

Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Thursday, September 23, 2021
8:00 a.m.

I. Pledge of Allegiance

II. Public Comment

III. Minutes

August 17, 2021 - Regular Meeting Minutes

IV. Reports

A. Authority Members

B. General Manager

V. FY 22 Budget

VI. ISE Work Authorization for the Supplemental ARPA Grant for Biosolids Management

VII. 2021-2022 Meeting Dates

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

August 17, 2021

The Peachtree City Water and Sewerage Authority held its monthly meeting on Tuesday, August 17, 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), Mr. Chris Miller (Cpak Technology Solutions), Mr. Todd Baugh (Cpak Technology Solutions), and Mr. John Dufresne. 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 8:34 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 July 20, 2021 regular meeting minutes. Mr. King made the motion, seconded by Mr. Madden. Motion carried.

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

Ms. Griffis discussed the Intergovernmental Agreement with the City of Peachtree City, Georgia regarding the American Rescue Plan Act (ARPA) of 2021, stating the City has approved the Agreement. Ms. Fleisch confirmed that this document will allow Authority staff to interface directly with City staff regarding the ARPA funds and projects. Mr. Ernst made a motion to approve the Intergovernmental Agreement, seconded by Mr. Madden. Motion carried.

Mr. Dan Davis discussed the Wastewater Hauler Permit Application for Residential Garbage Can Receptacles and Commercial Dumpster Bins. Mr. Dan Davis stated the Authority was approached by a company that cleans residential trash receptacles. Their cleaning process generates sanitary waste, which they would like to bring to the Authority for disposal. Mr. Dan Davis stated the Application document was developed based on the Septage Hauler Permit Application, with a recommended volumetric charge of \$0.06 per gallon. Mr. Dan Davis stated there would be a low volume of waste and the process would allow for proper disposal of the waste. Mr. Madden asked if sanitary wipes from the trash receptacles would cause a problem with the system. Mr. Prebor stated the process seems like a garbage service. Mr. Dan Davis stated the landfill does not accept the liquid waste, and the Authority is capable of treating the sanitary waste. Mr. King asked if the solid waste would be taken to the dump and liquid brought to the Authority. There was some discussion on the ability to capture solids before they enter the system. Mr. Prebor stated he would like more information, including another system's experience accepting this type of waste. Mr. Prebor made a motion to table item VI - Wastewater Hauler Permit Application for Residential Garbage Can Receptacles and Commercial Dumpster Bins, seconded by Mr. King. Motion carried.

Mr. Dan Davis discussed the Annual Service Contract, which is a two-year contract that was bid last year. This request is for continuation of the contract for the second year. Mr. Ernst made a motion to approve the Annual Service Contract continuation, seconded by Mr. Prebor. Motion carried.

Mr. Dan Davis discussed the Annual Emergency Services Contract, which is a two-year contract that was bid last year. This request is for continuation of the contract for the second year. Mr. Ernst made a motion to approve the Annual Emergency Services Contract continuation, seconded by Mr. King. Motion carried.

Mr. Dan Davis discussed the FY22 Budget. Ms. Griffis confirmed that the presentation slides were viewable by the public in the Board room as well as the Board members in the break room. Mr. McNeil reviewed the accomplishments and highlights for each department/service: Operations, Support Services, Collections, FOG, and Electrical. Mr. McNeil provided an explanation of FOG (Fats, Oils, and Grease) and the Authority's program to address FOG. Mr. Dan Davis stated the electrical work completed has dramatically improved safety. Mr. Dan Davis reviewed the CIP and discussed projects planned for completion in FY22. Mr. Dan Davis stated interior renovations and security improvements will be initiated once the budget is approved. Ms. Shah reviewed the debt service information, stating there is no penalty for prepayment. Ms. Shah reviewed the FY21 budget performance, stating \$1.2 million will be added to the fund balance. Ms. Shah discussed the FY22 Budget as outlined in the presentation. Mr. Madden inquired as to the UV unit replacement expense planned for 2024. Mr. Dan Davis confirmed that was correct and the cost includes more than just the bulbs. Mr. Madden stated he was impressed with the team's proactive approach to maintenance.

Ms. Fleisch asked for a motion to adjourn into Executive Session for the purpose of Real Estate and Potential Litigation. The motion was made by Mr. Madden and seconded by Mr. King. Motion carried. The meeting was adjourned into Executive Session at 9:38 am.

