless and until one of the parties desires to terminate and provides the requisite 180 days notice of termination.

7.

This Agreement supersedes any and all other documents, including, but not limited to, the Prior Agreement, either oral or in writing, between the parties with respect to this subject matter. No other agreement, statement, or promise relating to the subject matter of this Agreement shall be valid or binding unless in writing and signed by the parties.

8.

The validity of this agreement and any of its terms and provisions, as well as the rights and duties of the parties under this Agreement, shall be governed by the laws of the State of Georgia.

9.

Should a court of competent jurisdiction determine that any term, provision, or part of this Agreement is invalid, unenforceable, or void for any reason whatsoever, then such invalid, unenforceable, or void term, provision, or part shall be severed from the remainder of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

(SEAL)

BOARD OF COMMISSIONERS OF
FAYETTE COUNTY

ATTEST:

By: _____
Lee Hearn, Chairman

Tameca P. Smith, County Clerk

Approved as to form:

County Attorney

(SEAL)

PEACHTREE CITY WATER AND
SEWER AUTHORITY

By: _____
Kimberly K. Learnard, Chairman

ATTEST:

Gretchen Caola, Secretary

Approved as to form:

Authority Attorney

To: Ms. Kim Learnard
Company: Peachtree City Water and Sewerage Authority
Address: 1127 Highway 74 South
Peachtree City, GA 30269

Date: July 22, 2022
From: Hope M. Larisey
Copy to: L.H. (Dan) Davis, Jr., P.E.
File

Project: Industrial Pretreatment Program - 2022-2023 EPD Year

Background Information:

The Peachtree City Water and Sewerage Authority (PCWASA) owns and operates a sewer system, inclusive of a Georgia Environmental Protection Division (EPD) approved pretreatment program. PCWASA would like assistance in administering the program. This work authorization covers inspections from July 2022 through June 2023 (12 months), with July 2023 serving for year close-out.

Scope of Work:

Task 1 - Project Management

This task includes project management of the project, including such items as scheduling, invoicing, and reporting.

Task 2 - Monthly Report Processing

ISE will review monthly self-monitoring reports from each of the five Industrial Users (IUs) and identify compliance/non-compliance with each user's industrial permit. If an industrial user is out of compliance on an item that does not involve a surcharge, ISE will prepare a Notice of Violation on PCWASA letterhead and send to the user. The Notice of Violation will include next steps for the user as prescribed in PCWASA's Pretreatment Program Enforcement Response Plan. If the industrial user is out of compliance on an item that involves a surcharge, ISE will prepare a notification and calculate the surcharge required. If the industry is significantly out of compliance, ISE will contact PCWASA immediately upon receipt of the monthly report so that a pass-through/interference incident does not occur. Additionally, ISE will assist in the publication of known violators, per Section 13 of PCWASA's Pretreatment Ordinance.

For the purposes of this Work Authorization, it is assumed there will be no more than 12 total non-compliance events in a 12-month period. Any more than 12 non-compliance events will be processed as additional services, Task 5 of this Work Authorization.

Task 3 - Annual Inspections

ISE will inspect each industry once a year to determine compliance with the overall industry's permitted requirements. ISE will use the "Industrial Inspection Form" included in PCWASA's Pretreatment Program. As part of this task, ISE will utilize PCWASA's composite sampling equipment to obtain samples from the industries for PCWASA's annual reconnaissance sampling. ISE will provide said samples to PCWASA for delivery to their chosen lab for analysis. This task does not include the cost of sample analysis.

WORK AUTHORIZATION

Task 4 - Annual Report

ISE will prepare the Publicly Owned Treatment Works (POTW) Pretreatment Annual Report using the latest EPD form for both the Rockaway Water Pollution Control Plant (WPCP) and the Larry B. Turner Water Reclamation Facility (WRF). The report summarizes PCWASA's pretreatment program during the July 2022 – June 2023 year and includes monthly activities, surcharges, and notices of violation. PCWASA will forward lab results and actual costs of the pretreatment program to ISE for inclusion in the annual report.

Task 5 - Additional Services

Additional services provided to assist PCWASA with any industrial pretreatment program activities outside the scope of services herein include, but are not limited to: EPD assistance, additional permitting activities, or EPD audit assistance. This task will be completed on an hourly, as needed basis at the direction and request of PCWASA.

Schedule:

Task 1 - Project Management: Provided for the duration of the project. To begin with notice to proceed.

Task 2 - Monthly Report Processing: August 1, 2022 through July 20, 2023.

Task 3 - Annual Inspections: July 1, 2022 through June 30, 2023.

Task 4 - Annual Report: Submittal to EPD by July 28, 2023.

Task 5 - Additional Services: Upon request, as needed.

Fee Estimate:

Task No.	Task Name	Contract Amount	Billing Type
1	Project Management	\$ 3,000	Lump sum
2	Monthly Report Processing	\$ 11,520	Lump Sum
3	Annual Inspections	\$ 13,750	Lump Sum
4	Annual Report	\$ 2,500	Lump Sum
5	Additional Services	As needed	Hourly
TOTAL		\$ 30,770	Without Task 5

ISE will invoice this project monthly to PCWASA. All work will be performed in accordance with the attached Terms and Conditions. The fees listed contain ISE labor, subconsultants, and direct project expenses previously noted in the Scope of Work section. Additional efforts, including fees and services outside the Scope of Work detailed herein will be coordinated directly with PCWASA prior to proceeding. Additional fees will be billed hourly and in accordance with the rate schedule herein.

