

**Peachtree City Water & Sewerage Authority**  
**Regular Meeting**  
**Agenda**  
**Tuesday, December 16, 2025**  
**8:30 a.m.**

I. Pledge of Allegiance

II. Public Comment

III. Minutes

September 16, 2025 – Regular Meeting Minutes

IV. Reports

A. Authority Members

B. General Manager

V. Budget Year End Update

VI. Prioritization Plan Update Work Authorization from ISE

VII. WorkOps Contract

VIII. Resolution for the Acquisition of Real Estate, 13.24-Acre Parcel South Highway 74, with the City of Peachtree City, Georgia

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

X. 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

September 16, 2025

The Peachtree City Water and Sewerage Authority held its monthly meeting on Tuesday, September 16, 2025, in the break room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Kim Learnard, Vice-Chairman Clint Holland, Treasurer/Secretary Laura Johnson, Board Member Suzanne Brown, Ms. Melissa Griffis (attorney with Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Ms. Millie Shah (WASA), Mr. Larry McNeil (WASA), and Mr. Chris Miller (Cpak Technology Solutions).

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 August 19, 2025 regular meeting minutes. Ms. Johnson made a motion to approve the August 19, 2025 meeting minutes, seconded by Ms. Brown. Motion carried.

There were no reports from the Authority members. Mr. Dan Davis provided a General Manager report and stated that a resident reported odor and noise coming from Pump Station 13. The Authority staff investigated the matter and determined there was no issue at the pump station.

Ms. Shah requested approval of the FY2026 Budget as presented at the August Board meeting; there were no changes to the budget since presented or comments from citizens. Mr. Holland asked when the revenue bonds were instituted. Ms. Shah stated the bonds were implemented in 2013 with payments initiated two years later; two payments remain on the bond. Mr. Holland made a motion to approve the FY2026 Budget, seconded by Ms. Johnson. Motion carried.

Mr. Dan Davis discussed the ISE Contract for general management which renews each year, stating the rates remain unchanged and the contract can be terminated with 30 days' notice. Mr. Holland made a motion to approve the ISE Contract, seconded by Ms. Brown. Motion carried.

Ms. Learnard asked for a motion to approve the Contract for the Acquisition of Real Estate, 13.24-Acre Parcel South Highway 74, with the City of Peachtree City, Georgia. Mr. Holland asked for clarification on when the property was acquired. Mr. Dan Davis stated the property is the location of the original Wastewater Treatment Plant, a pump station and discharge point/line to Flat Creek. ISE and Authority staff are working with the EPD to eliminate the discharge point. Mr. Holland made a motion to approve the Contract for the Acquisition of Real Estate, seconded by Ms. Brown. Motion carried.

Ms. Learnard asked for a motion to approve cancellation of the October 21, 2025 meeting. Ms. Brown made a motion to approve cancellation of the October 21, 2025 meeting, seconded by Ms. Johnson. Motion carried.

Ms. Learnard asked for a motion to adjourn into Executive Session for the purpose of Potential Litigation. The motion was made by Ms. Brown and seconded by Ms. Johnson. Motion carried. The meeting was adjourned into Executive Session at 8:41 am.

The meeting was reconvened at 9:03 am.

Ms. Learnard asked for a motion to adjourn. The motion was made by Ms. Brown and seconded by Mr. Holland. Motion carried. The meeting was adjourned at 9:03 am.

