

Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Monday, March 4, 2019
6:30 p.m.

- I. Pledge of Allegiance
- II. Public Comment
- III. Minutes
 - February 4, 2019 - Regular Meeting Minutes
 - February 15, 2019 – Special Called Meeting Minutes
- IV. Reports
 - A. Authority Members
 - B. General Manager
 - 1. Report by Compensation Resources
- V. Request from City of Peachtree City Manager, Jon Rorie
- VI. Resolution on Service Contracts
- VII. Reve Solutions Contract Amendment
- VIII. Amendment to Bylaws
- IX. Organizational Chart on Re-alignment of Duties
- X. Amendment of Job Descriptions
- XI. Executive Session – Real Estate, Personnel, Potential Litigation
- XII. 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

February 4, 2019

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, February 4, 2019, in the conference room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Vanessa Fleisch, Vice-Chairman Mike King, Treasurer/Secretary Terry Ernst, Board Member Phil Prebor, Board Member Kevin Madden, Ms. Melissa Griffis (attorney with Rosenzweig, Jones, Horne & Griffis), Mr. Dan Davis (ISE), Mr. Bo Davis (ISE), Ms. Leslie Baer (ISE), Mr. Nathan Brooks (WASA staff), Mr. John Dufresne, and Ms. Corinne Kehayes.

Ms. Fleisch called the meeting to order at 6:30 pm, and began with the Pledge of Allegiance.

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

Ms. Fleisch asked for a motion to approve the January 7, 2019 regular meeting minutes. Mr. King made the motion, seconded by Mr. Ernst. Mr. Madden abstained. Motion carried.

There were no reports from the authority members or General Manager.

Mr. Bo Davis discussed the Budget Update report (attached). Mr. Bo Davis stated he based the budget update on input received from Board members at the last meeting regarding information they would like to see presented. Mr. Bo Davis noted the financial graphs provided depict: FY2019 first quarter revenue (actual numbers); FY2019 first quarter expenditures; and budget versus actual. Mr. Bo Davis noted that the numbers presented represent only three months of data, and as such we cannot identify trends at this point; to make any long-term decisions on this information is not viable. Mr. Bo Davis stated that the numbers look good and he is confident in the numbers. Mr. Prebor stated that the revenue numbers show a big jump. Ms. Fleisch asked if tap fees for the West Village are included. Mr. Bo Davis responded that tap fees are included. Mr. Bo Davis noted that timing of deposits will affect the monthly revenue numbers.

Ms. Fleisch asked for a motion to adjourn in Executive Session for the purposes of Potential Litigation and Personnel. The motion was made by Mr. King and seconded by Mr. Ernst. Motion carried. The meeting was adjourned into Executive Session at 6:33 pm.

The meeting was reconvened at 7:36 pm.

Ms. Fleisch 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 7:37 pm.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst

Peachtree City Water and Sewerage Authority

February 15, 2019

SPECIAL CALLED MEETING

The Peachtree City Water and Sewerage Authority held a special called meeting on Friday, February 15, 2019, in the conference room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Vanessa Fleisch, Vice-Chairman Mike King, Treasurer/Secretary Terry Ernst, Board Member Kevin Madden, Ms. Melissa Griffis (attorney with Rosenzweig, Jones, Horne & Griffis), Mr. Thomas Greer (attorney with Greer Tisinger, LLC), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), and Mr. John Dufresne.

Ms. Fleisch called the meeting to order at 5:00 pm, and began with the Pledge of Allegiance.

Ms. Fleisch asked for a motion to adjourn in Executive Session for the purpose of Potential Litigation. The motion was made by Mr. King and seconded by Mr. Madden. Motion carried. The meeting was adjourned into Executive Session at 5:01 pm.

The meeting was reconvened at 5:42 pm.

Mr. Ernst made a motion to ratify decisions made in Executive Session. The motion was made by Mr. Ernst and seconded by Mr. Madden. Motion carried.