If this Work Authorization is acceptable, please sign and return a copy for our records as our notice to proceed.

WORK AUTHORIZATION

Authorization:

Authorized by: _____

Title: _____

Print Name: _____

Date: _____

Terms and Conditions Included

WORK AUTHORIZATION

TERMS AND CONDITIONS

Integrated Science & Engineering, Inc. (ISE) shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site: Unless otherwise stated ISE will have reasonable access to the site for activities necessary for the performance of the services. If reasonable access is not provided and consequently ISE is denied or delayed in performing their services, the associated cost may be viewed as a reimbursable expense.

Billings/Payment: Invoices for ISE's services shall be submitted, at ISE's option, either upon completion of such services or on a monthly basis (unless noted otherwise) and are due when rendered. Invoices shall be considered "Past Due" if not paid within 30 days after the invoice date. If the invoice is not paid within 30 days, ISE may, without waiving any claim or right against the Company, and without liability whatsoever to the Company, terminate the performance of the service. Unpaid accounts shall be subject to a monthly service charge of 1.5% on the unpaid balance at the sole election of ISE.

Reimbursable Expenses: Any expenses that are required beyond those identified under professional services will be billed at a multiple of 1.15 times the cost incurred.

Additional Services: Additional services include increase or change in scope of project, major revisions when such revisions are inconsistent with written approvals or instructions previously given, services after award of contract in evaluation of substitutions proposed by the construction contractor, and other services that are not included under professional services; provided, however, that additional services shall not be classified as reimbursable expenses and will be billed at ISE's cost incurred or normal prevailing rate. ISE will only perform additional services when authorized in writing by the Company.

Indemnification: ISE shall indemnify and hold harmless Company and all of Company's personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of ISE, anyone directly employed by ISE, or anyone for whose acts any of them may be liable.

Termination of Services: This agreement may be terminated by written notice by either the Company or ISE should the other fail to perform its obligations hereunder. In the event of termination, the Company shall pay ISE for all services rendered to the date of termination and all reimbursable expenses.

Ownership of Documents: All documents produced by ISE under this agreement shall remain the property of ISE and may not be used by the Company for any other endeavor without the written consent of ISE. Any unauthorized use or distribution shall be at Company's and Recipient's sole risk and without liability to ISE. Company further agrees that documents produced by ISE pursuant to this agreement will not be used at any location or for any project not expressly provided for in this agreement without ISE's written approval.

Discovery of Unanticipated Hazardous Materials: Hazardous materials may exist where there is no reason to believe they could or should be present. The Company acknowledges that ISE's scope of services for this project does not include any services related to hazardous wastes. ISE and the Company agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. ISE and the Company also agree that the discovery of unanticipated hazardous materials may make it necessary for ISE to take immediate measures to protect human health and safety, and/or the environment. ISE agrees to notify the Company as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. The Company encourages ISE to take any and all measures that in ISE professional opinion are justified to preserve and protect the health and safety of ISE personnel and the public, and/or the environment, and the Company agrees to compensate ISE for the additional cost of such work.

Site Operations: ISE field personnel will avoid hazards or utilities which are visible to them at the site. If ISE is advised or given data in writing that reveals the presence or potential presence of underground or overground obstructions, such as utilities, ISE will give special instructions to their field personnel. ISE will conduct the research that in its professional opinion is necessary to locate utility lines and other man-made objects that may exist beneath the site's surface. The Company recognizes that ISE's research may not identify all subsurface utility lines and man-made objects, and that the information upon which ISE relies may contain errors or may not be complete. ISE is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions, owned by Company or third parties. Evaluations of existing buildings require that certain assumptions be made regarding existing conditions, many of which are not able to be reviewed by reasonable visual observation. These assumptions cannot be verified without substantial cost of demolition. Where the detailed investigation of such a condition is not authorized, ISE shall not be responsible for the condition of the existing structure. The Company understands that actual field conditions may subsequently be found to vary from design assumptions which in turn may alter or increase the scope of the design and/or construction services. The Company is fully responsible for and assumes all risks associated with such conditions.

Construction Activities: Unless specifically stated otherwise, the Company and his contractor(s) are fully and solely liable for all means and methods of construction, temporary bracing and shoring, and construction site safety.

Integration: This agreement, the attached documents and those incorporated herein constitute the entire agreement between the parties and cannot be changed except by a written instrument signed by both parties.

Governing Law: Unless otherwise specified, this agreement shall be governed by the laws in the State of Georgia.

WORK AUTHORIZATION

UNIT RATES – 2021/2022 BILLING RATES

Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$ 215.00
Principal	\$ 195.00
Sr. Project Manager	\$ 170.00
Project Manager	\$ 160.00
Project Engineer III	\$ 150.00
Project Engineer II	\$ 140.00
Project Engineer I	\$ 130.00
Engineer II	\$ 115.00
Engineer I	\$ 105.00
Sr. Environmental Scientist	\$ 145.00
Environmental Scientist	\$ 115.00
Sr. Professional Land Surveyor	\$ 140.00
Survey Crew (2-person)	\$ 145.00
Survey Crew (1-person)	\$ 120.00
Planner	\$ 95.00
Technician III	\$ 115.00
Technician II	\$ 95.00
Technician I	\$ 85.00
Administrative	\$ 65.00
Subcontractor / Subconsultant	Cost + 15%
Reimbursables	Cost + 15%



Office of the Interim City Manager

City of Peachtree City
151 Willowbend Road
Peachtree City, GA 30269
Phone: 770-487-7657
Fax: 770-631-2505
PeachtreeCityGA.gov

August 2, 2022

Peachtree City Water and Sewerage Authority Board of Directors
c/o Mr. Dan Davis
1127 Highway 74 South
Peachtree City, GA 30269

Re: Reallocation of Funding

Dear Directors:

On February 3, 2022, the Mayor and Council approved the allocation of funds from the American Rescue Plan Act (ARPA) to the Peachtree City Water and Sewerage Authority (WASA). On July 12, 2022, the City Council of Peachtree City approved to re-allocate \$1,000,000, which had been previously identified for Water and Sewer Infrastructure, to partially fund the construction of a new fire station. Therefore, the updated amount from ARPA funds for Water and Sewer Infrastructure is \$5,598,182.45.