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Chairman – Kim Learnard

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Vice Chairman – Clint Holland



**Quarterly Financial Report**  
**September 30, 2025**

**PCWASA Cash Account Balances**  
**September 30, 2025**

1111 Revenue Operating Account	\$ 2,053,879
1112 Sinking Fund Account	\$ 1,404,061
1113 Renewal & Extension Account	\$ 243,263
1114 Capital Fund Account	\$ 1,084,725
1320 Georgia Fund One	\$ 8,670,172
	<u>\$ 13,456,100</u>

Peachtree City Water and Sewerage Authority  
Financial Report  
For the Fiscal Year Ending on September 30, 2025  
Preliminary Financials - Unaudited

	<b>FY2025 APPROVED BUDGET</b>	<b>FY2025 ACTUAL/ ENCUMBRANCES</b>	<b>% Used YTD</b>
Revenues - Rate	\$9,933,200	\$10,262,851	103.32%
Revenues - Fee	\$635,500	\$851,324	133.96%
American Rescue Plan Funding	\$5,493,599	\$3,465,504	63.08%
Other Income	\$250,000	\$410,245	
Fund Balance	\$4,566,914	-	0.00%
<b>Operating Fund Revenues</b>	<b>\$20,879,213</b>	<b>\$14,989,924</b>	
Salaries, Wages, & Benefits	\$3,560,900	\$3,422,219	96.11%
Materials, Supplies, & Services	\$4,137,650	\$3,616,775	87.41%
<b>Operation Expenditures</b>	<b>\$7,698,550</b>	<b>\$7,038,994</b>	<b>91.43%</b>
<b>Operating Surplus (Deficit)</b>	<b>\$13,180,663</b>	<b>\$7,950,930</b>	
Oper Trfr-Sinking Fund	\$1,591,800	\$1,591,800	100.00%
Oper Trfr-Ren & Ext	\$300,000	\$193,386	64.46%
Oper Trfr-Capital	\$11,138,863	\$5,070,160	45.52%
<b>Sub-Total</b>	<b>\$13,030,663</b>	<b>\$6,855,346</b>	<b>52.61%</b>
<b>Total All Expenditures</b>	<b>\$20,729,213</b>	<b>\$13,894,340</b>	
<b>Net Surplus (Deficit)</b>	<b>\$150,000</b>	<b>\$1,095,584</b>	
<b>Other Income (Expenditures)</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Surplus (Deficit)</b>	<b>\$150,000</b>	<b>\$1,095,584</b>	
Percentage into Budget Year:	100%		

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

**Date:** December 4, 2025  
**From:** Davis Ozier, P.E.  
**Copy to:** L.H. (Dan) Davis, Jr., P.E.  
File

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**Project:** Prioritization Plan Update

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### ***Background Information:***

Peachtree City Water and Sewerage Authority (PCWASA) operates and maintains a sanitary sewer system consisting of 38 pump stations, 930,800 feet of gravity sewer, 95,600 feet of force main, and the associated manholes and structures. This infrastructure requires ongoing maintenance to ensure efficient operation of the sanitary sewer system that is safe for both the public and environment. Given the broad scope and high expense of system maintenance, prioritizing rehabilitation and improvement efforts is paramount to stewarding PCWASA's resources well. A prioritization plan was prepared for PCWASA in 2018 and included projects for the collection system and two treatment facilities. Many of these projects have been completed, and this plan is now outdated. A detailed and updated Prioritization Plan will be a useful tool for PCWASA leadership, as well as a vital component for securing funding for future maintenance and improvement projects. Integrated Science and Engineering (ISE) has prepared this Work Authorization to outline the scope, schedule, and fee for preparing a new Prioritization Plan for PCWASA's sanitary sewer system.

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### ***Scope of Work:***

#### **Task 1 – Project Management**

Projects with multiple tasks require project management and coordination for efficient and cost-effective engineering services. ISE will provide a Project Manager for coordination and correspondence for both internal and external services associated with project kickoff, project meetings, information requests, and final project delivery. This task includes, monthly invoicing, meeting minutes, coordination, and correspondence with PCWASA staff and stakeholders.

