

Peachtree City Water & Sewerage Authority  
Regular Meeting  
Agenda  
Tuesday, July 20, 2021  
8:30 a.m.

I. Pledge of Allegiance

II. Public Comment

III. Minutes

June 15, 2021 - Regular Meeting Minutes

IV. Reports

A. Authority Members

B. General Manager

V. ISE General Management Contract

VI. ISE Work Authorization for the Industrial Pretreatment Program

VII. Quarterly Financial Update

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 15, 2021

The Peachtree City Water and Sewerage Authority held its monthly meeting on Tuesday, June 15, 2021, in the break room and 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 Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Ms. Millie Shah (WASA), Mr. Larry McNeil (WASA), and Mr. Todd Baugh (Cpak Technology Solutions). Due to the COVID-19 pandemic and Governor Brian Kemp's Executive Order the Board members were located in the break room and the public was in the Board room for proper social distancing with live video and audio being fed into each room.

Ms. Fleisch called the meeting to order at 8:30 am. The meeting 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 April 20, 2021 regular meeting minutes. Mr. King made the motion, seconded by Mr. Ernst. Mr. Madden abstained. Motion carried.

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

Mr. Dan Davis discussed the Memorandum of Agreement Between Peachtree City, Georgia and the Authority. Mr. Dan Davis stated the City approached the Authority regarding purchasing 1/10 of an acre adjacent to their Public Works facility, which will square off the Public Works yard. Mr. Dan Davis stated this property has no strategic value to the Authority, and the City offered above the appraised value. Ms. Fleisch asked if the fencing and access plan has been finalized based on the sale of Authority property for the Animal Shelter and this property sale to the City. Mr. Dan Davis responded that the fence plan has been finalized; agreeing with Ms. Fleisch's statement that the fence and security is a very important aspect to the process. Ms. Griffis stated each entity will have proper access and be responsible for their security and respective employees. Mr. Ernst verified that the price is \$8,000, which exceeds the appraised value. Mr. Dan Davis stated that the team met with the Animal Shelter staff and have simplified the fence and access issues. Mr. Davis stated the timing of the fencing will depend on document approval and closing. Mr. Prebor made a motion to approve the Memorandum of Agreement Between Peachtree City, Georgia and the Authority, seconded by Mr. King. Motion carried. Mr. King made a motion to approve the Agreement to Sell and Purchase Real Property, seconded by Mr. Ernst. Motion carried. Mr. Ernst made a motion to approve the Resolution Regarding Selling Certain Real Property, seconded by Mr. Madden. Motion carried.

Mr. Dan Davis discussed the Sewer Extension and Solids Handling Evaluation Work Authorization. Mr. Prebor stated he would need to recuse himself from the Sewer Extension Evaluation Work Authorization agenda item because he owns property on Huddleston Road. Mr. Dan Davis stated the funds from the American Rescue Plan Act (ARP) can be used on water and sewer infrastructure projects. Mr. Dan Davis stated the Authority's Capital Improvement Plan includes projects to be implemented in the next five to seven years, which includes maintenance and permitting process items (for example the EPD has asked for reporting of copper and phosphorus which will likely lead to additional regulatory requirements). Mr. Dan Davis stated since developing this year's budget there have been discussions with the EPD regarding permitting and plant improvements, including possibly discharging into the creek, resulting in energy