Please let me know if you have any questions.

Respectfully,


Bernard McMullen
Interim City Manager

BM/sc



Quarterly Financial Report
June 30, 2022

PCWASA Cash Account Balances
June 30, 2022

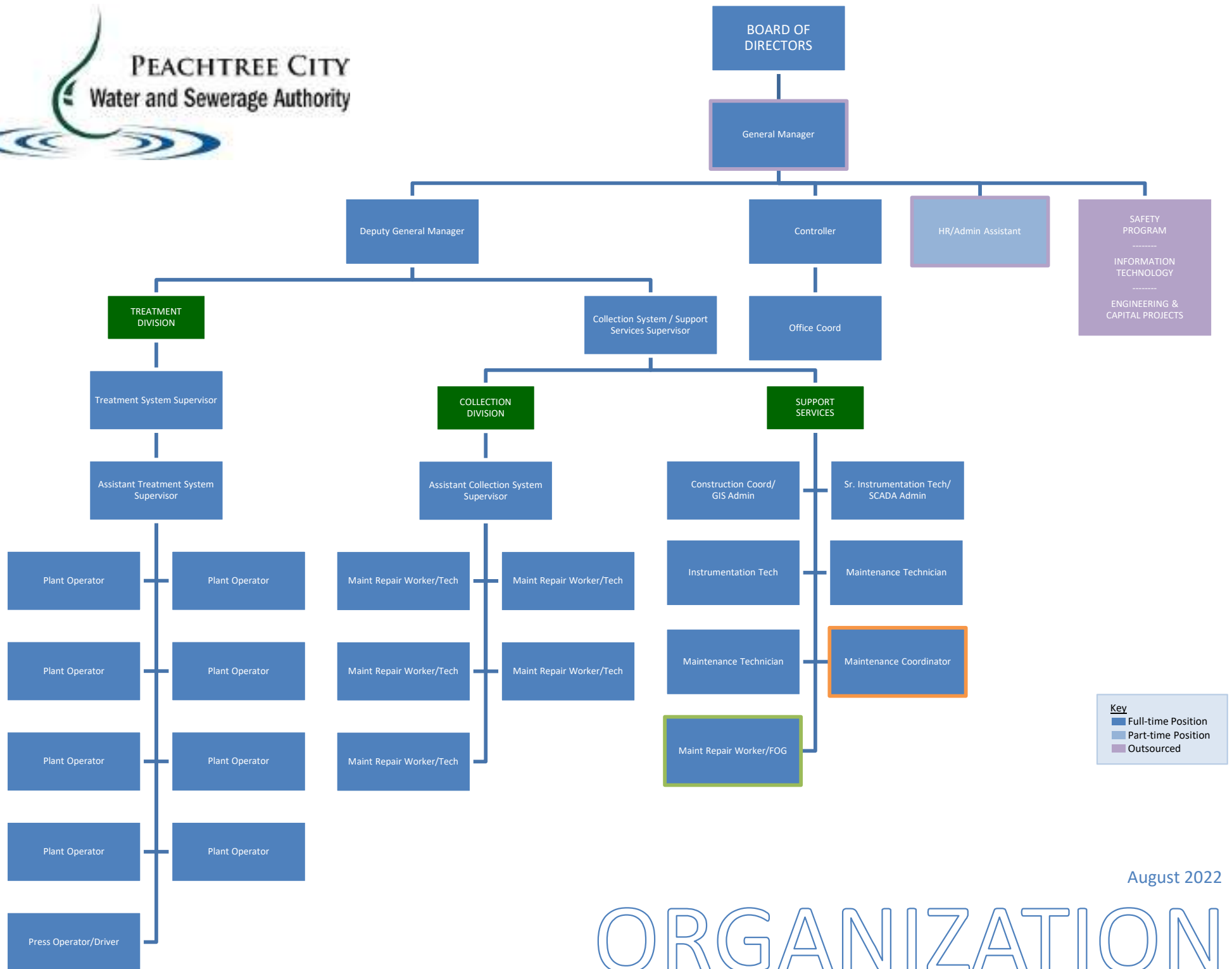
1111 Revenue Operating Account	\$ 5,633,256
1112 Sinking Fund Account	\$ 1,029,405
1113 Renewal & Extension Account	\$ 9,049
1114 Capital Fund Account	\$ 7,576
1320 Georgia Fund One	\$ 3,725,871
	<u>\$ 10,405,157</u>

Peachtree City Water and Sewerage Authority
Financial Report
For the Fiscal Year Ending on September 30, 2022
Third Quarter Ending on June 30, 2022