The meeting was reconvened at 10:14 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 10:14 am.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst

Annual Operating & Capital Budget Fiscal Year 2022

Submitted by:

L.H. (Dan) Davis, Jr., General Manager

Larry McNeil, Deputy General Manager

Prepared by: Millie Shah, Controller



Board Members




Vanessa Fleisch, Chair | Mike King, Vice-Chair

Terry Ernst, Secretary/Treasurer

Phil Prebor | Kevin Madden

Overview of FY2021 – Operations

- Upgraded the Rockaway SBR PLC
 - Installed new dissolved oxygen management system to optimize blower operation and energy savings
 - Upgraded sludge and polymer control gauges on the Rockaway belt press to optimize chemical feed system and save on chemical costs
 - Reinsulated the blower building at Rockaway for long-term longevity of blowers and sound attenuation
 - Terminate transmission of Line Creek effluent to the Planterra golf course
 - Rockaway Belt Press #2 reassembled and returned to service
 - Internal piping and seals on Rockaway disc filters repaired
 - Implemented a new bar screen cleaning regiment and float replacement to improve solids captured at Rockaway
 - Upgraded old Robocon VFD's at Rockaway to realize energy savings
 - Installed additional valving on the Rockaway reuse system allowing for isolation of a section if needed for repair without interrupting operations
 - Achieved 99.9% compliance for the year
- 

Overview of FY2021 – Support Services and Collection



- Landscaping at HQ building
 - Removed 38 trees and installed 17 pallets of sod
 - Completed overhaul of landscaping at main office
 - Installed two rock creek beds at the main office
- Began SL-RAT inspections and put in place weekly inspection schedule
- Responded to 75+ customer backup calls
- Installed 12 new pumps
- Trained and used the cure-in-place, no dig system for broken pipes
- Pulled and unclogged submersible pumps
- Implemented a preventative maintenance plan for all collection equipment
- Repaired numerous manholes with concrete and plaster
- Created a Confined Space Entry protocol which included state of the art gas monitors

Overview of FY2021 – Support Services and Collection



- 424 Preventative, Scheduled & Projects WO's (planned)
- 460 Corrective, Emergency WO's (unscheduled)
- Implemented periodic mowing of over-grown sewer easements including the removal of large trees
- Installed three new aerators at pump stations to reduce odor issues
- Replaced batteries on generators at pump stations
- Replaced dilapidated fencing and improved security/safety at two pump stations
- Foamed lines with Root-X for root removal
- Replaced non-compliant power cords to meet safety requirements
- Sold old and obsolete power equipment
- Moved pipe yard; reorganized and inventoried all the pipes
- Implemented monthly safety check on all collection vehicles
- Cleaned numerous stations with VAC truck

Overview of FY2021 – FOG



- Completed 526 grease trap inspections preventing FOG induced overflows
- Replaced multiple missing clean out caps in parking lots
- Implemented a new FOG recycling program for Peachtree City residents to dispose of FOG

Overview of FY2021 – Electrical



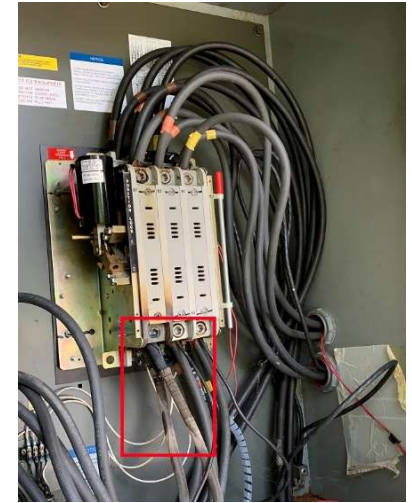
Digester at LC



Wet Well Wizard #2



Lighting Station #13



Transfer Switch

- Removed and installed DO sensors and SC200 controller for basins 1, 1A, 2, 2A, 3 and 4
- Installed SC200 controller for the digester at LBT
- Installed wet well wizards at Stations #2 and #15
- Installed lighting at Station #13
- Installed transfer switch at Station #13
- Installed GRM SCADA on 16 pump stations
- Used integrated thermography
- Assisted in the Lock-Out-Tag-Out program
- Continuing Education: PLC classes and control classes