#### **Task 2 – Electronic Sewer Model**

An electronic sewer model is a digital representation of the collection system and a useful tool for identifying capacity deficiencies within the system and evaluating "what if" scenarios for future improvements. A model can also be useful in evaluating impacts from sewer system expansion, should infill or annexation bring additional flows. The development of a sewer model also offers an opportunity to identify issues within the system through a detailed review of the geographic information system (GIS) and flow monitoring. The model will be constructed in Bentley SewerGEMS using data from PCWASA's GIS database. The accuracy and detail of the model largely depends on the accuracy of the system's GIS. While PCWASA maintains a robust GIS of the sewer system, occasional verification of data may be required through field survey in critical areas. This may include areas projected to receive flow from a system expansion, critical trunklines,

or areas found to have capacity issues. If this is found to be necessary, ISE will utilize a qualified registered land surveyor, which is outside the scope of this contract.

Rather than including every pipe in the system, the model will reflect major trunklines and pipes carrying significant flow. This “skeletonized” model will be cost effective to construct and will produce a reliable model. The software cannot accurately simulate flows less than 0.01 cfs, or about 6,400 gpd. ISE estimates that approximately 50% of the gravity pipes in the system can be excluded from the model, while still providing a robust and accurate tool for analyzing the collection system. If more detail is needed in certain areas to evaluate potential growth, pipes can easily be added to the model at any time. Key components of the model development are outlined below.

## Task 2.A – Existing System Model Development

ISE will utilize PCWASA’s GIS, information from personnel, and field investigations as needed to develop a model of the sewer system using Bentley SewerGEMS. Features of the existing sewer system which will be included in the sewer model include the following:

- Pipes:
  - Gravity pipes will include invert elevations, diameter, pipe material, date of installation, and *Manning’s n* for pipe roughness.
    - Approximately 465,000 linear feet of gravity pipe will be modeled (of the 930,800 total linear feet).
  - Force mains will include diameter, high and low point elevations, pipe material, date of installation, and Hazen-Williams C-factor for pipe roughness.
    - All 95,600 linear feet of force main will be modeled.
- Manholes: Approximately 2,100 (out of 4,200 total) with elevations for invert, top, and ground.
- Pump Stations: 38 pump stations with pump curves, wetwell dimensions, and controls.
- Rain Information: by gauge from recorded event, and by incorporated data for a selected design event.
- Diurnal Flow Patterns: specific to each subbasin or user classification.

In addition to the system aspects listed above, LIDAR topography will be loaded into the model as a terrain model to reflect existing ground conditions. These elevations will be used for force main profiles and manhole ground elevation. The terrain model will also allow for catchment delineation used in wet weather analysis to evaluate infiltration and inflow (I&I).

Water or sewer bills showing consumption and address will be used to establish actual sewer loads within the model. Scenarios will be constructed in the model to reflect different loading conditions, including average daily flow, peak flow, and rain day I&I.

## Task 2.B – Flow Monitoring

In order to calibrate the model, actual flow data at different points within the sewer system will be needed to compare with modeled flows. Flow monitoring devices are required to collect this flow data. ISE will provide assistance in selection of the metering devices, identifying locations for placement of the devices, and regular monitoring of the recorded flows to ensure accurate results. This task also provides an opportunity to evaluate I&I. Rain data will be tracked and correlated with the recorded flows to attempt to quantify I&I volumes and identify subbasins for further evaluation at a later time. For the best results, flow monitoring for one year is recommended to account for seasonal variations in flow and to provide enough data points for a thorough



calibration. If quicker calibration is needed, at least a month's worth of flow monitoring can be used, but will not provide as much insight as to the impacts of I&I on a particular subbasin.

## Task 2.C – Model Calibration

Flow monitoring results will be compared to modeled flows and adjustments will be made to loads and model settings as needed in order to bring the model into acceptable tolerance for calibration. In addition to monitored flows, pump station runtimes will also be compared to ensure that the model is in agreement with actual conditions. System components will be adjusted until the modeled flow is within 1% of the actual flows. The monitored flows will also be used to develop diurnal flow patterns for different user classes, including residential and industrial, as a minimum, in order to reflect fluctuations in actual system loading throughout the day. The model will be calibrated against dry weather flows first, establishing an accurate base for additional scenarios. A wet weather calibration will then be completed, developing I&I factors for each monitored subbasin. The model will produce wet weather flows based on the amount and intensity of rainfall, allowing evaluation of flows based on a variety of “worst case” scenarios. Once the existing system model is calibrated to within acceptable ranges and provides stable results, mimicking the actual operation of the system, it will be used to evaluate the system.

