

**Peachtree City Water & Sewerage Authority
Regular Meeting
Amended Agenda
Monday, July 8, 2019
6:30 p.m.**

I. Pledge of Allegiance

II. Public Comment

III. Minutes

June 3, 2019 - Regular Meeting Minutes

IV. Reports

A. Authority Members

B. General Manager

V. Election of Officers

VI. 2020 Meeting Dates

VII. Sale of Surplus Vehicles and Equipment

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

IX. 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 3, 2019

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, June 3, 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. Dan Davis (ISE), Ms. Leslie Baer (ISE), Mr. Bo Davis (ISE), Mr. John Dufresne, and Mr. Kevin Hay. Mr. Phil Prebor was absent.

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. Mr. Kevin Hay spoke during public comment. Mr. Hay stated his son is a member of the Fayette County 4-H Shotgun Club, which has eight to ten members. Mr. Hay stated the WASA property is limited to the use of the members of the 4-H Shotgun Club. Mr. Hay discussed opening up the use of the property to other kids in the County. Mr. Hay described the property, stating that to the left of the skeet field there is an open field that is not currently utilized. Mr. Hay stated the Fellowship of Christian Athletes Outdoors (Mr. Paul Dennis) is interested in co-leasing that portion of the property. Mr. Hay stated his intent is to see if there can be a discussion on co-leasing the property to allow other youth and adult groups in the County to use the property, excluding the Fayette County 4-H Shotgun Club facilities. Mr. Hay stated Mr. Brent Scarbrough would be willing to help get it setup.

Ms. Fleisch asked for a motion to approve the May 6, 2019 regular meeting minutes. Mr. King made the motion, seconded by Mr. Madden. Motion carried.

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

Mr. Ernst stated he had a couple of citizen complaints/requests: 1) there is a lot of continuous sewage smell in the area behind Sandown Drive; and 2) there is a blockage in the stormwater drain near three ponds which creates a smell when the stormwater backs up. Mr. Dan Davis stated he would check into the issues noted by Mr. Ernst.

Mr. Dan Davis discussed the Fixed Asset Module Amendment to the BS&A Agreement. Mr. Dan Davis stated the previous financial software, Incode, did not have a fixed asset module; and in the past this was tracked using excel. This method did not provide a smooth process for providing information to the auditor and also did not provide a systematic method for depreciating assets. When BS&A was purchased it did not include the Fixed Asset Module. The auditor is recommending that WASA incorporate the additional module, costing approximately \$8,230 in the first year and approximately \$2,000 in remaining years. Mr. Bo Davis stated this module will help in capturing actual depreciation for all fixed assets including useful life and major repairs, making the accounting reporting more accurate. Mr. Ernst made a motion to amend the prior agreement with BS&A to add the Fixed Asset Module. It was seconded by Mr. King. Motion carried.

Mr. Dan Davis discussed the appraisal completed by Touchstone Appraisal Services (attached) for the golf cart path easement request from City of Peachtree City. Based on the acreage described by the City for the easement (6,670 SF), it was appraised by Touchstone at \$5,600. Mr. Dan Davis requested a

motion to proceed with preparing a legal description and transfer documentation, and if acceptable to him and Ms. Griffis, allow Ms. Fleisch to sign the transfer documents. Ms. Griffis stated the appraisal provided by Mr. Jon Rorie with the City previously was for a higher amount, but it was a couple years old. Ms. Griffis stated the appraisal presented is the current appraisal at \$5,600, and as Mr. Rorie presented the City will pay closing costs, engineering and surveying costs. Ms. Griffis stated there is a rough estimate of the route, but to get the metes and bounds for the appropriate legal description we need engineering and surveying. The cost to City would be the \$5,600 plus these other costs. Mr. Ernst asked if this appraisal was commissioned by WASA. Ms. Griffis stated the appraisal presented by the City was commissioned by WASA. Mr. Dan Davis said this segment of cart path is part of a larger connectivity plan. Mr. Madden stated it is crucial that we are a golf cart community and this cart path provides access to the police department. Mr. King made a motion to authorize the Chairman to execute closing documents for the sale of the easement to the City of Peachtree City for the \$5,600 appraised value, plus engineering costs, surveying costs, legal costs for the closing after both Ms. Griffis and Mr. Dan Davis have approved the documents. It was seconded by Mr. Ernst. Motion carried.