Revenue Anticipations and Expenditure Appropriations

FY2022 OPERATING							
	FY2020 Actual	FY2021 Budget	FY2021 Projected	Variance	FY2022 Budget	\$ Change Prior Year	% Change Prior Year
Revenues - Rate	9,126,720	9,135,000	9,111,147	(23,853)	9,380,470	245,470	2.96%
Revenues - Fee	932,292	818,500	1,154,055	335,555	866,750	48,250	-24.9%
Operating Fund Revenues	10,059,012	9,953,500	10,265,202	311,702	10,247,220	293,720	-0.2%
Salaries, Wages, & Benefits	2,328,638	2,873,985	2,413,900	(460,085)	3,052,352	178,367	26.4%
Materials, Supplies, & Services	2,812,050	2,943,321	3,073,327	130,006	3,595,642	652,321	17.0%
Operation Expenditures*	5,140,688	5,817,306	5,487,226	(330,080)	6,647,993	830,687	21.2%
Operating Surplus (Deficit)	4,918,324	4,136,194	4,777,976	641,782	3,599,227	(536,967)	-24.7%
Other Income (Expense)	26,510	0	71,400	71,400	0	0	-100.0%
Total Surplus (Deficit)	4,944,834	4,136,194	4,849,376	713,182	3,599,227	(536,967)	-25.8%
FY2022 CAPITAL SPENDING & DEBT SERVICE							
Debt Service Payment	2,748,878	2,744,698	2,744,698	(0)	2,749,787	5,090	0.2%
Renewal & Extension (Crawford, Electrical, Mechanical)	84,173	350,000	185,000	(165,000)	350,000	0	89.2%
Capital & Project	14,448	1,232,000	623,207	(608,793)	1,418,865	186,865	127.7%
Sub-Total	2,847,499	4,326,698	3,552,905	(773,793)	4,518,652	191,955	27.2%
Use of Reserve fund for Capital Projects	0	400,000	0	(400,000)	1,100,000	700,000	0.0%
	2,097,335	209,496	1,296,471	1,086,975	180,575	(28,922)	

7-YEAR CAPITAL IMPROVEMENT PLAN	2022	2023	2024	2025	2026	2027	2028
COLLECTIONS							
Pipeline Rehabilitation	100,000	100,000	TBD	TBD	TBD	TBD	TBD
Easement Clearing	50,000						
Cues Tractor & Camera	59,865						
Purchase Small Flush Truck/F250	150,000						
Huddleston, Gov Square & Hip Pocket	ARPA Funds	ARPA Funds	ARPA Funds				
ROCKWAY							
Replace PLC for Filters	50,000						
Replace Plant SCADA	100,000						
Replace Polymer System	50,000						
Replace Basin Decant Valves	35,000						
Construct New Storage Building	60,000						
Solids Treatment & Disposal Project	100,000		5,000,000	5,000,000	3,000,000		
Consolidate Solids Management		ARPA Funds	ARPA Funds				
Additional Filter					1,600,000		
TURNER							
Replace PLC for Filters	50,000						
New Sidewalks	25,000	25,000	25,000	25,000	25,000	25,000	
Replace Plant SCADA	100,000						
Building Renovations	20,000						
Replace Polymer System	50,000						
New UV units			1,000,000				
Demolition & Disposal of Reject Pond		150,000					
Plant Upgrades Due to New Permit		1,000,000					
Headworks Rehabilitation				1,800,000			
ADMINISTRATION							
Disaster Recovery Program	50,000	450,000					
Security/Fencing Improvements	100,000						
Veeam Cloud	13,500						
Blackpoint Software	10,000						
Office 365 Migration	12,000						
Line Creek Switch	8,500						
Synology Video Server	25,000						
Main Building Interior Remodel	25,000						
Contingency/Capital	120,000						
Contingency/ IT	30,000						
FLEET/MAINTENANCE							
Trucks - Operation	25,000	70,000	70,000	70,000	70,000	70,000	70,000
Dump Trucks		250,000		250,000			
TOTAL PROJECT COSTS	1,418,865	2,045,000	6,095,000	7,145,000	4,695,000	95,000	70,000