## Task 2.D – System Evaluation

ISE will run extended period simulations of the existing system model to identify system deficiencies and necessary improvements to properly convey existing flows or resolve existing I&I. ISE will also work with City staff to identify areas that could add flows to the existing sewer system or expand the sewer system. These potential demands will be added to the model to evaluate their impacts on the existing system. Potential needs or improvement projects identified through the model will be incorporated into the Prioritization Plan. Special attention will be given to areas with limited capacity, the greatest impact in the event of failure, negative impacts from future growth, and signs of significant I&I. The model can be maintained as a useful evaluation and design tool for years to come.

## **Task 3 – Field Survey**

As discussed above, some field survey is expected to be necessary in order to ensure the accuracy of the electronic sewer model. During model construction, key trunklines, sewer lines projected to receive flow from future system expansion, and sewer sections found to restrict sewer capacity will be recommended for field survey. This task serves as a placeholder for the estimated fee to be determined in the future. This task will be billed on an hourly basis with prior fee approval.

## **Task 4 – Preliminary Line Creek Repermitting**

A wasteload allocation was granted in February of 2025 for increasing the permitted discharge from Line Creek WPCP to 3 MGD and eliminating the Flat Creek discharge, allowing gravity flow to the outfall on Line Creek. The next steps in modifying the existing permit include submittal of a Design Development Report (DDR), Environmental Information Document (EID), and Antidegradation Analysis (AA) to the Georgia Environmental Protection Division (EPD). ISE will prepare and submit these documents on behalf of PCWASA in order to progress the permit modification. Aside from improving operational efficiency of the plant by reducing the need to pump all discharge to two points, the increased permitted discharge has been identified as a need by EPD following occasional exceedances of the permitted flow. It is generally recommended to increase treatment capacity once average flows reach 85% of the design capacity. Line

# WORK AUTHORIZATION

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Creek's annual average flow has reached approximately 82% of the design capacity, further supporting the need to re-permit the plant's discharge and increase treatment capacity.

## Task 4.A – Design Development Report

ISE will prepare a DDR to outline the changes to the treatment system needed in order to increase the treatment and discharge capacity from 2 MGD to 3 MGD and to convert to a gravity discharge to Line Creek. Additionally, the wasteload allocation's proposed discharge limits include a limit for total phosphorus. The DDR will outline the changes needed to consistently meet the proposed total phosphorus limit. The anticipated changes include additional UV treatment, conversion of the effluent pump structure to a diffused post aeration system, chemical feed for phosphorus removal, and outfall modifications. A detailed evaluation of the existing plant's capacity to adequately treat 3 MGD will also be performed, which may identify other modifications to be addressed in the DDR. ISE will complete a preliminary design for each necessary improvement in order to adequately describe the work for the report. This will involve coordination with PCWASA staff and equipment vendors to evaluate the capacity of the existing treatment system and prepare a preliminary design for the expanded system.

## Task 4.B – Environmental Information Document

The purpose of an EID is to document the awareness of the owner, designer, and public to all potential environmental impacts resulting from the increased discharge to Line Creek and the construction required for this increased discharge. It is intended to be a short and concise document that adequately discusses the potential environmental impact of the proposed project and is not intended to be a complete environmental impact study. The EID will address the following areas of environmental concern: wetlands, flood plain/river corridor, water supply, water resources, groundwater recharge area, storm water, wastewater, air quality, solid wastes, soil stability/erodibility, protected mountains, protected species, critical habitats, historical/archeological resources, parks/recreation potential, energy supplies, beaches, dunes, shoreline, coastal marshland, forest land, barrier island, aquatic life/trout streams, noise, farm land, site safety, financial impacts to users, displacement of individuals, hazards, nuisances, site safety, and direct and indirect impacts. The EID will be prepared and submitted to EPD. A public meeting is required as part of the EID process. ISE will assist in meeting this requirement by preparing for and attending the public meeting, making record of all attendees and comments received, and providing a summary of the meeting.