	FY 2022 APPROVED BUDGET	FY 2022 ACTUAL/ ENCUMBRANCES	% Used YTD
Revenues - Rate	\$9,380,470	\$6,819,583	72.70%
Revenues - Fee	\$866,750	\$1,152,756	133.00%
Fund Balance	\$1,100,000	\$0	
Operating Fund Revenues	\$11,347,220	\$7,972,339	
Salaries, Wages, & Benefits	\$3,052,352	\$2,140,908	70.14%
Materials, Supplies, & Services	\$3,595,642	\$2,609,254	72.57%
Operation Expenditures	\$6,647,994	\$4,750,162	71.45%
Operating Surplus (Deficit)	\$4,699,226	\$3,222,177	
Oper Trfr-Sinking Fund	\$2,749,787	\$2,592,245	94.27%
Oper Trfr-Ren & Ext	\$350,000	\$297,021	84.86%
Oper Trfr-Capital	\$1,418,865	\$250,777	17.67%
Sub-Total	\$4,518,652	\$3,140,043	69.49%
Total All Expenditures	\$11,166,646	\$7,890,205	
Net Surplus (Deficit)	\$180,574	\$82,134	
Other Income (Expenditures)	\$0	\$0	
Total Surplus (Deficit)	\$180,574	\$82,134	

Percentage into Budget Year: 75%

*Preliminary and unaudited



August 2022

ORGANIZATION



PEACHTREE CITY
Water and Sewerage Authority

1127 Highway 74 South
Peachtree City, GA 30269
Phone: 770-487-7993 • FAX: 770-631-5380

JOB DESCRIPTION

Title: **Maintenance Coordinator**
Division: **Support Services**
Reports to: **Support Services Supervisor**

I. Position Summary

The Maintenance Coordinator oversees the preventative maintenance (PM) program and the maintenance parts inventory. The emphasis of this position is supporting and developing the preventive maintenance program by providing maintenance staff with materials, methods, and PM documentation.

Utilizing existing PM procedures as a starting point, key activities include consolidating PM processes for shop floor execution, records documentation, consolidating semiannual and annual maintenance plans for key departments, and assisting in day-to-day department management. This position helps coordinate maintenance efforts with the operations schedule to avoid potential delays and obstacles which could adversely affect efficient production.

II. Essential Duties

- Ensure complete and accurate information for all work in the Computerized Maintenance Management System (CMMS), including follow-up and activities as relates to PMs.
- Maintain and execute the PM program, and update PM for equipment in the facility.
- Interface with Maintenance, Collections and Operations management to ensure effective work prioritizing and scheduling.
- Follow-up with appropriate personnel when additional information is required.
- Ensure appropriate inventory levels in the maintenance department, and implement inventory controls for the CMMS system.
- Ensure all information is captured and generate reports as required for both inventory and CMMS.
- Support maintenance purchasing activities as needed.
- Organize and distribute work tasks to maximize plant efficiency and minimize production down time.
- Purchase needed parts, solicit quotes and complete REQ forms as needed per purchasing procedures.
- Assist in the budgeting process through reporting and review.
- Coordinate annual maintenance for critical equipment.
- Coordinate weekly maintenance work planning and scheduling meetings.
- Other duties as assigned.

III. Qualifications

The qualifications listed below represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

High School diploma and two to three years directly related experience.

B. Supervisory Controls:

This position does not supervise any other position. Must demonstrate outstanding communication skills (verbal and written) in order to convey key information between departments. Must be able to follow specific instructions and complete work in a timely manner. Work may be performed independently or as part of a crew. Assignments are given with objectives and deadlines.

IV. Working Conditions

A. Physical Demands

The work requires physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing, or walking; recurring lifting of objects weighing in excess of 25 pounds, and occasional lifting of objects weighing in excess of 75 pounds.

B. Work Environment

The work is generally performed in an office environment. However, the work may be in an environment involving everyday risks or discomforts which require normal safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

Close attention to detail will be required, while working in a fastpaced environment requiring the ability to adapt to changing job responsibilities. Strong computer skills necessary including familiarity with SEMS CMMS and MS Office software.

Annual Operating & Capital Budget Fiscal Year 2023

Submitted by:

L.H. (Dan) Davis, Jr., General Manager

Larry McNeil, Deputy General Manager

Prepared by: Millie Shah, Controller





Board Members

Kim Learnard, Chair | Mike King, Vice-Chair

Gretchen Caola, Secretary/Treasurer

Phil Prebor | Frank J. Destadio

Overview of FY2022 – Operations

- Rockaway
 - Upgraded Programmable Logic Controller (PLC) for Rockaway Sequential Batch Reactor (SBR) system
 - Upgraded PLC for Rockaway filters
 - Replaced all 96 bulbs on Ultraviolet (UV) system
 - Put in bypass valves for Sludge Holding Tank (SHT) for blowers #3 and #4
 - Changed all the filter cloth on filters #1 and #2 and also replaced 36 frames
- Turner (Line Creek)
 - Changed all the filter cloth on filters #1 and #2
 - Replaced all the bulbs on UV banks #2 and #3
 - Installed new discharge conveyor on the belt press
 - Replaced the drain valves on filters #1 and #2
 - Installed new sidewalks around the plant



Overview of FY2022 – Support Services and Collection

Customer lateral block and line blockage.



During routine SL-Rat inspections, crew members found a large amount of asphalt in a manhole. This find would have led to an overflow within weeks. This is just one example of the many ways the SL-Rat has been useful in preventing overflows.