savings and restoration of water into the creek. The Work Authorization includes: 1) sewer extension to Hip Pocket Road (currently on septic) which has been considered for five to ten years; 2) sewer extension to Huddleston Road area which has been considered for 12 years; 3) sewer extension to the area east of Publix on Highway 54; and 4) solids handling. There will be consideration to modifying the Huddleston Road plans to reduce the cost estimate. Ms. Fleisch confirmed that a construction time estimate will be included in the project/process. Mr. Dan Davis stated these type projects should qualify under the ARP program. Mr. Dan Davis stated the solids handling project is a consideration because of the increase in landfill costs and the uncertainty of the landfill receiving solids in the future. Mr. Dan Davis stated although we have a very good relationship with the landfill, the solid handling situation is the largest concern regarding the Authority's rate stability. The solids handling evaluation project will review alternatives and evaluate new technology, providing a solids handling solution that is independent and reliable. There are options to make a beneficial reuse product, but there is still disposal. Mr. Dan Davis stated his preferred method is to purchase land and generate Class A biosolid for land application. Mr. King stated the Authority could sell existing property to fund the purchase of property for land application. Mr. Madden asked how close the current sludge is to Class A. Mr. Dan Davis stated we are not close and would probably need to add two digesters at the Rockaway plant. Mr. Madden asked who determines the cost to a user for hookup to a new sewer extension service. Mr. Dan Davis stated the report will outline the cost to implement and alternatives regarding the Authority compelling to connect. Mr. Prebor stated the Board needs the report to determine the possible cost to users. Mr. Madden asked if the Authority is authorized to compel a homeowner to hookup. Ms. Griffis stated these type items are speculative right now and we need the plan to evaluate further. Mr. King asked to include evaluation of a sewer extension to the airport because they are planning to expand. Ms. Griffis stated ISE will develop a Work Authorization to evaluate sewer extension to the airport. Mr. King made a motion to approve the Sewer Extension and Solids Handling Evaluation Work Authorization, seconded by Mr. Ernst. Mr. Prebor abstained. 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. Ernst. Motion carried. The meeting was adjourned into Executive Session at 9:15 am.

The meeting was reconvened at 9:49 am.

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 9:49 am.

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Chairman - Vanessa Fleisch

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Treasurer/Secretary - Terry Ernst

**To:** Vanessa Fleisch, Chair  
**Company:** Peachtree City Water and Sewerage Authority  
**Address:** 1127 Highway 74 South  
Peachtree City, GA 30269

**Date:** July 9, 2021  
**From:** L.H. (Dan) Davis, Jr., P.E.  
**Copy to:** File

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**Project:** Contract General Management

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### ***Background Information:***

The Board of the Peachtree City Water and Sewerage Authority (PCWASA) has requested that Integrated Science & Engineering, Inc. (ISE) continue to serve as Contract General Manager.

### ***Conflict of Interest Statement***

The Georgia General Assembly created the Georgia State Board of Registration for Professional Engineers and Land Surveyors (Board) in 1937 with the charge of protecting life, health, and property and to promote the public welfare. The Board has the power to adopt rules, set standards for licensure, adopt mandatory standards of professional conduct and ethics, and investigate and discipline unauthorized, negligent, unethical or incompetent practice. The Board has the authority to implement provisions of the Georgia State Laws: Title 43, Chapter 15 "Professional Engineers and Land Surveyors" and the Board Rules: Chapter 180, "Rules of State Board of Registration for Professional Engineers and Land Surveyors". To that end, Section 180-6-.05 identifies seven areas where an engineer may have a conflict of interest. Per subsection 1 of said section, "The engineer or land surveyor shall avoid conflicts of interest. The engineer or land surveyor shall conscientiously avoid conflict of interest with his/her employer or client, but, when unavoidable, the engineer or land surveyor shall forthwith disclose the circumstances to his employer or client." In the same section, subsection 6 states, "The engineer or land surveyor in public service as a member, advisor, or employee of a governmental body or department shall not participate in considerations or actions with respect to matters involving him/her or his/her organization's private or public engineering or land surveying practices." Given the above, ISE hereby notifies the Board that it is performing the following services under work authorizations previously authorized by PCWASA:

- On-Call Services
- Long-Term Water Quality Monitoring
- Industrial Pre-Treatment Program

Any future work authorizations for efforts by ISE will be approved by the Board.

# WORK AUTHORIZATION

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## *Scope of Work:*

### **Background and Understanding**

This contract represents the fourth year of Contract Management provided to PCWASA by ISE and follows the contract dated June 29, 2020 and approved by the PCWASA Board of Directors on July 7, 2020. The below scope of services details the continued oversight and support in two key areas: Human Resources and General Management.

Over the past year, ISE has continued to provide overall General Management and Human Resources support services to PCWASA. These services include working with the PCWASA Board and Legal Counsel to develop and implement various employment policies and procedures. ISE has also served as the General Manager for the Authority over the past three years, providing oversight and overall management for the Authority at the direction of the Board of Directors.

### **Scope of Services**

#### ***Task 1: Human Resources Management***

Within this task, ISE staff will continue to implement and refine the policies and procedures adopted by the Board of Directors over the previous years. ISE will work with the Board of Directors to direct Human Resources functions for all PCWASA staff including: recruiting, staffing, and onboarding; policy development and maintenance; employee relations; and compensation and benefits administration. ISE staff will also work with appropriate HR specific legal counsel to support compliance with regulatory bodies related to employment law. ISE will coordinate HR issues with the Board's legal counsel as necessary.