Ms. Fleisch asked for a motion to adjourn. The motion was made by Mr. King and seconded by Mr. Ernst. Motion carried. The meeting was adjourned at 5:43 pm.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst

From: Jonathan Rorie [<mailto:jrorie@peachtree-city.org>]

Sent: Thursday, February 14, 2019 3:24 PM

To: Dan Davis <ddavis@intse.com>

Subject: Multi-use path

Dan,

Since at least 2010, the Mater Path Plan has identified a path connection from Sweetgum Road to the Police Department. In March of 2017, I approached WASA about the possibility of obtaining an easement through WASA Property as depicted in attachment 1. In Dec of 2017, Susan Lee provided me with an alternate route as depicted in attachment 2, but we were unable to move forward at the time due to other SPLOST project priorities. I would like to be placed on the agenda to propose to the board an easement/path connection as depicted in attachment 3. The route of attachment 3 avoids movement around the lift station, avoids potential wetland areas, lessens the overall impact on the property, and is the shortest distance of any suggested routes so far. My proposal would include purchasing the easement, based on its overall square footage at an appraised fair market value of \$1.38 per square ft. In addition, I believe the fencing around the property should be reconfigured to limit access, therefore, we will pay for install of appropriate fencing and gates. May I be placed on the March 3rd agenda to discuss this proposal?

New Path Connection – Police Station

Project Number: 20

Category: Multi-Use Path System

Location: HWY 74 S

Proposed Project Year: 2019

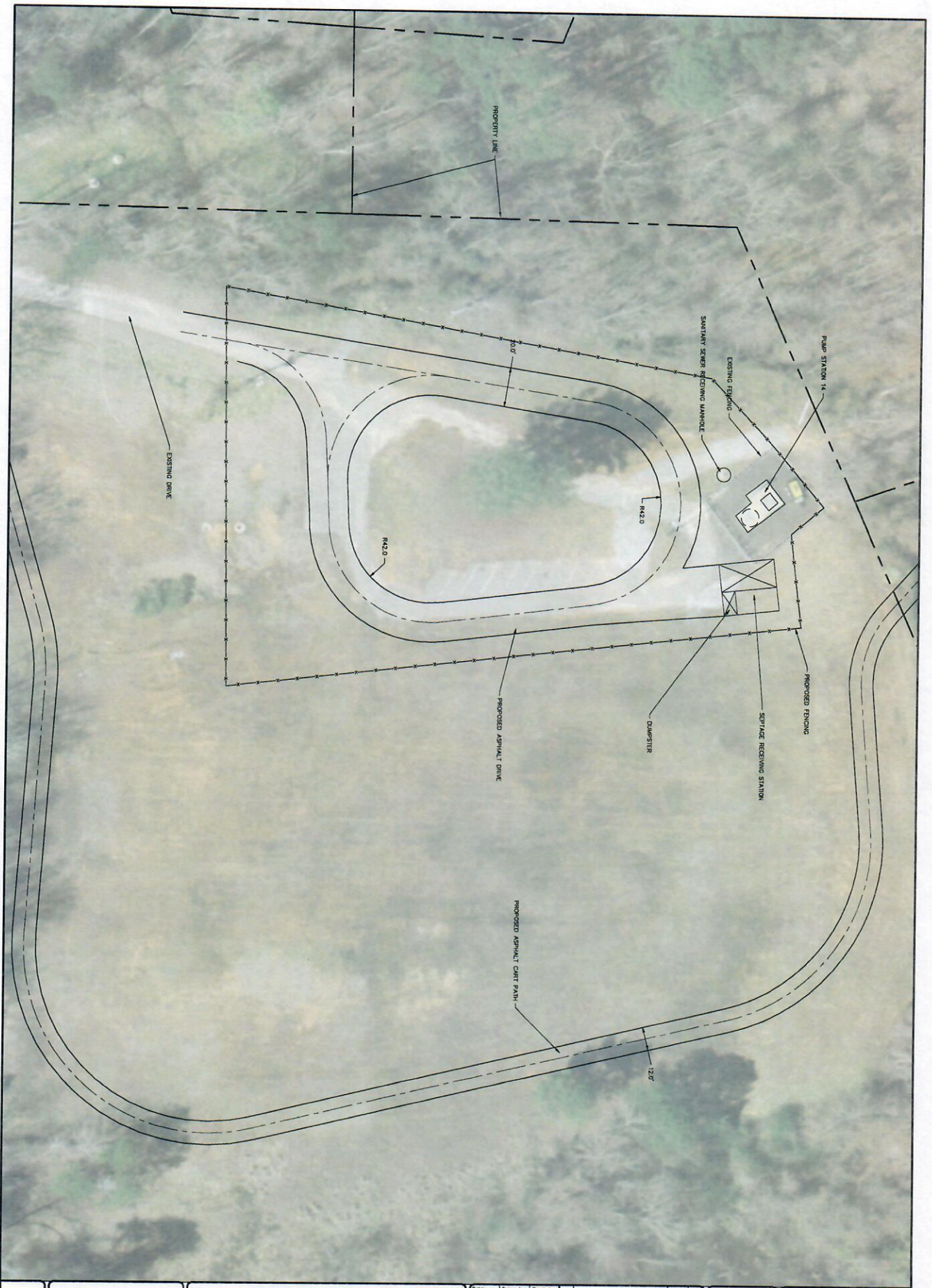
Estimated Cost: \$51,523

Project Description: New path connecting the Peachtree City Police Station to the path behind Sweetgum Rd.