Overview of FY2022 – Support Services and Collection

Easement Clearing



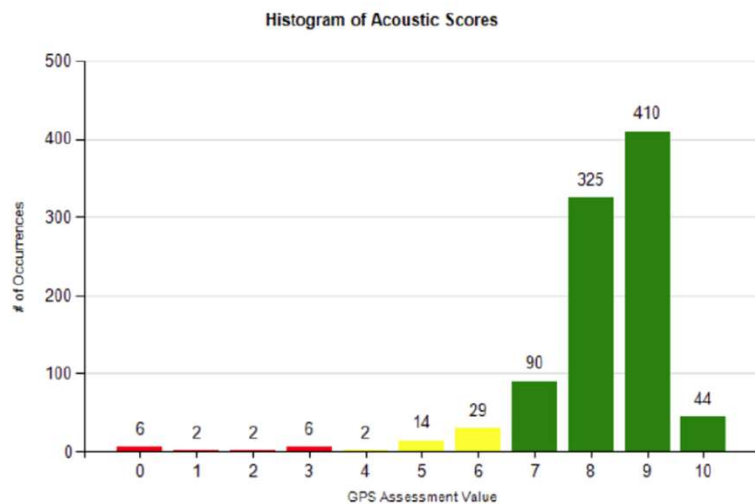
Lift Station 27 Fence



Erosion Control at Lift Station 27



Sewer Line Rapid Assessment Tool (SL-RAT)

Peachtree City, GA 8/1/21-8/1/22 Data**Measurement Totals****930 total measurements****Benefit Summary**

Total Feet Assessed	Estimated Cost to Clean All Pipe @ \$1.00/ft	After Assessment Feet Requiring Cleaning	Estimated Cost to Clean low score pipe (<=4) Pipe @ \$1.15/ft	Total Cost Saved After Assessment
240,054	\$240,054	4,900	\$5,635	\$234,419

PEACHTREE CITY WATER AND SEWERAGE AUTHORITY

FY2023 BUDGET

FY2023 OPERATING

	FY2021 Actual	FY2022 Budget	FY2022 Projected	Variance	FY2023 Budget	\$ Change Prior Year	% Change Prior Year
Revenues - Rate	9,202,587	9,380,470	9,472,152	91,682	9,956,500	576,030	6.14%
Revenues - Fee	1,242,832	866,750	1,239,683	372,933	1,015,500	148,750	17.2%
Operating Fund Revenues	10,445,419	10,247,220	10,711,835	464,615	10,972,000	724,780	7.1%
Salaries, Wages, & Benefits	2,481,235	3,052,352	2,952,223	100,130	3,480,299	427,947	14.0%
Materials, Supplies, & Services	2,868,446	3,595,642	3,483,402	112,240	3,579,175	(16,467)	-0.5%
Operation Expenditures*	5,349,681	6,647,994	6,435,625	212,370	7,059,474	411,480	6.2%
Operating Surplus (Deficit)	5,095,738	3,599,226	4,276,210	676,985	3,912,526	313,300	8.7%
Other Income (Expense)	9,198	-	-	-	-	-	0.0%
Total Surplus (Deficit)	5,104,936	3,599,226	4,276,210	676,985	3,912,526	313,300	8.7%

FY2023 CAPITAL SPENDING & DEBT SERVICE

<i>Funding Source Capital Projects & Debt Service</i>							
Current Year Operating Surplus	5,104,936	3,599,226	4,276,210	676,984	3,912,526	313,300	8.7%
American Rescue Plan Funding	-	-	-	-	5,150,000	5,150,000	0.0%
Use of Reserve Fund for Capital Projects	-	1,100,000	-	(1,100,000)	1,946,900	846,900	77.0%
Sub-Total	5,104,936	4,699,226	4,276,210	(423,016)	11,009,426	6,310,200	134.3%
Debt Service Payment	2,748,878	2,749,787	2,749,787	-	2,740,543	(9,245)	-0.3%
Renewal & Extension (Crawford, Electrical, Mechanical)	188,810	350,000	388,840	(38,840)	350,000	-	0.0%
Capital & Project	172,686	1,418,865	435,313	983,552	7,789,770	6,370,905	449.0%
Sub-Total	3,110,374	4,518,652	3,573,940	944,712	10,880,313	6,361,660	140.8%
	1,994,562	180,575	702,270	521,696	129,113	(51,460)	-28.50%

* Cash-flow based budget. Does not include Depreciation expense & end of the year adjusting entries

