

**Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Monday, January 7, 2019
6:30 p.m.**

- I. Pledge of Allegiance
- II. Public Comment
- III. Minutes
 - December 3, 2018 - Regular Meeting Minutes
- IV. Reports
 - A. Authority Members
 - B. General Manager
- V. BSA Proposal
- VI. Organizational Chart
- VII. Job Description – Deputy General Manager
- VIII. Budget update
- IX. Executive Session – Personnel, Potential Litigation
- X. 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

December 3, 2018

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, December 3, 2018, 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), Dan Davis (ISE), Bo Davis (ISE), Leslie Baer (ISE), Cary Dial (ISE), Johnny Collins (WASA staff), Nathan Brooks (WASA staff), and John Dufresne.

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 November 5, 2018 regular meeting minutes. Mr. King made the motion, seconded by Mr. Ernst. Motion carried.

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

Ms. Griffis stated the BSA Proposal information was not ready to bring forward to the Board. This Agenda item was moved from the November 5, 2018 meeting to this meeting. Ms. Griffis stated it would be best to remove it from the Agenda and place it on the Agenda when the proposal is ready. Mr. Ernst made the motion, seconded by Mr. King. Motion carried.

Mr. Dan Davis introduced Mr. Dial to speak about the two bids on the Agenda for approval. Mr. Dial discussed the recommendation letter (attached) for the Annual Repair and/or Construction Services Contract for Minor Maintenance, and it was recommended that Crawford Grading and Pipeline be awarded the contract. Mr. Dial discussed the recommendation letter (attached) for the Annual Emergency Repair and/or Construction Services Contract, and it was recommended that RDJE be awarded the contract. Mr. Dial stated that Constantine Constructors did not bid on the Emergency Services Contract because they are located in Florida and cannot meet the time requirement in the event of an emergency. Mr. Prebor asked why there was a significant variation in the bid amounts for the Annual Services Contract. Mr. Dial responded that he did not know why; and that standard unit prices were requested because specific quantities are unknown at this time. Mr. Ernst confirmed that Crawford Grading and Pipeline has been performing this contract for the past six years. Mr. Dial stated that both RDJE and Crawford are local to the area. Mr. Dial speculated that sometimes if a contractor is very busy, they'll raise their price accordingly. Mr. Ernst made a motion to approve the Annual Repair and/or Construction Services Contract for Minor Maintenance for Crawford Grading and Pipeline in the amount of \$142,895.25 and seconded by Mr. Prebor. Motion carried. Mr. King made a motion to approve the Annual Emergency Repair and/or Construction Services Contract for RDJE in the amount of \$14,040.56 and seconded by Mr. Madden. Motion carried.

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 6:36 pm.

The meeting was reconvened at 7:21 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 7:22 pm.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst

Memorandum

To:	Chairman Vanessa Fleisch	Project No.:	1040.1803
Company:	Peachtree City Water and Sewerage Authority Board of Directors		
From:	Bo Davis	Copy to:	L.H. (Dan) Davis, Jr, P.E. Leslie Baer
Date:	January 1, 2019		
Subject:	BS&A: Accounting & Financial Software		

The purpose of this Memo is to outline the advantages and cost of converting the Authority's existing financial software database (Incode) to BS&A's Financial Management Software Package.

SOFTWARE MODULES

The following software modules were considered in evaluating the Authority's organizational needs. Of these modules, *Payroll*, *Cash Receiving*, and *Accounts Receivable* are deemed unnecessary at this time. If the need for any of the prior should arise, they can be retroactively installed.

Software Modules	
General Ledger	Payroll
Accounts Payable	Cash Receiving
Purchase Orders	Accounts Receivable
Miscellaneous Receivables	

ADVANTAGES

We worked closely with BS&A to review the Authority's needs for accounting and financial software functions, and determined the following improvements to be recognized with conversion to the BS&A software:

- Integrated network, allowing for connectivity between Managerial and Accounting Staff
- Formalized Purchase Order process, including functionality of requisitions and recognized encumbrances
- Closer alignment to the City of Peachtree City in: Database and Format; Conversion and Transferability; and Training and Continuity

Memorandum

COST

Two sets of costs were considered when evaluating the software conversion: Setup/Conversion Cost, and Annual Cost.

