

Peachtree City Water and Sewerage Authority

March 4, 2019

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, March 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. Cary Dial (ISE), Ms. Leslie Baer (ISE), Mr. Jon Rorie (City Manager - Peachtree City), Mr. Bob Grove, 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 February 4, 2019 regular meeting minutes. Mr. King made the motion, seconded by Mr. Madden. Motion carried.

Ms. Fleisch asked for a motion to approve the February 15, 2019 special called meeting minutes. Mr. King made the motion, seconded by Mr. Madden. Mr. Prebor abstained. Motion carried.

Ms. Griffis stated the Report by Compensation Resources is not ready to present; and recommended the agenda item be moved to the April 8, 2019 meeting agenda. Mr. King made a motion to move the item to the April 8, 2019 meeting agenda, seconded by Mr. Ernst. Motion carried.

Mr. Jon Rorie presented a Request from the City of Peachtree to acquire an easement for a new multiuse golf cart path near WASA lift station 13. Since at least 2010, the Master Path Plan has identified a path connection from Sweetgum Road to the Police Department via the sewer easement that runs from Sweetgum over to the WASA lift station. In March 2017 while going through the SPLOST projects, Mr. Rorie approached the WASA Board about the possibility of obtaining an easement through WASA property as depicted in Attachment 1; bringing the path from Sweetgum through the sewer easement, up by the lift station, up the access road, and ultimately to the Police Department (this project is listed as a SPLOST project). In December 2017, Susan Lee (former WASA Interim Manager) proposed an alternate route as depicted in Attachment 2 whereby the path goes around the back side of the lift station, around the property and ultimately back into the access driveway on the front of the property. The idea of the proposed route was to fence around the lift station and avoid the comingling of traffic in and around the lift station. However, due to other SPLOST project priorities we were unable to move forward with the project at that time; and we tabled the project in December 2017. After looking at the proposed route and attempting to limit the impact to the property itself and avoid traffic in and around the lift station, we looked at two alternate routes as depicted in Attachment 3. The 1,730 LF route on the high side has the same Sweetgum access, goes around the WASA property, across other private property and feeds into Guthrie Way; this would require private access, and have greenbelt and wetland impacts. The second alternate route comes off Briarwood through another sewer easement, across City property in the greenbelt, and then connects to the access road; this is a 690 LF path (on WASA property; not what is on City property).

Mr. Rorie stated he is asking to acquire an easement, build the path, and purchase the easement based on the square footage impact it has on the land, as outlined:

- 690 LF or 6,670 SF
- Easement Offer 1.27/Ft² + 10% or \$1.40/Ft²
- 6,670*\$1.40= \$9,338
- 700 LF Fencing= \$7k to \$9k
- Survey and Recording Costs

The cost is roughly \$9,338 for the linear feet, plus fencing, surveying, and recording costs. Basically bringing the path from Briarwood, purchasing the access easement on WASA property, and then fencing it so that the path/cart traffic cannot come on the property or get anywhere near the lift station and it lessens the impact on the property. Mr. Rorie stated he is asking to purchase an access easement, build the fence, and maintain the access drive going forward, including fixing the gate.

Mr. Madden asked how much traffic is on the access road. Mr. Rorie stated he does not have a traffic count, but maybe once or twice a day at most. Ms. Fleisch stated that in creating the path you've created an attractive nuisance for people. Mr. Rorie stated this is a critical part of the network as the City goes forward for the next 50 years in terms of making sure we have inner connections between the entire City; this is just one beginning piece of a greater master plan. Mr. Rorie stated as soon as he could get the crew finished with another project. Ms. Fleisch asked regarding timing of the project. Mr. Rorie stated the proposed route is the shortest distance and it has the least amount of impact on the property as a whole. Mr. Rorie determined the cost from a 2016 appraisal provided by Susan Lee, adjusted by 10% because it's dated by two to three years. Mr. Rorie stated like most of our path projects, we would rather lay it out, build it, then survey and recording cost of the easement as opposed to what we projected being built.

Mr. Rorie stated they reconfigured the entry and exit for the Police Department, on the south side of the building so that now is two lanes and they go in and out one way with gated access and they do not have to use the access road side. Mr. Madden asked if the Police Department is agreeable to the proposed route. Mr. Rorie stated it would be no problem as far as the Police Department is concerned. Mr. Prebor confirmed that the appraisal is from 2016. Mr. King stated we have an opportunity to have WASA work with the City for something that is beneficial to both. Ms. Griffis stated since some of the documents Mr. Rorie provided tonight were not previously provided, it would be proper for the Board to wait until the April meeting to take action on this. This will allow the public opportunity to make any comment. Mr. Rorie stated the information presented included the addition of specific square footage and linear footage amounts that we did not have before. Mr. King asked if this would delay or cause problems with Mr. Rorie's department. Mr. Rorie responded no. Mr. Ernst made a motion to add this request to the April 8, 2019 meeting agenda, seconded by Mr. King. Motion carried.