Mr. Dan Davis discussed the Compensation Resources reports (attached). Mr. Dan Davis stated that Compensation Resources reviewed currently salary and benefit levels. The findings for the salaries were presented to the Board two months ago, but not voted on at that time. Mr. Dan Davis stated that tonight we are asking for your vote on the salary ranges for those classifications. Mr. Dan Davis stated Compensation Resources have been engaged since the fall 2018, and have done a lot of research. Mr. Dan Davis stated the pay ranges targeted a 70% percentile median, which means WASA is paying better than seven out of ten for positions. Mr. Dan Davis discussed the Compensation Resources benefits study, noting that WASA was not scored as not competitive in any of the areas studied. Mr. Dan Davis stated in less than half the areas we are scored as competitive and in more than half the areas we are considered very competitive. Mr. Dan Davis stated we are looking at this study with regard to the Employee Manual and policies. Mr. Dan Davis stated we will be looking at retirement; the study found that our retirement contributions are high compared to the national average (which is around 5%). Mr. Dan Davis stated the previous study prepared by Whit Perrin also showed around 5% for retirement contributions. Mr. Dan Davis stated the retirement provided by WASA is very generous. Ms. Griffis stated the proposed pay ranges to be voted on were presented a couple months ago, so there has been ample time for public comment. Mr. Ernst made a motion to approve the Employee Pay Ranges. It was seconded by Mr. King. Motion carried.

Mr. Dan Davis discussed the Job Listings (attached), noting the Deputy GM listing was presented a few months ago. Mr. Dan Davis stated the previous advertisement for Deputy GM received ten qualified responses; which were shortlisted to three potential candidates, none of which were successful. Mr. Dan Davis stated that we would like to re-advertise the position, with modified job requirements. Mr. Dan Davis stated the job responsibilities were reviewed again and the revised job description emphasizes the people management aspects of the position (which are more important than the technical aspects of the position). Mr. Dan Davis stated the Controller position would replace Mr. Bo Davis' responsibilities within the organization. Mr. Dan Davis stated the timing would be in the next two to three months, which would fall in the budgeting process timeframe; Mr. Bo Davis will stay involved to transition responsibilities and complete the budget process to ensure it is handed off in the proper way. Mr. Ernst stated the team has done an outstanding job putting together a job description that really reflects what we are looking for and need. Mr. King made a motion to approve the Controller job listing. It was seconded by Mr. Madden. Motion carried. Mr. Ernst made a motion to approve the Deputy GM job listing as amended. It was seconded by Mr. King. Motion carried.

Mr. Dan Davis discussed the Short-Term Disability Quote. Mr. Dan Davis stated when the Board previously voted on the Employee Handbook last month, there was some concern by the employees with regard to being able to carry large balances of vacation/sick time in case something were to happen the employee would have a balance to rely on. Mr. Dan Davis stated while we did bring the policy more in line with the industry, it did affect those employees who have a large balance for catastrophic reasons. Mr. Dan Davis stated the Board asked the team to look at the possibility of providing a Short-Term Disability policy; the employees currently have a Long-Term Disability policy provided by WASA. Ms. Leslie Baer discussed the Short-Term Disability policy quote provided; this would be a policy provided by and paid for by WASA for every employee. If the Board chose to implement this policy, they would need to make a choice between two options with regard to elimination period. Option 1 is an 8th Day pay meaning the employee would get paid on the 8th day of loss; and Option 2 is a 15th Day pay. This policy would cover the timeframe until the Long-Term Disability took effect (covering the Long-Term Disability elimination period). One item to note, it is recommended that the same carrier be utilized for both Short-Term and Long-Term Disability, but there will be a small increase in the Long-Term Disability cost when adding a Short-Term coverage; and the rates are guaranteed as shown on the quote. Mr. Dan Davis stated this is a great benefit for the employees at a very reasonable cost. Mr. Ernst made a motion to approve Option 1 for the Short-Term Disability Quote/Policy. It was 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 6:56 pm.

The meeting was reconvened at 7:53 pm.

Ms. Fleisch asked for a motion to adjourn. The motion was made by Mr. King and seconded by Mr. Madden. Motion carried. The meeting was adjourned at 7:54 pm.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst

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

2020 Meeting Dates at 6:30 p.m.

January 6, 2020

February 3, 2020

March 2, 2020

March 30, 2020

May 4, 2020

June 8, 2020

July 6, 2020

August 3, 2020

September 8, 2020

October 5, 2020

November 2, 2020

December 7, 2020