Debt Issuance and Management

Fiscal Year	2013A Series			2013B Series			Grand Totals		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2022		\$ 300,000.00	300,000.00	2,405,000.00	\$ 44,787.25	2,449,787.25	2,405,000.00	344,787.25	2,749,787.25
		300,000.00	300,000.00	2,405,000.00	44,787.25	2,449,787.25	2,405,000.00	344,787.25	2,749,787.25
2023	1,900,000.00	\$ 268,000.00	2,168,000.00	565,000.00	7,542.75	572,542.75	2,465,000.00	275,542.75	2,740,542.75
2024	1,385,000.00	\$ 208,300.00	1,593,300.00				1,385,000.00	208,300.00	1,593,300.00
2025	1,440,000.00	\$ 151,800.00	1,591,800.00				1,440,000.00	151,800.00	1,591,800.00
2026	1,505,000.00	\$ 92,900.00	1,597,900.00				1,505,000.00	92,900.00	1,597,900.00
2027	1,570,000.00	\$ 31,400.00	1,601,400.00				1,570,000.00	31,400.00	1,601,400.00
	7,800,000.00	752,400.00	8,552,400.00	565,000.00	7,542.75	572,542.75	8,365,000.00	759,942.75	9,124,942.75
Total	7,800,000.00	1,052,400.00	8,852,400.00	2,970,000.00	52,330.00	3,022,330.00	10,770,000.00	1,104,730.00	11,874,730.00

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

Date: 9/10/2021
From: Cary Dial, P.E.
Copy to: File

Project: Supplemental ARPA Funding Assistance for Solids Management and Handling

Background Information:

H.R. 1319 (American Rescue Plan Act of 2021) (“ARPA”) includes local government aid through the Coronavirus State and Local Fiscal Recovery Funds that can be used for a wide variety of purposes, including building new water and wastewater infrastructure. Additional funding has been promulgated through the Governor’s Office of Planning and Budget. These grants will be awarded to local governments on a competitive basis. Peachtree City Water & Sewerage Authority’s (“WASA”) long-term capital improvement plan envisions upgrades to its solids handling and management process for both of its wastewater treatment plants. Integrated Science & Engineering (“ISE”) has prepared this Work Authorization to outline the Scope, Schedule, and Fee associated with providing assistance through the grant application process.

Scope of Work:

Task 1 – Grant Application

ISE will prepare and submit the grant application using the Georgia Grants portal. The application requires a description of the project and a narrative of the design and methods used to implement and complete the project. The application also requires a detailed project budget. The preliminary design and project budget will be prepared for the application under a separate Work Authorization for the Sewer Extension and Solids Handling Evaluation previously approved by the WASA Board.

Task 2 – Meetings/Presentations

The Governor’s Office of Planning and Budget has scheduled applicant presentations for the week of November 29, 2021 for applications passing an initial round of screening. ISE will lead the presentation that may be required during the State Fiscal Recovery Fund Committee Review process.

Task 3 - Reporting

If approved for ARPA grant funding, ISE will be available upon request to prepare the Interim Report and Quarterly Project and Expenditure Reports required for the State and Local Fiscal Recovery Funds. The reporting will include project description and status updates, project obligations and expenditures, demographic distribution of funds, and additional information as requested by the Governor’s Office of

WORK AUTHORIZATION

Planning and Budget or the U.S. Department of Treasury. The level of effort required is not totally known at this time and a separate Work Authorization will be provided to the WASA Board at a later date.

Schedule:

Task 1 – Grant Application: ISE will begin this work immediately upon receipt of signed authorization and complete by October 31, 2021.

Task 2 – Meetings/Presentations: ISE will provide services for Task 2 as requested during the application review process. The anticipated schedule for meetings is November of 2021.

Task 3 – Reporting: ISE will perform the work for Task 3 as requested for the duration of the project. The anticipated end date of the project is December 2024, as this is the current deadline for use of funds.

Fee Estimate:

Task No.	Task Name	Contract Amount	Billing Type
1	Grant Application	\$ 14,340.00	Lump sum
2	Meetings/Presentation	\$ 4,450.00	Hourly
3	Reporting	TBD	TBD
TOTAL		\$ 18,790.00	

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.

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%

Peachtree City Water and Sewerage Authority
1127 Hwy. 74, South
Peachtree City, GA 30269

Meeting Dates at 8:30 a.m.

October 21, 2021 at 1:00 p.m.

November 16, 2021

December 14, 2021

January 18, 2022

February 8, 2022

March 15, 2022

April 19, 2022

May 17, 2022

June 21, 2022

July 19, 2022

August 16, 2022

September 20, 2022