

**Peachtree City Water & Sewerage Authority
Regular Meeting
Amended Agenda
Monday, February 4, 2019
6:30 p.m.**

- I. Pledge of Allegiance
- II. Public Comment
- III. Minutes
 - January 7, 2019 - Regular Meeting Minutes
- IV. Reports
 - A. Authority Members
 - B. General Manager
- V. Budget Update
- VI. Executive Session – 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 7, 2019

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, January 7, 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, Ms. Melissa Griffis (attorney with Rosenzweig, Jones, Horne & Griffis), Dan Davis (ISE), Bo Davis (ISE), Leslie Baer (ISE), Johnny Collins (WASA staff), Nathan Brooks (WASA staff), Larry Michaels (WASA staff), John Dufresne, and 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 3, 2018 regular meeting minutes. Mr. King made the motion, seconded by Mr. Ernst. Motion carried.

Mr. Dan Davis provided an update as the General Manager. Mr. Dan Davis stated candidate interviews were progressing well, and he expects to have new staff on board in the next few weeks. Mr. Dan Davis stated that the medical insurance renewal (with J. Smith Lanier) in November went well with the employees. As well, the December holiday luncheon with the employees went well. Mr. Dan Davis stated he will be meeting with the employees to discuss the new organizational structure (chart), subject to the Board approving the organizational chart tonight. Mr. Prebor asked if the positions being hired for are entry level positions. Mr. Dan Davis responded that they are, and added that the positions have been advertised in various media outlets, including Indeed. Mr. Dan Davis added that it is a tight labor market.

Mr. Bo Davis discussed the BSA Proposal (see attachment), which he has been working on for the past two months to refine the quote in order to reduce costs. BSA would replace the current accounting system in use, Incode. The services and support for Incode is very spotty and the applications within Incode are outdated; service and support for Incode 9 will eventually stop. Mr. Bo Davis stated that the City uses BSA as well; citing the advantages of converting to BSA as: 1) capability for attachments (source documents); 2) a system more in-line with what the City uses; 3) greater continuity; and 4) training. Mr. Prebor noted that BSA has 2,000 municipal customers, which is significant. Mr. Bo Davis stated that customer service and client satisfaction is of the utmost importance with BSA. Mr. Bo Davis also noted that some of the training can be held to a later time, which would cut down on the initial training and implementation cost (utilizing 2-3 days of training instead of 12 days). Mr. Prebor asked what the conversion cost includes. Mr. Bo Davis stated these cost include database mapping of current system, creating a new database, doing a parallel conversion, and then pulling current data into BSA. Mr. Prebor inquired as to customer billing questions (since Fayette County does the Authority's billing) – who gets those calls. Mr. Bo Davis stated that Maria gets many daily calls for Fayette County Water. Given that Fayette County does the WASA customer billing, the BSA Proposal does not include the Accounts Receivable module. Mr. King asked to confirm that the upfront costs are less than \$38,000. Mr. Bo Davis confirmed and stated \$4,630 is the annual cost for support and maintenance; by comparison WASA currently pays \$6,100 annually for Incode support and maintenance. Mr. Ernst made a motion to approve the BSA Proposal as presented, seconded by Mr. Prebor. Motion carried.

Mr. Dan Davis presented the new proposed Organizational Chart (see attachment). Mr. Dan Davis stated the proposed organization would consolidate three current management positions (Operations Manager, System Services Manager, and Technical Services Manager) to one Deputy General Manager position. The Deputy General Manager position would also provide redundancy with the General Manager position. The General Manager position would provide redundancy to the Finance/HR position. Mr. Dan Davis stated the new organizational structure would create redundancy between roles/positions and greater cohesiveness between departments (better cross-training).

Mr. Dan Davis discussed the Deputy General Manager Job Description (see attachment), stating this person may not be a certified operator or have certifications when hired, but will be a good people manager and leader. Mr. Dan Davis stated this person would be required to achieve appropriate licenses/certifications at some point. The ideal candidate would have experience in the industry. Mr. Ernst asked if this person is out there/available. Mr. Dan Davis responded that he hasn't solicited any interest yet, but believes this person is out there. Mr. King asked if current employees will be able to apply for the position; and Mr. Dan Davis confirmed. Mr. Prebor made a motion to approve the new Organizational Chart presented, seconded by Mr. King. Motion carried. Mr. King made a motion to approve the Deputy General Manager Job Description presented, seconded by Mr. Ernst. Motion carried.