Attachment 1

Attachment 2



DRAWING NO. SHEET NO. 2	PUMP STATION 14 SEPTAGE RECEIVING STATION CONCEPTUAL PLAN PEACHTREE CITY WATER AND SEWAGE AUTHORITY	Date: 01/03/05 Drawn by: [blank] Check by: [blank] Design by: [blank] Review by: [blank]	SCALE: 1" = 20' 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Rev.</th> <th>Description</th> <th>Date</th> <th>App.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Rev.	Description	Date	App.													 INTEGRATED Science & Engineering <small>10300 Peachtree Road, Suite 300, Atlanta, Georgia 30340 404.761.1232 • 2706 Peachtree Road, Suite 2127 Atlanta, Georgia</small>
Rev.	Description	Date	App.																		



Overview



Legend

- Parcels
- Roads

Parcel ID	0612 019	Alternate ID	n/a	Owner Address	PEACHTREE CITY
Sec/Twp/Rng	--	Class	E1		P O BOX 2371
Property Address		Acreage	n/a		PEACHTREE CITY GA 30269
District	05				
Brief Tax Description	FLAT CREEK NATURE AREA 513 AC (Note: Not to be used on legal documents)				

Date created: 2/14/2019
Last Data Uploaded: 2/1/2019 4:21:35 PM

Developed by Schneider
GEOSPATIAL

Attachment 3

Red line - Proposed path 437' Long
12' wide
5,244 Sq Ft

Pink line - Proposed new Fencing

COUNTY OF FAYETTE
CITY OF PEACHTREE CITY
WATER AND SEWERAGE AUTHORITY

RESOLUTION # 2019-001

A RESOLUTION OF THE WATER AND SEWERAGE AUTHORITY OF THE CITY OF PEACHTREE CITY REGARDING
SERVICE CONTRACTS

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

WHEREAS, as a result of certain uncontrollable market forces and in an attempt to alleviate any burdens on rate payers within the City of Peachtree City limits, the Water and Sewerage Authority of the City of Peachtree City desires to impose a surcharge on service contracts to supplement revenues; and

WHEREAS, this shall apply to all future contracts for outside service entered into on behalf of the Water and Sewerage Authority of the City of Peachtree City; and

WHEREAS, the Board deems it to be in the best interest of the Water and Sewerage Authority to address these uncontrollable market forces and mitigate costs for rate payers by adding a surcharge to service contracts to supplement revenues,

IT IS THEREFORE, RESOLVED THAT:

The Water and Sewerage Authority of The City of Peachtree City shall add a Twenty (20%) Percent surcharge to all service contracts in an effort to control the uncontrollable market forces and to mitigate costs for rate payers, thereby supplementing revenues.

This resolution shall remain in full force and effect until such time as it may be amended or repealed by a subsequent resolution of the Board.

SO RESOLVED, in open session assembled pursuant to law. This ____ day of April, 2019.

Chairman

ATTEST: _____

COUNTY OF FAYETTE
CITY OF PEACHTREE CITY
WATER AND SEWERAGE AUTHORITY

**PROPOSED AMENDMENT TO THE BYLAWS OF THE WATER AND SEWERAGE
AUTHORITY OF THE CITY OF PEACHTREE CITY**

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

WHEREAS, the Bylaws have been amended June 17, 1992, January 5, 2004 and May 3, 2004; and

WHEREAS, the proposed Amendment is to delete Article V Section 2 in its entirety and replace it with the following language:

**ARTICLE V
DEPOSITORIES**

Section 2. Execution of Notes, Drafts, and Checks. All drafts, checks, etc. drawn against accounts of the Authority for amounts exceeding Five Thousand and 00/100 (\$5,000.00) Dollars shall be signed by two (2) Authority members or one (1) Authority member and the acting finance officer. All drafts, checks, etc. drawn against accounts of the Authority for amounts of Five Thousand and 00/100 (\$5,000.00) Dollars or less shall be signed by one (1) Authority member or the acting finance officer.

