

Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Monday, February 3, 2020
6:30 p.m.

- I. Pledge of Allegiance
- II. Public Comment
- III. Minutes
 - January 6, 2020 - Regular Meeting Minutes
- IV. Reports
 - A. Authority Members
 - B. General Manager
- V. Quarterly Financial Report Dated December 31, 2019
- VI. Executive Session – Real Estate, Personnel, Potential Litigation
- VII. 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

January 6, 2020

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, January 6, 2020, 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, Board Member Phil Prebor, Ms. Melissa Griffis (attorney with Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Ms. Millie Shah (WASA), Mr. Larry McNeil (WASA), 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 December 2, 2019 regular meeting minutes. Mr. King made the motion, seconded by Mr. Ernst. Motion carried.

There were no reports from the Authority members. As a General Manager report, Mr. Dan Davis stated three new employees started: Ms. Penny Hill, Assistant Treatment System Supervisor with 18 years of experience; Mr. Brandon Williams, Assistant Collection Supervisor with 18 years of experience; and Mr. Loren Yarbrough, Collection System Supervisor with 24 years of experience. All three positions provide for redundancy in the supervisory positions. Mr. Dan Davis discussed chemicals for pump stations; stating chemicals have been turned off at all pump stations. The staff have reset floats in many of the pump stations and are aggressively pumping debris out of the pump stations. Mr. Dan Davis stated the file scanning project is on-going with large format scanning starting next week; the goal is to become all digital in one year. Mr. Dan Davis discussed sludge disposal, stating the team is continually working on sludge and landfill options, and evaluating other technologies for sludge. Mr. Dan Davis stated the Board directed the team to review WASA assets; thus far vehicles, equipment, pumps, and facilities have been reviewed. As part of this review, the last item is real estate. Mr. Dan Davis recommended forming a real estate committee (comprised of Mr. Dan Davis, Mr. Larry McNeil, and two Board members), which could evaluate functionality of the land and if there is any surplus land. Mr. Madden asked if the 4-H range land could be used for sludge. Mr. Dan Davis stated he thought that sludge disposal was the original intent for the property, however subdivisions have been built adjacent to the property and this change in use would require a permitting process with the EPD (minimum three to six month process). Mr. Prebor made a motion to form a Real Estate Committee comprised of Mr. Mike King, Mr. Kevin Madden, Mr. Dan Davis, and Mr. Larry McNeil, seconded by Mr. Ernst. Motion carried.

Mr. King made a motion to adopt the amended 2020 Meeting Calendar, seconded by Mr. Madden. Motion carried.

Ms. Shah discussed the Financial Update stating she is in the process of closing 2019. Ms. Shah stated the auditor was in the office today and will be again tomorrow; the process is going smoothly. Ms. Shah stated WASA was above budget on revenue and under budget on expenditures. Ms. Fleisch asked what is the debt service coverage goal. Ms. Shah responded the goal is to remain above 1.5. Ms. Shah stated WASA is on track with loan payments. Ms. Shah discussed capital improvements, stating most projects were completed and some renewal and extension projects were not started. Mr. Dan Davis stated a work around was completed on the Larry B Turner plant (budgeted at \$200,000) and replaced a pump at

pump station 15 to buy a few years on replacement of the entire pump station (budgeted at \$415,000). Mr. Madden asked if pump station 15 is the correct size for the application (school) and is the piping adequate. Mr. Dan Davis stated the original design was for a middle school, elementary school, high school, and The Chimneys subdivision; however, since then there are more students (trailers) and Mountbrook subdivision have been added to the system. Mr. Madden stated down the road the Authority needs to make sure the pump station is built to handle the load and additional future capacity. Ms. Fleisch asked if the pump station across the street (The Gates) was designed for the use. Mr. Dan Davis stated the pump station for The Gates was designed to handle The Gates, Somerby, light expansion of Meade Field, the animal shelter, two medical office buildings, and horse farms north to Foreston Place. Mr. Dan Davis stated this pump station was built as a public/private partnership, and if anyone adds on they are required to pay to connect to the pump station. Ms. Shah stated a quarterly financial update as of December 31, 2019 will be presented at the next Board meeting.

Mr. Dan Davis discussed the Amendment to Organizational Chart, stating there is a minor change – Support Services used to report to Mr. McNeil and will now report to the new Collection System Supervisor. Mr. Madden asked if there were any changes in other departments. Mr. Dan Davis responded there are no other changes. Mr. Madden made a motion to amend the Organizational Chart as presented to have the Support Services report directly to the Collection System/Support Services Supervisor, seconded by Mr. King. Motion carried.

Mr. Dan Davis discussed the Amended Surplus Vehicle List. Mr. Dan Davis stated three of the four vehicles on the previous vehicle surplus list are sold. Mr. McNeil stated the fourth vehicle (shown on attachment) went to auction three times and never reached the bid minimum. Mr. McNeil stated he would like to keep the unsold vehicle in order to have a backup for when other vehicles are being repaired or not operating. Mr. Madden stated the vehicle is a 2014 model and asked if there is any impact on insurance/liability. Mr. Dan Davis stated there is no significant financial or insurance impact. Mr. Ernst made a motion to approve amendment of the vehicle surplus list, seconded by Mr. Madden. Motion carried.

Ms. Fleisch 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. Madden. Motion carried. The meeting was adjourned into Executive Session at 6:57 pm.

The meeting was reconvened at 7:27 pm.

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 7:27 pm.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst



Quarterly Financial Report
December 31, 2019

**PCWASA Cash Account Balances
As of DECEMBER 31, 2019**

1111 Revenue Operating Account	\$ 2,059,936
1112 Sinking Fund Account	\$ 2,616,419
1113 Renewal & Extension Account	\$ 8,951
1114 Capital Fund Account	\$ 7,529
1320 Georgia Fund One	\$ 3,687,458
	<u>\$ 8,380,293</u>

Peachtree City Water and Sewerage Authority
 Financial Report
 For the Fiscal Year Ending on September 30, 2020
 Unaudited

	FY 2020	FY 2020	
	<u>APPROVED BUDGET</u>	<u>ACTUAL/ ENCUMBRANCES</u>	<u>% Used YTD</u>
Revenues - Rate	\$8,854,355	\$2,480,618	28.02%
Revenues - Fee	\$930,857	\$213,763	22.96%
Operating Fund Revenues	\$9,785,212	\$2,694,381	
Salaries, Wages, & Benefits	\$2,576,304	\$566,978	22.01%
Materials, Supplies, & Services	\$3,105,720	\$756,620	24.36%
Operation Expenditures	\$5,682,024	\$1,323,598	23.29%
Operating Surplus (Deficit)	\$4,103,188	\$1,370,783	
Oper Trfr-Sinking Fund	\$2,747,677	\$0 *	0.00%
Oper Trfr-Ren & Ext	\$350,000	\$19,848	5.67%
Oper Trfr-Capital	\$626,000	\$58,420	9.33%
Sub-Total	\$3,723,677	\$78,268	2.10%
Total All Expenditures	\$9,405,701	\$1,401,866	
Net Surplus (Deficit)	\$379,511	\$1,292,515	
Other Income (Expenditures)	\$10,000	\$1,714	
Total Surplus (Deficit)	\$389,511	\$1,294,229	

Percentage into Budget Year: 25%

*Series 2013A and B Bond principal and interest payments due on March 1, 2020 for \$2,535,223.25