#### ***Task 2: General Management Oversight***

ISE will continue to serve as the General Manager for the Authority. ISE will support coordination for all of the tasks listed below:

- Attendance at the monthly Board meetings as needed
- Incidental meetings as requested by the Board and/or staff
- Interagency liaison as requested by the Board
- Coordination with PCWASA's legal counsel
- Overall General Management functions, including management of Human Resources, Finance, Operations, and Administrative functions
- Prepare materials for the monthly Board meetings, as well as meeting agendas and meeting minutes

# WORK AUTHORIZATION

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## ***Schedule:***

This Work Authorization will commence on October 1, 2021 and upon approval from the PCWASA Board of Directors, and will be valid for a period of one year. The Work Authorization can be terminated by either party with 30 days' notice, but will renew automatically on an annual basis. The rates will be subject to review and revision on an annual basis.

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## ***Fee Estimate:***

Task No.	Task Name	Lump Sum Monthly Fees 10/01/2021 to 09/30/2022
1	Human Resources Management	\$ 6,441.00
2	General Management Oversight	\$ 9,662.00
TOTAL		\$ 16,103.00

All work will be performed in accordance with the attached Terms and Conditions. The fees listed contain ISE labor, subconsultants, and direct project expenses previously noted in the Scope of Work section. Additional efforts, including fees and services outside the Scope of Work detailed herein will be coordinated directly with the Client prior to proceeding. Additional fees will be billed hourly and in accordance with the rate schedule herein.

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## ***Authorization:***

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Terms and Conditions Included\***

# WORK AUTHORIZATION

## 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 Company, and without liability whatsoever to the Company, 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 Company.

**Indemnification:** ISE shall indemnify and hold harmless Company and all of Company's personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of ISE, anyone directly employed by ISE, or anyone for whose acts any of them may be liable.

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

**Construction Activities:** Unless specifically stated otherwise, the Company 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.

# WORK AUTHORIZATION

## UNIT RATES – 2021 BILLING RATES

Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$ 215.00
Principal	\$ 195.00
Sr. Project Manager	\$ 170.00
Project Manager	\$ 160.00
Project Engineer III	\$ 150.00
Project Engineer II	\$ 140.00
Project Engineer I	\$ 130.00
Engineer II	\$ 115.00
Engineer I	\$ 105.00
Sr. Environmental Scientist	\$ 145.00
Environmental Scientist	\$ 115.00
Sr. Professional Land Surveyor	\$ 140.00
Survey Crew (2-person)	\$ 145.00
Survey Crew (1-person)	\$ 120.00
Planner	\$ 95.00
Technician III	\$ 115.00
Technician II	\$ 95.00
Technician I	\$ 85.00
Administrative	\$ 65.00
Subcontractor / Subconsultant	Cost + 15%
Reimbursables	Cost + 15%



**To:** Vanessa Fleisch, Chair  
**Company:** Peachtree City Water and Sewerage Authority  
**Address:** 1127 Highway 74 South  
Peachtree City, GA 30269

**Date:** July 8, 2021  
**From:** Hope M. Larisey  
**Copy to:** L.H. (Dan) Davis, Jr., P.E.  
File

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**Project:** Industrial Pretreatment Program, 2021-2022 EPD Year

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***Background Information:***

The Peachtree City Water and Sewerage Authority (PCWASA) owns and operates a sewer system, inclusive of a Georgia Environmental Protection Division (EPD) approved pretreatment program. PCWASA would like assistance in administering the program. This work authorization covers inspections from July 2021 through June 2022 (12 months), with July 2022 serving for year close-out.

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***Scope of Work:***

**Task 1 - Project Management**

This task includes project management of the project, including such items as scheduling, invoicing, and reporting.

**Task 2 - Industrial User (IU) Permit Renewals**

Currently, five industries within the system have industrial permits issued by PCWASA, which expire January 31, 2022. Multiple steps are needed to re-issue these permit:

**Task 2.1 - Revision of Sewer Use Ordinance**

The existing sewer use ordinance will be revised to establish local limit durations that are daily maximums, monthly averages, or instantaneous maximums. This is in response to EPD Comments from their 2020 Inspection and Audit (Audit) of the industrial pretreatment program.