WHEREAS, the Board deems it to be in the best interest of the Water and Sewerage Authority to amend the bylaws,

IT IS THEREFORE, RESOLVED THAT:

The Water and Sewerage Authority of The City of Peachtree City shall amend the Bylaws to delete Article V Section 2 and replace it as follows:

**ARTICLE V
DEPOSITORIES**

Section 2. Execution of Notes, Drafts, and Checks. All drafts, checks, etc. drawn against accounts of the Authority for amounts exceeding Five Thousand and 00/100 (\$5,000.00) Dollars shall be signed by two (2) Authority members or one (1) Authority member and the acting finance officer. All drafts, checks, etc. drawn against accounts of the Authority for amounts of Five Thousand and 00/100 (\$5,000.00) Dollars or less shall be signed by one (1) Authority member or the acting finance officer.

This amendment of the bylaws shall remain in full force and effect until such time as it may be amended or repealed by a subsequent resolution of the Board.

SO RESOLVED, in open session assembled pursuant to law. This _____ day of March, 2019.

ATTEST: _____



Realignment of Duties

Job Responsibilities



CONSTRUCTION COORDINATOR	TECHNICAL SUPPORT COORD.	MAINTENANCE SUPERVISOR	OFFICE COORDINATOR	COLLECTION SYSTEM SUPERVISOR	TREATMENT SYSTEM SUPERVISOR
<ul style="list-style-type: none"> Plan Reviews Construction Inspections <ul style="list-style-type: none"> Private Development Inspection WASA Project Inspections Construction Coordination of WASA Projects Utility Locates Special Projects 	<ul style="list-style-type: none"> GIS/Mapping FOG SEMS <ul style="list-style-type: none"> Customer Complaints Work Orders 	<ul style="list-style-type: none"> Equipment Maintenance <ul style="list-style-type: none"> Fleet Maintenance Tree Service Landscaping Equipment Lightbulbs Fence Repair Pump Repair Electrical Equipment Vendors Shop Management Plant Maintenance and Utilities <ul style="list-style-type: none"> Equipment Repair/Replacement Instrumentation Support 	<ul style="list-style-type: none"> Administer Procurement Policy <ul style="list-style-type: none"> Chemicals Office Supplies Hand Tools Office Equipment Receivable Collections (data entry) Facilities Maintenance <ul style="list-style-type: none"> Janitorial Systems (HVAC, electrical, plumbing) General Maintenance Vendors (trash, pest control) Utilities Customer Support <ul style="list-style-type: none"> Billing Inquires Responds to Credit Requests Reception Duties: <ul style="list-style-type: none"> Phone Calls Mail / Shipping / Postage 	<ul style="list-style-type: none"> Schedule and Supervise Work Crews Resolve Collection System Complaints (SEMS) Easement, Pump Station and Facilities Landscaping 	<ul style="list-style-type: none"> Schedule and Supervise Work Crews Ensure Optimized Plant Operations Permit Compliance and Enforcement Responses Monthly Reports Submission Treatment Plant Landscaping
OUTSOURCED	DEPUTY GENERAL MANAGER	CONTROLLER	GENERAL MANAGER	HR/ADMIN ASSISTANT (part-time)	
<ul style="list-style-type: none"> Safety Program IT <ul style="list-style-type: none"> SCADA Website Facility Security Server Telecom Services Phones (desk and cell) Engineering and Capital Projects <ul style="list-style-type: none"> Industrial Pretreatment Program Permitting Stormwater Compliance 	<ul style="list-style-type: none"> Oversight of Collection, Treatment and Support Services Staff Administer Employee Policies Hire and Manage Operations Staff Assist with Budget Preparation Fixed Asset Requisition (major equipment) Assume Responsibilities of General Manager in their Absence 	<ul style="list-style-type: none"> Payroll Coordinate Financial Audit Banking & Cash Management Accounts Receivable & Cash Flow Payables / Vendor Management Risk Management Annual Bond Review Prepare Annual Budget Retirement Plan Administrator Maintain Accounting Policies & Procedures Tax Reporting Procurement & Fixed Asset Maintenance 	<ul style="list-style-type: none"> Board Liaison Public Relations Oversee Annual Budget Oversee Management Staff Management of Outsourced Functions Develop and Implement Rules, Regulations, and Administrative Policies Function as Appointing Authority Assure Compliance and Coordinate with Regulatory Agencies Assume Responsibilities of Deputy GM or Controller In their Absence 	<ul style="list-style-type: none"> Custodian of Personnel Files Benefits Administration Employee Onboarding Employee Reviews Employee Development <ul style="list-style-type: none"> Training Certifications Employee Relations/Assistance Employee Uniforms Website Management and Updates Board Meeting Administration 	