Mr. Bo Davis discussed the future Budget Update report format, looking for guidance as to what the Board wants to see with regards to budget reporting and specific details. Mr. King stated he wants to see the bottom line, where we are above and below budget (noting items drastically out of line). Mr. Prebor stated he would like to see tracking of the budget versus actual numbers. Mr. Bo Davis stated he can show graphs and charts of data (revenue, expenses, etc.) and/or a condensed budget. Mr. Ernst stated that every quarter he would like to see where we are by line item (only those that are important to operations). Mr. Bo Davis stated he can breakdown the budget by department and projects as well. Mr. Ernst would like to see as we progress through the year, if there is room to do other projects which were taken out of the budget.

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 6:58 pm.

The meeting was reconvened at 7:40 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 7:41 pm.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst



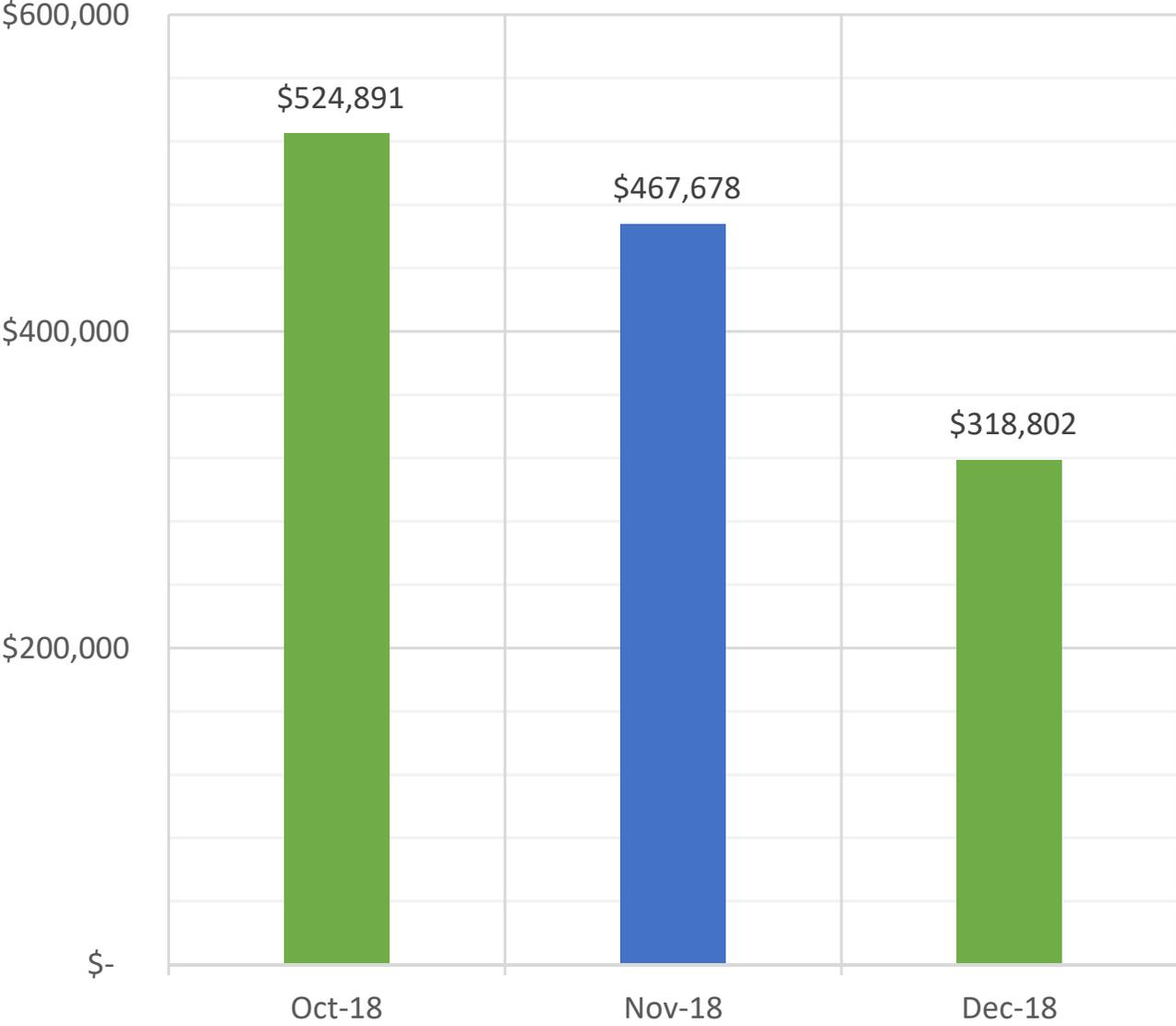
Budget Update

February 4th, 2019

Q1 2019 Revenues



Q1 2019 Expenditures



Budget vs. Actual