BS&A Financial Software Cost Breakdown

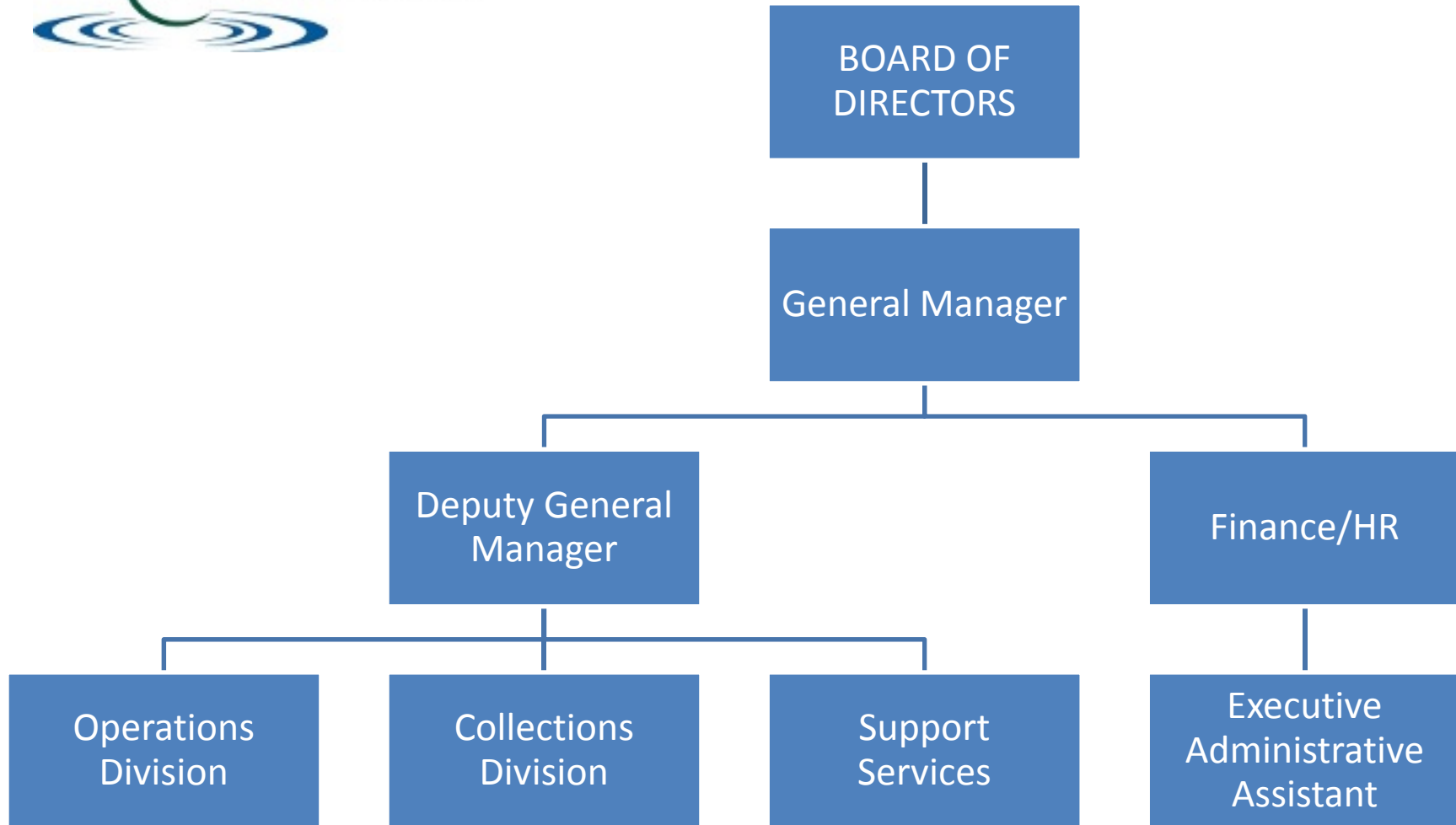
Setup & Conversion Cost	\$6,675.00
<i>GL/COA, Balances, Budgets, 10 Years of JE Transactions</i>	<i>\$2,800.00</i>
<i>AP, Vendors, 10 Years of Invoices & Check History</i>	<i>\$2,375.00</i>
<i>Miscellaneous Receivables</i>	<i>\$1,500.00</i>
Planning & Training	\$19,000.00
<i>Project Management & Implementation Planning</i>	<i>\$7,000.00</i>
<i>Implementation & Training*</i>	<i>\$12,000.00</i>
Financial Management Package - Maintenance & Support	\$4,630.00
<i>General Ledger .NET</i>	<i>\$1,300.00</i>
<i>Accounts Payable .NET</i>	<i>\$1,110.00</i>
<i>Miscellaneous Receivables .NET</i>	<i>\$1,110.00</i>
<i>Purchase Order .NET</i>	<i>\$1,110.00</i>
Conversion Cost	\$25,675.00
Reimbursable Travel Expenses**	\$7,610.00
Annual Cost	\$4,630.00
Maximum Cost in Year 1	\$37,915.00
Maximum Cost in Years 2 and beyond	\$4,630.00

