

**Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Monday, March 2, 2020
6:30 p.m.**

- I. Pledge of Allegiance
- II. Public Comment
- III. Minutes
 - February 3, 2020 - Regular Meeting Minutes
- IV. Reports
 - A. Authority Members
 - B. General Manager
- V. 2020 Long Term Water Quality Monitoring Work Authorization with Integrated Science & Engineering
- VI. Property Committee Report
- VII. Executive Session – Real Estate, Personnel, Potential Litigation
- VIII. 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 3, 2020

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, February 3, 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 Phil Prebor, Ms. Melissa Griffis (attorney with Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Ms. Millie Shah (WASA), Mr. John Dufresne, and Ms. Corinne Kehayes. Mr. Kevin Madden 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. There were no public comments.

Ms. Fleisch asked for a motion to approve the January 6, 2020 regular meeting minutes. Mr. King made the motion, seconded by Mr. Ernst. Motion carried.

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

Mr. Ernst commented that there is a quorum, but Board Member Kevin Madden is not in attendance.

Ms. Shah discussed the Quarterly Financial Report (attached), stating the first quarter closed December 31, 2019. Ms. Shah stated the audit is complete and she will submit the MD&A (Management's Discussion and Analysis) to the Auditor this week. The audit report will be presented at the April Board Meeting. Ms. Shah stated the Authority is at the 25% mark in the year, and things are going fine; nothing is out of the ordinary, expenses are being reported, revenue is coming in fine and there are not any areas over budget. Ms. Shah stated the cash balance report is provided, and it should stay consistent throughout the year except when a bond payment is submitted. The first and only bond payment for this year is due March 1, 2020 at \$2.3 million, with an outstanding principal balance of \$15 million (for both Series A and Series B) or \$17 million with interest. Ms. Shah stated the Series A bond (\$7.8 million) first payment will be in 2023, with the last payment in 2027, and the current Series B bond (\$7.6 million) last payment will be in 2023. Ms. Shah stated the bonds will be paid off by 2027.

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. Ernst and seconded by Mr. King. Motion carried. The meeting was adjourned into Executive Session at 6:35 pm.

The meeting was reconvened at 7:31 pm.

Ms. Fleisch asked for a motion to adjourn. The motion was made by Mr. King and seconded by Mr. Prebor. Motion carried. The meeting was adjourned at 7:31 pm.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst

To: Larry McNeil
Company: Peachtree City Water & Sewerage Authority
Address: 1127 Highway 74 South
Peachtree City, GA 30269

Date: February 3, 2020
From: Jason Ray, GISP
Copy to: file

Project: 2020 Long-Term Monitoring

Background Information:

The Peachtree City Water & Sewerage Authority (PCWASA) is required to perform annual long-term water quality monitoring to meet the requirements of its Watershed Protection Plan (WPP). This WPP was developed and approved by EPD in 2005. ISE proposes to implement the 2020 long-term monitoring activities required by PCWASA's WPP according to the scope, schedule, and fee described below.

Scope of Work:

Summary of Sampling Activities

ISE will conduct long-term water quality monitoring including sampling and analysis of physical and chemical parameters. Monitoring will be performed at five (5) locations as specified in PCWASA's existing WPP. These stations are described below:

Station ID	Station Location	Sampling Type
FC - 1	Flat Creek at Highway 74 Crossing	Water Quality
FC - 6	Flat Creek at Crabapple Road	Water Quality
FC - 7	Flat Creek at Dogwood Trail Crossing	Water Quality
LC - 1	Line Creek at Highway 85 Crossing	Water Quality
LC - 7	Line Creek at Palmetto-Tyrone Road Crossing (Castlewood Road)	Water Quality

Water samples will be collected and analyzed for the following chemical constituents:

- Temperature (*In situ*)
- Dissolved Oxygen (*In situ*)
- pH (*In situ*)
- Turbidity (*In situ*)
- Conductivity (*In situ*)
- Fecal Coliform
- Total Kjeldahl Nitrogen (TKN)
- Hardness
- Total Suspended Solids (TSS)
- Ortho Phosphates
- Total Phosphorus
- Nitrate Nitrogen
- Nitrite Nitrogen
- Ammonia Nitrogen
- Dissolved Metals (Cadmium, Copper, Lead, Zinc)*

* Metals are sampled once per year during a wet weather sampling event.