7-YEAR CAPITAL IMPROVEMENT PLAN	2023	2024	2025	2026	2027	2028	2029	Total
SOURCE OF FUNDS								
American Rescue Plan (ARP) Funding	5,150,000	448,182	-	-	-	-	-	5,598,182
Fund balance	1,946,900	1,570,000	570,000	570,000	570,000	570,000	570,000	6,366,900
Operating income- current year	925,870	-	-	-	-	-	-	925,870
Total Source of Funds	8,022,770	2,018,182	570,000	570,000	570,000	570,000	570,000	12,890,952
CAPITAL PROJECTS								
American Rescue Plan (ARP) Projects								
Headwork rehabilitation - Turner Plant	1,000,000	-	-	-	-	-	-	1,000,000
New ultraviolet (UV) units - Turner Plant	1,300,000	-	-	-	-	-	-	1,300,000
Replace plant supervisory control and data acquisition (SCADA) - Turner Plant	100,000	-	-	-	-	-	-	100,000
Additional filter/UV - Rockaway Plant	2,000,000	-	-	-	-	-	-	2,000,000
Replace plant supervisory control and data acquisition (SCADA) - Rockaway Plant	100,000	-	-	-	-	-	-	100,000
New Aerator - Rockaway Plant	150,000	-	-	-	-	-	-	150,000
Pipeline rehabilitation - Collection System	500,000	448,182	-	-	-	-	-	948,182
	5,150,000	448,182	-	-	-	-	-	5,598,182
COLLECTIONS SYSTEM								
Pumps for pump station	300,000	-	-	-	-	-	-	300,000
Pump for Athletic Complex	100,000	-	-	-	-	-	-	100,000
Highway 54 east expansion	100,000	-	-	-	-	-	-	100,000
Back up pipeline push camera	10,000	-	-	-	-	-	-	10,000
Lift Station 15 building	30,000	-	-	-	-	-	-	30,000
Fencing around pump stations	50,000	-	-	-	-	-	-	50,000
Lift Station 35 base elbows replacement	15,000	-	-	-	-	-	-	15,000
Fall protection program	50,000	-	-	-	-	-	-	50,000
Animal shelter pump station	60,000	-	-	-	-	-	-	60,000
Pipeline rehabilitation - Collection System	-	-	500,000	500,000	500,000	500,000	500,000	2,500,000
Purchase small flush truck/F350	100,000	-	-	-	-	-	-	100,000
Softstarts -pump stations	20,000	-	-	-	-	-	-	20,000
Pumps, generators and small equipment	110,000	-	-	-	-	-	-	110,000
RAS Pump Lift Station 11 FY2022 Carry Forward	22,770	-	-	-	-	-	-	22,770
Pump replacements >15K	150,000	-	-	-	-	-	-	150,000
	1,117,770	-	500,000	500,000	500,000	500,000	500,000	3,617,770
ROCKAWAY PLANT								
Replace polymer system	50,000	-	-	-	-	-	-	50,000
Construct new storage building	60,000	-	-	-	-	-	-	60,000
Bulbs and ballasts	67,000	-	-	-	-	-	-	67,000
Plant upgrade due to new permit	-	500,000	-	-	-	-	-	500,000
	177,000	500,000	-	-	-	-	-	677,000

7-YEAR CAPITAL IMPROVEMENT PLAN	2023	2024	2025	2026	2027	2028	2029	Total
SOURCE OF FUNDS								
TURNER PLANT								
New sidewalks	25,000	25,000	25,000	25,000	25,000	25,000	25,000	175,000
Building renovations	20,000	-	-	-	-	-	-	20,000
Replace polymer system	50,000	-	-	-	-	-	-	50,000
New screen- septage system	180,000	-	-	-	-	-	-	180,000
Demolition and disposal of reject pond	350,000	-	-	-	-	-	-	350,000
Bulbs and ballasts	67,000							67,000
Plant upgrades due to new permit	-	1,000,000	-	-	-	-	-	1,000,000
	692,000	1,025,000	25,000	25,000	25,000	25,000	25,000	1,842,000
ADMINISTRATION								
Security/Fencing improvements	110,000	-	-	-	-	-	-	110,000
Wireless replacement	25,000	-	-	-	-	-	-	25,000
PC upgrade/replacement	20,000	-	-	-	-	-	-	20,000
UPS replacement	20,000	-	-	-	-	-	-	20,000
Security upgrade	10,000	-	-	-	-	-	-	10,000
Microsoft Server upgrades	15,000	-	-	-	-	-	-	15,000
Main building interior remodel	100,000	-	-	-	-	-	-	100,000
Program management fee ARP	168,000							168,000
Contingency/Capital	120,000	-	-	-	-	-	-	120,000
Contingency/ IT	30,000	-	-	-	-	-	-	30,000
	618,000	-	-	-	-	-	-	618,000
FLEET/MAINTENANCE								
Truck - Operations	35,000	-	-	-	-	-	-	35,000
Truck - Collections	-	45,000	45,000	45,000	45,000	45,000	45,000	270,000
Dump trucks	-	-	TBD	-	-	-	-	-
	35,000	45,000	45,000	45,000	45,000	45,000	45,000	305,000
LONG TERM PLANNING PROJECTS								
Huddleston road sewer line	TBD	TBD	TBD	TBD	TBD	TBD	TBD	-
Bio solids management	TBD	TBD	TBD	TBD	TBD	TBD	TBD	-
Governor's Square sewer line	TBD	TBD	TBD	TBD	TBD	TBD	TBD	-
Hip Pocket/Loblolly/Lake Peachtree sewer line	TBD	TBD	TBD	TBD	TBD	TBD	TBD	-
TOTAL PROJECT COSTS	7,789,770	2,018,182	570,000	570,000	570,000	570,000	570,000	12,657,952

Debt Issuance and Management

**Peachtree City Water and Sewerage Authority
Revenue Bond**

Fiscal Year	2013A Series			2013B Series			Grand Totals		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2023	1,900,000	268,000	2,168,000	565,000	7,543	572,543	2,465,000	275,543	2,740,543
2024	1,385,000	208,300	1,593,300	-	-	-	1,385,000	208,300	1,593,300
2025	1,440,000	151,800	1,591,800	-	-	-	1,440,000	151,800	1,591,800
2026	1,505,000	92,900	1,597,900	-	-	-	1,505,000	92,900	1,597,900
2027	1,570,000	31,400	1,601,400	-	-	-	1,570,000	31,400	1,601,400
Total	7,800,000	752,400	8,552,400	565,000	7,543	572,543	8,365,000	759,943	9,124,943

To: Kim Learnard, Chair
Company: Peachtree City Water and Sewerage Authority
Address: 1127 Highway 74 South
Peachtree City, GA 30269

Date: August 8, 2022
From: L.H. (Dan) Davis, Jr., P.E.
Copy to: File

Project: Contract General Management (2022-2023)

Background Information:

The Board of the Peachtree City Water and Sewerage Authority (PCWASA) has requested that Integrated Science & Engineering, Inc. (ISE) continue to serve as Contract General Manager.