## Task 4.C – Antidegradation Analysis

The Antidegradation Analysis is intended to document a brief evaluation of all reasonable alternates to increasing discharge of treated wastewater to state waters and demonstrate that the proposed increase is necessary to accommodate important economic or social development. It is required to substantiate the degradation of state waters from increase pollutant loadings. ISE will prepare the AA in accordance with EPD's guidelines, evaluating all reasonable alternates to increasing the permitted discharge to Line Creek, including urban water reuse, recycle systems, land disposal treatment systems, and preventing an increase in pollutant loading through advanced treatment technologies. An economic analysis will be prepared for all feasible alternates. The AA will also show that the increased discharge is necessary to support economic and social development through population and flow projections.

This task excludes detailed design and construction plans for the increased treatment and discharge capacity. A final permit modification for discharge of 3 MGD to Line Creek will be issued following all necessary

construction and is not included in this task. The preliminary budget for Line Creek WPCP capacity improvements will be incorporated into the prioritization plan.

## **Task 5 – Long Term Evaluation of Treatment Plants**

In addition to the planning for Line Creek WPCP improvements and the modified permit, ISE will evaluate Rockaway WPCP in regards to anticipated permit modifications that may require treatment system modifications. EPD staff will be consulted on discharge permit limit changes that are expected to be implemented in the state in the near future. Changes may include, among others, limits on total nitrogen, total phosphorus, and PFAS/PFOS. These changes may require new or modified equipment and systems, and may impact operating and maintenance costs. These changes will be evaluated and incorporated into the Prioritization Plan.

Similarly, the condition and lifespan of existing equipment and infrastructure will be evaluated at both treatment facilities. Estimates will be made as to the remaining lifespan of these components and needs for replacement and rehabilitation will be projected for the next 10 years. For each projected need at each facility, a general scope will be prepared along with a project cost estimate for incorporation into the Prioritization Plan.

## **Task 6 – Preliminary Design of Biosolids Management System**

In 2022, ISE prepared an evaluation of numerous biosolids treatment and disposal systems. Since that time, minor advancements in the scope of this biosolids management project have been made. Of the 9 options evaluated, the options that remain the most viable involve sludge digestion, dewatering, and disposal at a landfill. ISE will work closely with PCWASA staff and stakeholders to reach a final direction for the future of the biosolids management system. Capital and operating costs will be adjusted to present value to aid in the decision process. Upon settling on the most viable and beneficial solution for PCWASA, ISE will develop the scope of work for capital improvements to the biosolids treatment and disposal system. ISE will develop a 30% preliminary design for the improvements that can be further advanced under a separate contract at a later time. The objective of developing the preliminary design is to more accurately estimate the project cost for inclusion in the Prioritization Plan and to aid in securing funding for this project, among others outlined in the plan.

At this time, we anticipate the biosolids management system to include a sludge pipeline from Line Creek WPCP to Rockaway WPCP for consolidation of all sludge to two central aerobic sludge digestors at Rockaway WPCP. The digested liquid sludge would then be dewatered through multiple belt presses. Following the dewatering process, the sludge can either be dried to a low water content and hauled to a landfill for final disposal, or hauled to a landfill straight from the belt press. Third party involvement in the sludge disposal process has largely been ruled out, but will still be considered in the early phases of this task. Due to the heightened awareness of PFAS and PFOS and expectation of more stringent restrictions to come to the wastewater treatment sector, land application of sludge by PCWASA is no longer considered a viable option. The anticipated limits on PFAS/PFOS released to the environment is too great a liability for PCWASA to undertake the significant capital investment to establish a land application system for treated sludge.