Parameters identified as “*in-situ*” will be measured directly in the stream using a Horiba U-52 water quality meter. The remaining parameters will be analyzed in a laboratory.

Dry and wet weather sampling will be performed quarterly (four times per year) for all the above parameters except fecal coliform. Sampling will be conducted during one (1) dry weather event and one (1) wet weather event during the summer period from May – October and during one (1) dry weather event and one (1) wet weather event during the winter period from November – April.

ISE will perform bacteria sampling for fecal coliform to calculate quarterly (four per year) geometric means each requiring four (4) samples collected over a 30-day period (16 total sampling events).

ISE proposes to implement this work for the PCWASA according to the Scope of Work outlined below.

Task 1 – Water Quality Sampling and Analysis

ISE proposes to collect water quality data over sixteen (16) sampling events. These events will be divided into 4 distinct phases.

Task 1A – Winter Water Quality Monitoring

The initial water quality monitoring period will take place in February and March and will consist of 4 separate sampling events at all five sites. The initial sampling event will focus on collecting water quality samples during a period preceded by at least 72-hours of no rainfall. This shall qualify as a “dry weather” event. This event will collect water quality samples to be tested for the aforementioned in-situ, chemical and bacteria parameters. Following this event, three additional sampling events will be conducted within 28 days and water quality samples will be tested for in-situ and bacteria parameters. These three events will be taken approximately every 7 days irrespective of the weather. Following completion of all four sampling events, ISE will submit a memo summarizing the monitoring results for this task.

Task 1B – Spring Water Quality Monitoring

The second water quality monitoring period will take place in May and will consist of 4 separate sampling events at all five sites. The initial sampling event will focus on collecting water quality samples during or immediately following a rainfall event of at least 0.2-inches of rainfall and preceded by a period of at least 72-hours of no rainfall. This shall qualify as a “wet weather” event. This event will collect water quality samples to be tested for the aforementioned in-situ, chemical and bacteria parameters as well as metals. Following this event, three additional sampling events will be conducted within 28 days and water quality samples will be tested for in-situ and bacteria parameters. These three events will be taken approximately every 7 days irrespective of the weather. Following completion of all four sampling events, ISE will submit a memo summarizing the monitoring results for this task.

Task 1C – Summer Water Quality Monitoring

The third water quality monitoring period will take place in August and will consist of 4 separate sampling events at all five sites. The initial sampling event will focus on collecting water quality samples during a period preceded by at least 72-hours of no rainfall. This shall qualify as a “dry weather” event. This event will collect water quality samples to be tested for the aforementioned in-situ, chemical, and bacteria parameters. Following this event, three additional sampling events will be conducted within 28 days and water quality samples will be tested for in-situ and bacteria parameters. These three events will be taken approximately every 7 days irrespective of the weather. Following completion of all four sampling events, ISE will submit a memo summarizing the monitoring results for this task.

Task 1D – Fall Water Quality Monitoring

The final water quality monitoring period will take place in November and will consist of 4 separate sampling events at all five sites. The initial sampling event will focus on collecting water quality samples during or immediately following a rainfall event of at least 0.2-inches of rainfall and proceeded by a period of at least 72-hours of no rainfall. This shall qualify as a “wet weather” event. This event will collect water quality samples to be tested for the aforementioned in-situ and chemical parameters. Following this event, three additional sampling events will be conducted within 28 days and water quality samples will be tested for in-situ and bacteria parameters. These three events will be taken approximately every 7 days irrespective of the weather.

Summary of Sampling Events

The following table provides a summary of the proposed water quality sampling schedule.