**Task 2.2 - Fact Sheet Development**

Fact Sheets will be developed for the five permitted IUs using the US EPA template. This is in response to EPD Comments from both the 2019 and 2020 Audits.

**Task 2.3 - Industrial Waste Surveys**

Federal regulations require the Publicly Owned Treatment Works (POTWs) to identify and locate all IUs that might be subject to the pretreatment program. ISE will fulfill this requirement through surveying the five permitted IUs. Additionally, ISE will work with PCWASA staff to identify additional industrial users. Based on the survey response of these non-permitted industries, reconnaissance sampling and IU permitting may be recommended. These additional efforts would be contained in a separate Work Authorization.

**Task 2.4 - 2027 IU Permits**

Industrial User permits will be developed for the five IUs currently permitted. At this time, revisions are needed based on annual inspection findings, reconnaissance sampling results, discrepancies with the sewer use ordinance, and EPD Comments. Additional revisions may be needed based on the response of

# WORK AUTHORIZATION

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the Industrial Waste Survey. The re-issued permits will be for the 5-year period effective February 1, 2022 through January 31, 2027.

## **Task 3 - Monthly Report Processing**

ISE will review monthly self-monitoring reports from each of the five IUs and identify compliance/non-compliance with each user's industrial permit. If an industrial user is out of compliance on an item that does not involve a surcharge, ISE will prepare a Notice of Violation on PCWASA letterhead and send to the user. The Notice of Violation will include next steps for the user as prescribed in PCWASA's Pretreatment Program Enforcement Response Plan. If the industrial user is out of compliance on an item that involves a surcharge, ISE will prepare a notification and calculate the surcharge required. If the industry is significantly out of compliance, ISE will contact PCWASA immediately upon receipt of the monthly report so that a pass-through/interference incident does not occur. Additionally, ISE will assist in the publication of known violators, per Section 13 of PCWASA's Pretreatment Ordinance.

For the purposes of this Work Authorization, it is assumed there will be no more than 12 total non-compliance events in a 12-month period. Any more than 12 non-compliance events will be processed as additional services, Task 6 of this Work Authorization.

## **Task 4 - Annual Inspections**

ISE will inspect each industry once a year to determine compliance with the overall industry's permitted requirements. ISE will use the "Industrial Inspection Form" included in PCWASA's Pretreatment Program. As part of this task, ISE will utilize PCWASA's composite sampling equipment to obtain samples from the industries for PCWASA's annual reconnaissance sampling. ISE will provide said samples to PCWASA for delivery to their chosen lab for analysis. This task does not include the cost of sample analysis.

## **Task 5 - Annual Report**

ISE will prepare the POTW Pretreatment Annual Report using the latest EPD form for both the Rockaway WPCP and the Larry B. Turner WRF. The report summarizes PCWASA's pretreatment program during the July 2021 – June 2022 year and includes monthly activities, surcharges, and notices of violation. PCWASA will forward lab results and actual costs of the pretreatment program to ISE for inclusion in the annual report.

## **Task 6 - Additional Services**

Additional services provided to assist PCWASA with any industrial pretreatment program activities outside the scope of services herein include, but are not limited to: EPD assistance, additional permitting activities, or EPD audit assistance. This task will be completed on an hourly, as needed basis at the direction and request of PCWASA.

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### ***Schedule:***

Task 1 - Project Management: Provided for the duration of the project. To begin with notice to proceed.

Task 2 - IU Permit Renewals: To begin with execution of this Work Authorization.

2.1 Revision of Sewer Use Ordinance: Draft ordinance submitted August 1, 2021 to Authority Attorney for review; Board consideration in September 2021.

2.2 Fact Sheet Development: Completion by November 30, 2021.

2.3 Industrial Waste Surveys: Completion by October 31, 2021.

2.4 2027 IU Permits: Draft permits to IUs for comments by October 31, 2021. Final permit issuance December 31, 2021.

# WORK AUTHORIZATION

Task 3 - Monthly Report Processing: August 1, 2021 through July 20, 2022.

Task 4 - Annual Inspections: January 1, 2022 through June 30, 2022.

Task 5 - Annual Report: Submittal to EPD by July 29, 2022.

Task 6 - Additional Services: Upon request, as needed.