The 30% design will include preliminary drawings adequate for quantity take-off of required materials and equipment. This will be used to develop a detailed cost estimate. Easement or land acquisition requirements will also be identified where necessary.

## **Task 7 – Prioritization Plan Update**

The Prioritization Plan will be prepared to outline projects identified in the tasks above as well as needs identified through review of the collection system.

### Task 7.A – Collection System Evaluation

All components of the collection system will be evaluated based on age, condition, and capacity. System components include gravity sewer, manholes, pumps, wetwells, force mains, air release valves, and control equipment. ISE will utilize PCWASA staff input and available information on system components to identify needs for improvement within the system, and to group these needs into stand-alone projects with a well-defined scope. PCWASA operates a Sewer Line Rapid Assessment Tool (SL-RAT) to quickly assess the condition of gravity sewer pipes and has record of the condition of all pipes in the system following a recent survey of the entire system. The SL-RAT data does not identify the exact deficiency in a sewer line, but it is useful to narrow the focus from more detailed inspections on the areas in need of the most attention. ISE will review the current SL-RAT data and attempt to identify trends, such as age or material of pipe. If necessary, ISE will recommend Closed Circuit Television (CCTV) inspections of poorly rated pipes for a more accurate assessment of condition and to identify the exact need. CCTV inspections, if needed, will be performed under a separate contract. Other available tools and existing data will be used to evaluate manholes, pumps, wetwells, and other system components.

The scoring system from the previous Prioritization Plan will be utilized, with revisions as necessary, to prioritize rehabilitation efforts within the collection system. The findings from the collection system evaluation will be compiled into a list of projects and each project will be ranked based on material, location, condition, impact from failure, capacity, geo-political impacts, and PCWASA staff input. The top 10 projects will be presented as short-term project needs (1-5 years) and detailed cost estimates and project scopes will be developed. Remaining projects will be ranked by priority scoring and general cost estimates will be prepared based on a high-level project scope. All projects will be assigned an expenditure category and funding sources will be identified.

### Task 7.B – Prioritization Plan Report

Following identification and evaluation of all project needs for the treatment and collection systems, a report will be prepared to discuss the methods and results of the evaluation. The report will provide details and information for the projects necessary to seek new bonds for project funding. ISE will work closely with Raftelis to estimate the required sewer rate change to support bond payments at various amounts. The Prioritization Plan is intended to provide a framework for decision making moving forward. Additionally, recommendations for systematic changes to aid in future infrastructure assessments will be given in the report. Work by Raftelis and efforts to secure new bonds are to be under a separate contract.

This task will include a workshop with one round of review by PCWASA and incorporation of comments. Along with the report, project deliverables will include project area figures and cost estimates, spreadsheets developed for project prioritization, a working copy of the sewer model, and any GIS shapefiles edited throughout the project tasks.

# WORK AUTHORIZATION

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## ***Schedule:***

- Task 1 – Project Management: Provided for the duration of the project.
- Task 2 – Electronic Sewer Model: Commence upon signed authorization and be complete within 14 months.  
This task may be completed on a quicker schedule with a shorter flow monitoring period.
- Task 3 – Field Survey: Completed after all needs are identified and work is approved.
- Task 4 – Preliminary Line Creek Repermitting: Commence upon signed authorization and be complete within 4 months. This schedule does not include time for EPD review of submitted documentation.
- Task 5 – Long Term Evaluation of Treatment Plants: Commence upon signed authorization and be complete within 4 months.
- Task 6 – Preliminary Design of Biosolids Management System: Commence within 2 months of signed authorization and be complete within 4 months.
- Task 7 – Prioritization Plan Update: Commence upon completion of Tasks 2 through 5 and be complete within 4 months.

Entire project to be completed by February 2027, with an anticipated start date of January 2026.