Conflict of Interest Statement

The Georgia General Assembly created the Georgia State Board of Registration for Professional Engineers and Land Surveyors (Board) in 1937 with the charge of protecting life, health, and property and to promote the public welfare. The Board has the power to adopt rules, set standards for licensure, adopt mandatory standards of professional conduct and ethics, and investigate and discipline unauthorized, negligent, unethical or incompetent practice. The Board has the authority to implement provisions of the Georgia State Laws: Title 43, Chapter 15 "Professional Engineers and Land Surveyors" and the Board Rules: Chapter 180, "Rules of State Board of Registration for Professional Engineers and Land Surveyors". To that end, Section 180-6-.05 identifies seven areas where an engineer may have a conflict of interest. Per subsection 1 of said section, "The engineer or land surveyor shall avoid conflicts of interest. The engineer or land surveyor shall conscientiously avoid conflict of interest with his/her employer or client, but, when unavoidable, the engineer or land surveyor shall forthwith disclose the circumstances to his employer or client." In the same section, subsection 6 states, "The engineer or land surveyor in public service as a member, advisor, or employee of a governmental body or department shall not participate in considerations or actions with respect to matters involving him/her or his/her organization's private or public engineering or land surveying practices." Given the above, ISE hereby notifies the Board that it is performing the following services under work authorizations previously authorized by PCWASA:

- On-Call Services
- Long-Term Water Quality Monitoring
- Industrial Pre-Treatment Program

Any future work authorizations for efforts by ISE will be approved by the Board.

WORK AUTHORIZATION

Scope of Work:

Background and Understanding

This contract represents the fifth year of Contract Management provided to PCWASA by ISE and follows the contract dated July 9, 2021 and approved by the PCWASA Board of Directors on July 20, 2021. The below scope of services details the continued oversight and support in two key areas: Human Resources and General Management, as well as Financial Review and Oversight.

Over the past year, ISE has continued to provide overall General Management and Human Resources support services to PCWASA. These services include working with the PCWASA Board and Legal Counsel to develop and implement various employment policies and procedures. ISE has also served as the General Manager for the Authority over the past four years, providing oversight and overall management for the Authority at the direction of the Board of Directors. In addition, ISE Staff will provide general Financial Review and Oversight in order to provide redundancy and additional financial planning resources for the organization.

Scope of Services

Task 1: Human Resources Management

Within this task, ISE Staff will continue to implement and refine the policies and procedures adopted by the Board of Directors over the previous years. ISE will work with the Board of Directors to direct Human Resources functions for all PCWASA Staff including: recruiting, staffing, and onboarding; policy development and maintenance; employee relations; and compensation and benefits administration. ISE Staff will also work with appropriate HR specific legal counsel to support compliance with regulatory bodies related to employment law. ISE will coordinate HR issues with the Board's legal counsel as necessary.

Task 2: General Management Oversight

ISE will continue to serve as the General Manager for the Authority. ISE will support coordination for all of the tasks listed below:

- Attendance at the monthly Board meetings as needed
- Incidental meetings as requested by the Board and/or staff
- Interagency liaison as requested by the Board
- Coordination with PCWASA's legal counsel
- Overall General Management functions, including management of Human Resources, Finance, Operations, and Administrative functions
- Prepare materials for the monthly Board meetings, as well as meeting agendas and meeting minutes

Task 3: Financial Review and Oversight

ISE Staff will provide consultation to the PCWASA Controller for various financial tasks, including assisting with compiling information for the externally prepared Financial Statement Audit, assisting with preparing the Annual Operating Budget, assisting with preparing the quarterly financial reports to the Board of

WORK AUTHORIZATION

Directors and appropriate PCWASA Staff, as well as consulting on financial integrity analysis, risk management, investment and retirement services management, bond/debt service management, and processes and planning for capital improvements and budgeting.

Additional Services

Any additional services outside the Scope of Services outlined herein, including Litigation Support, will be provided by ISE Staff on an hourly basis, in accordance with the rate schedule herein.

Schedule:

This Work Authorization will commence on October 1, 2022 and upon approval from the PCWASA Board of Directors, and will be valid for a period of one year. The Work Authorization can be terminated by either party with 30 days' notice but will renew automatically on an annual basis. The rates will be subject to review and revision on an annual basis.

Fee Estimate:

Task No.	Task Name	Monthly Fees 10/01/2022 to 09/30/2023	
1	Human Resources Management	\$ 6,441.00	Lump Sum
2	General Management Oversight	\$ 9,662.00	Lump Sum
3	Financial Review and Oversight*	\$ 1,650.00	Lump Sum
TOTAL		\$ 17,753.00	

**The scope of work outlined herein will be performed at the fee shown. Efforts beyond the scope identified will be performed on an hourly basis at the Sr. Financial Analyst rate shown in the Unit Rate table below.*

All work will be performed in accordance with the attached Terms and Conditions. The fees listed contain ISE labor, subconsultants, and direct project expenses previously noted in the Scope of Work section. Additional efforts, including fees and services outside the Scope of Work detailed herein will be coordinated directly with the Client prior to proceeding. Additional fees will be billed hourly and in accordance with the rate schedule herein.