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***Fee Estimate:***

Task No.	Task Name	Contract Amount	Billing Type
1	Project Management	\$ 3,000	Lump sum
2	Industrial User (IU) Permit Renewals	\$ 21,050	Lump sum
3	Monthly Report Processing	\$ 9,600	Lump Sum (\$800 monthly)
4	Annual Inspections	\$ 12,000	Lump Sum
5	Annual Report	\$ 2,200	Lump Sum
6	Additional Services	As needed	Hourly
TOTAL		\$ 47,850	Without Task 6

ISE will invoice this project monthly to PCWASA. All work will be performed in accordance with the attached Terms and Conditions. The fees listed contain ISE labor, subconsultants, and direct project expenses previously noted in the Scope of Work section. Additional efforts, including fees and services outside the Scope of Work detailed herein will be coordinated directly with PCWASA prior to proceeding. Additional fees will be billed hourly and in accordance with the rate schedule herein.

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***Authorization:***

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Terms and Conditions Included\***

# WORK AUTHORIZATION

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**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 Company.

**Indemnification:** ISE shall indemnify and hold harmless Company and all of Company's personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of ISE, anyone directly employed by ISE, or anyone for whose acts any of them may be liable.

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

**Construction Activities:** Unless specifically stated otherwise, the Company 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.

# WORK AUTHORIZATION

## UNIT RATES – 2021 BILLING RATES

Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$ 215.00
Principal	\$ 195.00
Sr. Project Manager	\$ 170.00
Project Manager	\$ 160.00
Project Engineer III	\$ 150.00
Project Engineer II	\$ 140.00
Project Engineer I	\$ 130.00
Engineer II	\$ 115.00
Engineer I	\$ 105.00
Sr. Environmental Scientist	\$ 145.00
Environmental Scientist	\$ 115.00
Sr. Professional Land Surveyor	\$ 140.00
Survey Crew (2-person)	\$ 145.00
Survey Crew (1-person)	\$ 120.00
Planner	\$ 95.00
Technician III	\$ 115.00
Technician II	\$ 95.00
Technician I	\$ 85.00
Administrative	\$ 65.00
Subcontractor / Subconsultant	Cost + 15%
Reimbursables	Cost + 15%



**Quarterly Financial Report**  
**June 30, 2021**

**PCWASA Cash Account Balances**  
**June 30, 2021**

1111 Revenue Operating Account	\$ 4,594,215
1112 Sinking Fund Account	\$ 1,244,101
1113 Renewal & Extension Account	\$ 8,988
1114 Capital Fund Account	\$ 7,560
1320 Georgia Fund One	\$ 3,724,464
	<u>\$ 9,579,328</u>

Peachtree City Water and Sewerage Authority  
Financial Report  
For the Fiscal Year Ending on September 30, 2021  
Third Quarter Ending on June 30, 2021

	<b>FY 2021 APPROVED BUDGET</b>	<b>FY 2021 ACTUAL/ ENCUMBRANCES</b>	<b>% Used YTD</b>
Revenues - Rate	\$9,135,000	\$6,571,724	71.94%
Revenues - Fee	\$818,500	\$1,018,953	124.49%
Fund Balance	\$400,000	\$0	
<b>Operating Fund Revenues</b>	<b>\$10,353,500</b>	<b>\$7,590,677</b>	
Salaries, Wages, & Benefits	\$2,873,986	\$1,806,914	62.87%
Materials, Supplies, & Services	\$2,943,321	\$2,113,902	71.82%
<b>Operation Expenditures</b>	<b>\$5,817,307</b>	<b>\$3,920,816</b>	<b>67.40%</b>
<b>Operating Surplus (Deficit)</b>	<b>\$4,536,193</b>	<b>\$3,669,861</b>	
Oper Trfr-Sinking Fund	\$2,744,698	\$2,557,453	93.18%
Oper Trfr-Ren & Ext	\$350,000	\$132,972	37.99%
Oper Trfr-Capital	\$1,232,000	\$283,113	22.98%
<b>Sub-Total</b>	<b>\$4,326,698</b>	<b>\$2,973,538</b>	<b>68.73%</b>
<b>Total All Expenditures</b>	<b>\$10,144,005</b>	<b>\$6,894,354</b>	
<b>Net Surplus (Deficit)</b>	<b>\$209,495</b>	<b>\$696,323</b>	
<b>Other Income (Expenditures)</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Surplus (Deficit)</b>	<b>\$209,495</b>	<b>\$696,323</b>	
<b>Percentage into Budget Year:</b>	<b>75%</b>		