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## ***Fee Estimate:***

Task No.	Task Name	Contract Amount	Billing Type
1	Project Management	\$ 30,000	Lump Sum
2	Electronic Sewer Model	\$ 155,780	Lump Sum
3	Field Survey	TBD	Hourly
4	Preliminary Line Creek Repermitting	\$ 67,700	Lump Sum
5	Long Term Evaluation of Treatment Plants	\$ 20,440	Lump Sum
6	Preliminary Design of Biosolids Management System	\$ 37,900	Lump Sum
7	Prioritization Plan Update	\$ 83,040	Lump Sum
	<b>TOTAL</b>	<b>\$ 394,860</b>	

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.

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## ***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 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 – 2025 BILLING RATES

Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$265
Principal	\$250
Sr. Project Manager	\$200
Project Manager	\$180
Project Engineer III	\$175
Project Engineer II	\$165
Project Engineer I	\$140
Engineer II	\$135
Engineer I	\$115
Sr. Environmental Scientist	\$155
Environmental Scientist	\$120
Sr. Professional Land Surveyor	\$175
Staff Surveyor	\$135
Survey Crew (1-person)	\$150
Survey Crew (2-person)	\$175
Planner	\$140
Technician III	\$130
Technician II	\$115
Technician I	\$95
Administrative	\$85

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

**Date:** December 1, 2025  
**From:** L.H. (Dan) Davis, Jr., P.E.  
**Copy to:** File

**Project:** Contract General Management (2026-2027)

### ***Background Information:***

The Board of the Peachtree City Water and Sewerage Authority (PCWASA) understands that Integrated Science & Engineering, Inc. will cease performing General Management Contract operations effective January 31, 2026. It is also PCWASA's understanding that WorkOps will assume serving as its Contract General Manager, providing comprehensive organizational oversight and administrative support. Under this Work Authorization, WorkOps will manage key Human Resources, General Management, and Financial Review functions on behalf of the Authority. No engineering or surveying services are included in this authorization; any such work required to support PCWASA operations will be delivered by separate subconsultants.

This scope of work reflects a shared understanding between PCWASA and WorkOps regarding the management needs of the Authority and outlines the services required to support effective governance as well as operational and financial stability. WorkOps will collaborate closely with the PCWASA Board of Directors and the Authority's legal counsel to implement policies, manage personnel, and provide high-level administrative and financial oversight. Through these services, WorkOps will help ensure continuity in leadership, strengthen internal processes, and support the Authority in meeting its strategic and operational objectives.

### ***Scope of Work***

#### **Background and Understanding**

The below scope of services details oversight and support in two key areas: Human Resources and General Management, as well as Financial Review and Oversight.

WorkOps will 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. WorkOps will serve as the General Manager for the Authority, providing oversight and overall management for the Authority at the direction of the Board of Directors. In



# WORK AUTHORIZATION

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addition, WorkOps Staff will provided 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, WorkOps Staff will implement and refine the policies and procedures adopted by the Board of Directors over the previous years. WorkOps 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. WorkOps Staff will also work with appropriate HR specific legal counsel to support compliance with regulatory bodies related to employment law. WorkOps will coordinate HR issues with the Board's legal counsel as necessary.

### ***Task 2: General Management Oversight***

WorkOps will serve as the General Manager for the Authority. WorkOps 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***

WorkOps 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 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 WorkOps Staff on an hourly basis, in accordance with the rate schedule herein.

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## ***Schedule:***

This Work Authorization will commence on February 1, 2026 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.

# WORK AUTHORIZATION

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**Fee Estimate:**

Task No.	Task Name	Monthly Fees 02/01/2026 to 01/31/2027	
1	Human Resources Management	\$7,085	Lump Sum
2	General Management Oversight	\$10,628	Lump Sum
3	Financial Review and Oversight*	\$1,815	Lump Sum
TOTAL		\$19,528	

*\*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 WorkOps 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.