Task	Event	Parameters to be Tested	Approximate Time Period	Season
Task 1A	Event #1	In-situ, Chemical, Bacteria (Dry Event)	March	Winter
	Event #2	In-situ, Bacteria		
	Event #3	In-situ, Bacteria		
	Event #4	In-situ, Bacteria		
Task 1B	Event #5	In-situ, Chemical, Bacteria, and Metals (Wet Event)	May	Summer
	Event #6	In-situ, Bacteria		
	Event #7	In-situ, Bacteria		
	Event #8	In-situ, Bacteria		
Task 1C	Event #9	In-situ, Chemical, Bacteria (Dry Event)	August	Summer
	Event #10	In-situ, Bacteria		
	Event #11	In-situ, Bacteria		
	Event #12	In-situ, Bacteria		
Task 1D	Event #13	In-situ, Chemical, Bacteria (Wet Event)	November	Winter
	Event #14	In-situ, Bacteria		
	Event #15	In-situ, Bacteria		
	Event #16	In-situ, Bacteria		

ISE will subcontract with an EPA certified laboratory for all laboratory testing services.

Task 2 – Water Quality Evaluation and Report

Following completion of the water quality sampling activities, ISE will evaluate the data and prepare a water quality report summarizing the 2020 monitoring results. The water quality evaluation will include a comparison of the 2020 data with EPD or other appropriate guidelines for each parameter. If data indicate that water quality may be impacted by pollutants, potential pollutant sources will be identified. With the report, ISE will include a Certification Statement to be signed by PCWASA and the 2020 monitoring data entered into an EPD formatted spreadsheet saved to CD-ROM.



INTEGRATED
Science &
Engineering

Atlanta / Savannah / Mobile

Work Authorization

1039 Sullivan Road, Suite 200, Newnan, GA 30265
(p) 678.552.2106 (f) 678.552.2107

Deliverables

ISE will complete all sampling activities by December 31, 2020. ISE will prepare and submit one (1) copy of the following documents to both PCWASA and EPD prior to EPD's June 30, 2021 reporting deadline for watershed protection plans:

1. Annual Water Quality Report
2. Certification Statement
3. EPD Spreadsheet of Water Quality Data (CD-ROM)

Schedule:

ISE will begin work following the signing of this Work Authorization. Sampling will be completed by December 31, 2020. Project deliverables will be completed and submitted to PCWASA and EPD by June 30, 2021.

Fee Estimate:

Task 1A – Winter Water Quality Monitoring	\$ 5,100
Task 1B – Spring Water Quality Monitoring.....	\$ 5,300
Task 1C – Summer Water Quality Monitoring.....	\$ 5,100
Task 1D – Fall Water Quality Monitoring	\$ 5,100
Task 2 – Water Quality Evaluation and Reporting	\$ 7,000
	TOTAL \$27,600

Authorization:

Authorized by: _____ Title: _____

Print Name: _____ Date: _____

Terms and Conditions Included

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 Owner, and without liability whatsoever to the Owner, 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 a multiple of 1.15 times 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 Owner.

Termination of Services: This agreement may be terminated by written notice by either the Client or ISE, Inc. should the other fail to perform its obligations hereunder. In the event of termination, the Client 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 Client for any other endeavor without the written consent of ISE. Any unauthorized use or distribution shall be at Client's and Recipient's sole risk and without liability to ISE. Client 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 client acknowledges that ISE's scope of services for this project does not include any services related to hazardous wastes. ISE 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. ISE and the Client 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 Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. The Client 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 Client 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 Client 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 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, ISE 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.

UNIT RATES – 2019 BILLING RATES
Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$ 210.00
Principal	\$ 195.00
Sr. Engineering Manager	\$ 170.00
Project Manager	\$ 145.00
Project Engineer I	\$ 125.00
Project Engineer II	\$ 135.00
Project Engineer III	\$ 145.00
Engineer I	\$ 105.00
Engineer II	\$ 115.00
Designer I	\$ 90.00
Designer II	\$ 110.00
Sr. Designer	\$ 135.00
GIS Professional I	\$ 85.00
GIS Professional II	\$ 95.00
GIS Professional III	\$ 115.00
Sr. Planner	\$ 95.00
Environmental Scientist	\$ 105.00
Sr. Environmental Scientist	\$ 145.00
Sr. Surveying Manager	\$ 135.00
Survey Crew (1-person)	\$ 120.00
Survey Crew (2-person)	\$ 140.00
Engineer / Survey Technician I	\$ 75.00
Engineer / Survey Technician II	\$ 90.00
Engineer / Survey Technician III	\$ 115.00
Intern	\$ 40.00
Administrative	\$ 65.00
Subcontractor / Subconsultant	Cost + 15%
Reimbursables	Cost + 15%