* Training is initially set up for 12 days at \$1,000 per day. After discussions with Sales and Technical staff, it is not expected that 12 days will be used. This cost will be billed on an actual basis, and only days spent training will be invoiced. Unused training days can be reserved at this rate for future personnel.

** Travel Expenses will be billed on actual days spent traveling.

BS&A ORGANIZATION

Based out of Bath, Michigan and founded in 1987, BS&A has over 2,000 municipal customers with over 7,500 installations of various software applications. Generally serving the Eastern US, BS&A offers four main products: Financial Management & Utility Billing; Property Based Assessment & Tax Administration; Online Services; and Community Development.



Deputy General Manager

Organization:	Peachtree City Water and Sewer Authority
Date Posted:	00/00/2018
City:	Peachtree City
Location:	Georgia
Country:	United States
Primary Category:	Utility Director/President
Type of Position:	Full-Time
Education Requirement:	Bachelor's
Experience Requirement:	5 or more years
Salary Range:	Commensurate with experience
Posting Expiration Date:	00/00/2018

Description & Details

General Responsibilities:

The Deputy General Manager position is responsible for the overall operational management of the Authority including the financial, technical, maintenance and repair, operational, developmental, public relations, and administrative functions. Position requires the exercise of independent judgment and discretion in meeting the objectives established under policies established by the General Manager and Authority Board, as well as regulatory agencies.

Typical Duties and Responsibilities:

- Oversee the operations of the Authority and its staff. Regularly meets with department management and other staff to discuss operational issues.
- Monitor operations while continually evaluating and implementing operational improvements.
- Assist with implementation of rules, regulations and administrative policies for internal operations.
- Hire and manage a diverse staff of employees, both directly and through subordinates. Assist with payrolls and perform other necessary supervisory functions.

- Assist with budget preparation and monitoring including recommendations and regular budget updates to the Authority Board.
- Coordinate with regulatory agencies and other political organizations to establish and maintain good working relationships. Represent the Authority at a variety of public meetings and make presentations as necessary.
- Ensure the provision of adequate treatment and compliance with all regulatory permits including urban reuse quality water.
- Maintain awareness of advances in technological activities. Encourage staff to maintain professional and technical expertise and skills.
- Perform other related work as necessary.

This position reports to the General Manager.

Knowledge, Skills and Abilities:

- Knowledge of the principles and methods of public utility administration and wastewater treatment design and operation.
- Knowledge of rate determination and financing principles and practices relating to public utilities, including billing and utility accounting.
- Knowledge of general business administration including financial management, general accounting, program planning, and budget development and monitoring.
- Knowledge of supervisory, affirmative action, and related personnel laws, rules, policies and practices. Ability to hire, terminate, train, and supervise professional and support staff.
- Ability to communicate effectively, both in writing and orally, including the ability to make presentations to groups.
- Ability to establish and maintain effective working relationships with staff, government officials, water planning districts, governmental agencies, the media, the public, and other stakeholders.

Training and Experience:

Five or more years of responsible supervisory and administrative experience as a division manager with a public utility or equivalent. Bachelor's degree in civil engineering, construction management, environmental engineering, business management, public administration, or similar field.

How to Apply / Contact

Email a professional resume to jobs@pcwasa.org with PTCWASA Deputy General Manager in the subject line, or mail a professional resume to:

*PTCWASA Deputy General Manager
C/O Dan Davis
1039 Sullivan Road, Suite 200
Newnan, Georgia 30265*