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**Authorization:**

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Terms and Conditions Included\***

# WORK AUTHORIZATION

## TERMS AND CONDITIONS

WorkOps LLC shall perform the services outlined in this agreement for the stated fee arrangement.

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

Billings/Payment: Invoices for WorkOps' services shall be submitted, at WorkOps' 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, WorkOps may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service.

Reimbursable Expenses: Any expenses that are required beyond those identified under professional services will be pre-approved by the Client and billed at 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, and services after award of contract in evaluation of substitutions proposed by the construction contractor; provided, however, that additional services shall not be classified as reimbursable expenses and will be billed at WorkOps' cost incurred or normal prevailing rate. WorkOps will only perform additional services when authorized in writing by the Client.

Indemnification: To the extent permitted by Georgia law, the Client shall indemnify and hold harmless WorkOps and all of its 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 the Client, anyone directly employed by the Client (except WorkOps), or anyone for whose acts any of them may be liable.

WorkOps shall indemnify and hold harmless Client and all of Client'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 WorkOps, anyone directly employed by WorkOps, 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 Client or WorkOps at any time. In the event of termination, the Client shall pay WorkOps for all services rendered to the date of termination and all reimbursable expenses.

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

Site Operations: WorkOps field personnel will avoid hazards or utilities which are visible to them at the site. If WorkOps is advised or given data in writing that reveals the presence or potential presence of underground or overground obstructions, such as utilities, WorkOps will give special instructions to their field personnel. WorkOps 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 Client recognizes that WorkOps' research may not identify all subsurface utility lines and man-made objects, and that the information upon which WorkOps relies may contain errors or may not be complete. WorkOps is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions, owned by Client 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, WorkOps shall not be responsible for the condition of the existing structure. The Client 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 Client is fully responsible for and assumes all risks associated with such conditions.

Construction Activities: Unless specifically stated otherwise, the Client 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

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## UNIT RATES – 2025 BILLING RATES

	Rate/Hour
Sr. Principal	\$265
Principal	\$250
Sr. Financial Analyst	\$185
Sr. Project Manager	\$200
Project Manager	\$180
Administrative	\$85

COUNTY OF FAYETTE  
CITY OF PEACHTREE CITY  
WATER AND SEWERAGE AUTHORITY

RESOLUTION # 2025- 001

A RESOLUTION OF THE WATER AND SEWERAGE AUTHORITY OF THE CITY OF PEACHTREE CITY REGARDING  
SELLING CERTAIN REAL PROPERTY

**WHEREAS**, the Water and Sewerage Authority of the City of Peachtree City is a public body corporation; and

**WHEREAS**, the Peachtree City Water and Sewerage Authority (the "Authority") is the owner of certain real property of an approximately 13.24 +/- acres, said property identified as Tax Parcel ID No. 0614 027 according to the Tax Assessor of Fayette County, Georgia, hereinafter referred to as the "Parcel" and as described in "Exhibit A" attached hereto and hereby incorporated herein; and

**WHEREAS**, the City of Peachtree City, Georgia wishes to purchase said Parcel and for the sum of Seven Hundred Ninety-Four Thousand and 00/100 (\$794,000.00) Dollars; and

**WHEREAS**, the Authority deems it to be in the best interest of the Peachtree City Water and Sewerage Authority to sell said Parcel to the City of Peachtree City, Georgia.

**IT IS THEREFORE, RESOLVED THAT:**

The Water and Sewerage Authority of The City of Peachtree City will sell certain real property of an approximately 13.24 +/- acres, said property identified as Tax Parcel ID No. 0614 027 according to the Tax Assessor of Fayette County, Georgia, for the sum of Seven Hundred Ninety-Four Thousand and 00/100 (\$794,000.00) Dollars.

**SO RESOLVED**, in open session assembled pursuant to law. This \_\_\_\_\_ day of December, 2025.

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Chairman

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ATTEST: \_\_\_\_\_

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