Ms. Griffis discussed the Resolution on Service Contracts. Ms. Griffis stated as previously discussed, we have prepared a resolution to add a 20% surcharge to all service contracts in an effort to control uncontrollable market forces and mitigate costs for rate payers thereby supplementing revenues. This resulted from when ISE first took over as general manager, and the Board tasked ISE and Ms. Griffis to review various contracts in place and numerous contracts were found that were not keeping up with the financial times. This resolution was prepared in an effort to address that issue. Mr. Prebor confirmed that WASA will charge cost plus 20% when doing work outside the city limits or for someone who is not a rate payer. Mr. Prebor made a motion to approve Resolution #2019-001, seconded by Mr. Madden. Motion carried.

Mr. Dan Davis introduced Mr. Dial to discuss the Reve Solutions Contract. Mr. Dial stated the contract with Reve Solutions is to manage septage haulers. Mr. Dial stated Reve has come to us regarding making changes to their contract which could be beneficial to both parties. Mr. Dial requested permission to move forward with conversations with Reve regarding a possible contract amendment, and then come back to the Board at the April 8, 2019 meeting with specific data.

Ms. Griffis discussed a proposed Amendment to the Bylaws of WASA. Under Article V Depositories regarding the Execution of Notes, Drafts and Checks, the way the Bylaws were previously written, the bank does not have checking account procedures that fall in line with the prior Bylaws. This Amendment gets the Bylaws in line with what the banks are doing now. The last Bylaw Amendment was in 2004. Mr. Ernst made a motion to approve the proposed Amendment to Bylaws, seconded by Mr. King. Motion carried.

Mr. Dan Davis presented the proposed revised Organizational Chart. The chart presented is a detailed version of the abbreviated chart presented in the previous Board meeting. The number of positions has decreased from the original 32 budgeted. Positions in red are currently handled by ISE's contract or positions to be filled. This reorganization has a couple of objectives: 1) eliminating the "us and they" mentality (separation between departments: collection and treatment) – both groups are now under the Deputy General Manager creating a greater sense of team; and 2) redundancy between positions (General Manager / Deputy General Manager, Controller / Deputy General Manager). Items to note include: 1) added a HR/Admin Assistant position; and 2) tasks to be outsourced identified (safety, IT and engineering). Specifically, the safety program would be outsourced to an experienced safety professional in a part time role, providing random project site visits and monthly/annual training.

Mr. Dan Davis presented the Realignment of Duties discussing the Amended Job Descriptions. We have reconfigured job duties somewhat. We're trying to take advantage of strengths that exist within the staff and also reassigned some of the weaknesses that exist. Currently maintenance is performed in each department; we want to align maintenance under one roof. We've aligned office and facilities tasks under the office coordinator. The outsourced tasks are outlined as well. Between the Deputy General Manager, Controller, General Manager, and HR person we're trying to create a good "checks and balances" between those four functions, as well as redundancy (reinforce positions when someone needs to be out of the office). Mr. Dan Davis stated the HR and Finance role were previously handled by one person; and that's an unusual person who has both of those skill sets. We're proposing the addition of an HR/Admin Assistant in a part time role. The Controller position would be purely a finance position. This realignment of duties will allow for a reduction in overall staff size. Mr. Ernst asked how these changes will affect the budget; what is the bottom line savings. Mr. Dan Davis stated he will present that budget figure at the next Board meeting. Mr. Prebor asked about the current safety program. Mr. Dan Davis stated WASA has had a safety program in the past but it has not been consistent. Mr. Prebor stated the importance of a consistent safety program. Mr. Dan Davis stated the proposed program would be wide-ranging from being around the digesters at the treatment plant, to going down into a manhole, or office computer work. A good safety program is deliberate about reaching everyone, has a defined syllabus, is consistently communicated, and is fun. Mr. Madden stated the importance of the safety program and that it should be done by professionals.

Mr. Madden stated a concern with finding a qualified candidate that wants a part-time position for the HR/Admin Assistant role. Mr. Madden stated he thinks we could attempt to fill this position with a part timer, but we need someone who can accomplish the position responsibilities and do it right. In the past, we've had problems in this role, so we need to be prepared to change it to a full-time position if needed

to handle these essential duties. Mr. Madden made a motion to accept the Organizational Chart, seconded by Mr. King. Motion carried. Mr. Madden made a motion to accept the Amended Job Descriptions, seconded by Mr. King. Motion carried.

Ms. Fleisch asked for a motion to adjourn into Executive Session for the purposes of Real Estate, Potential Litigation and Personnel. The motion was made by Mr. King and seconded by Mr. Madden. Motion carried. The meeting was adjourned into Executive Session at 7:07 pm.

The meeting was reconvened at 8:34 pm.

Ms. Fleisch asked for a motion to adjourn. The motion was made by Mr. Madden and seconded by Mr. Ernst. Motion carried. The meeting was adjourned at 8:34 pm.



Chairman - Vanessa Fleisch



Treasurer/Secretary - Terry Ernst