Authorization:

Authorized by: _____ Title: _____

Print Name: _____ Date: _____

Terms and Conditions Included

WORK AUTHORIZATION

TERMS AND CONDITIONS

Integrated Science & Engineering, Inc. (ISE) shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site: Unless otherwise stated ISE will have reasonable access to the site for activities necessary for the performance of the services. If reasonable access is not provided and consequently ISE is denied or delayed in performing their services, the associated cost may be viewed as a reimbursable expense.

Billings/Payment: Invoices for ISE's services shall be submitted, at ISE's option, either upon completion of such services or on a monthly basis (unless noted otherwise) and are due when rendered. Invoices shall be considered "Past Due" if not paid within 30 days after the invoice date. If the invoice is not paid within 30 days, ISE may, without waiving any claim or right against the Company, and without liability whatsoever to the Company, terminate the performance of the service. Unpaid accounts shall be subject to a monthly service charge of 1.5% on the unpaid balance at the sole election of ISE.

Reimbursable Expenses: Any expenses that are required beyond those identified under professional services will be billed at a multiple of 1.15 times the cost incurred.

Additional Services: Additional services include increase or change in scope of project, major revisions when such revisions are inconsistent with written approvals or instructions previously given, services after award of contract in evaluation of substitutions proposed by the construction contractor, and other services that are not included under professional services; provided, however, that additional services shall not be classified as reimbursable expenses and will be billed at ISE's cost incurred or normal prevailing rate. ISE will only perform additional services when authorized in writing by the Company.

Indemnification: ISE shall indemnify and hold harmless Company and all of Company's personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of ISE, anyone directly employed by ISE, or anyone for whose acts any of them may be liable.

Termination of Services: This agreement may be terminated by written notice by either the Company or ISE should the other fail to perform its obligations hereunder. In the event of termination, the Company shall pay ISE for all services rendered to the date of termination and all reimbursable expenses.

Ownership of Documents: All documents produced by ISE under this agreement shall remain the property of ISE and may not be used by the Company for any other endeavor without the written consent of ISE. Any unauthorized use or distribution shall be at Company's and Recipient's sole risk and without liability to ISE. Company further agrees that documents produced by ISE pursuant to this agreement will not be used at any location or for any project not expressly provided for in this agreement without ISE's written approval.

Discovery of Unanticipated Hazardous Materials: Hazardous materials may exist where there is no reason to believe they could or should be present. The Company acknowledges that ISE's scope of services for this project does not include any services related to hazardous wastes. ISE and the Company agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. ISE and the Company also agree that the discovery of unanticipated hazardous materials may make it necessary for ISE to take immediate measures to protect human health and safety, and/or the environment. ISE agrees to notify the Company as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. The Company encourages ISE to take any and all measures that in ISE professional opinion are justified to preserve and protect the health and safety of ISE personnel and the public, and/or the environment, and the Company agrees to compensate ISE for the additional cost of such work.

Site Operations: ISE field personnel will avoid hazards or utilities which are visible to them at the site. If ISE is advised or given data in writing that reveals the presence or potential presence of underground or overground obstructions, such as utilities, ISE will give special instructions to their field personnel. ISE will conduct the research that in its professional opinion is necessary to locate utility lines and other man-made objects that may exist beneath the site's surface. The Company recognizes that ISE's research may not identify all subsurface utility lines and man-made objects, and that the information upon which ISE relies may contain errors or may not be complete. ISE is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions, owned by Company or third parties. Evaluations of existing buildings require that certain assumptions be made regarding existing conditions, many of which are not able to be reviewed by reasonable visual observation. These assumptions cannot be verified without substantial cost of demolition. Where the detailed investigation of such a condition is not authorized, ISE shall not be responsible for the condition of the existing structure. The Company understands that actual field conditions may subsequently be found to vary from design assumptions which in turn may alter or increase the scope of the design and/or construction services. The Company is fully responsible for and assumes all risks associated with such conditions.

Construction Activities: Unless specifically stated otherwise, the Company and his contractor(s) are fully and solely liable for all means and methods of construction, temporary bracing and shoring, and construction site safety.

Integration: This agreement, the attached documents and those incorporated herein constitute the entire agreement between the parties and cannot be changed except by a written instrument signed by both parties.

Governing Law: Unless otherwise specified, this agreement shall be governed by the laws in the State of Georgia.

WORK AUTHORIZATION

UNIT RATES – 2022 BILLING RATES

Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$ 215.00
Principal	\$ 195.00
Sr. Financial Analyst	\$ 185.00
Sr. Project Manager	\$ 170.00
Project Manager	\$ 160.00
Project Engineer III	\$ 150.00
Project Engineer II	\$ 140.00
Project Engineer I	\$ 130.00
Engineer II	\$ 115.00
Engineer I	\$ 105.00
Sr. Environmental Scientist	\$ 145.00
Environmental Scientist	\$ 115.00
Sr. Professional Land Surveyor	\$ 140.00
Survey Crew (2-person)	\$ 145.00
Survey Crew (1-person)	\$ 120.00
Planner	\$ 95.00
Technician III	\$ 115.00
Technician II	\$ 95.00
Technician I	\$ 85.00
Administrative	\$ 65.00
Subcontractor / Subconsultant	Cost + 15%
Reimbursables	Cost + 15%