

Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Tuesday, December 14, 2021
8:30 a.m.

I. Pledge of Allegiance

II. Public Comment

III. Minutes

November 4, 2021 - Regular Meeting Minutes

IV. Reports

A. Authority Members

B. General Manager

V. Election of Officers

VI. Approve Bank documents for signatory officers

VII. Budget Year End 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

November 4, 2021

The Peachtree City Water and Sewerage Authority held its monthly meeting on Thursday, November 4, 2021, in the break room and conference room of the John W. Gronner Administrative Center. The following individuals were present: 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 Browning (J. Smith Lanier & Co.), Mr. Chris Wetherbee (WASA), and Mr. John Dufresne. Chairman Vanessa Fleisch was absent. 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.

Mr. King called the meeting to order at 1:00 pm. The meeting began with the Pledge of Allegiance.

Mr. King opened the meeting up for public comment. There were no public comments.

Mr. King asked for a motion to approve the September 23, 2021 regular meeting minutes. Mr. Ernst made the motion, seconded by Mr. Madden. Motion carried.

There were no reports from the Authority members. Mr. Dan Davis provided a General Manager report, and introduced Mr. Wetherbee, the Authority Electrician, to discuss the SCADA system upgrade for the Collection System. Mr. Wetherbee presented an update on the SCADA system upgrade to Grundfos Remote Management (GRM). Mr. King recommended the staff evaluate the payoff date taking into consideration the savings in labor hours/costs. Mr. McNeil stated once the system is online for some time the payoff can be evaluated.

Ms. Griffis provided clarification regarding a typo on the Agenda, stating the September 21, 2021 meeting date was incorrect; the minutes attached for approval are September 23, 2021. Mr. Ernst and Mr. Madden affirmed that their motion and second approved the September 23, 2021 meeting minutes attached.

Mr. Browning presented the Medical Insurance Renewal, stating this is the first renewal under the Humana level-funded plan. Last year we moved to Humana and were able to improve the benefits and reduce costs. Mr. Browning stated claims were high last year, and they looked at the market in order to bring the most competitive plans to the Authority. Other carriers declined to quote level-funded plans, and only quoted ACA plans. The ACA plan quotes came back at higher rates with plans that were not as strong. Mr. Browning stated that Humana would not negotiate the rates quoted due to our high claims. Mr. Browning recommended the group renew the existing/same plan with Humana. Mr. Browning stated there was no change in rates with the supplemental plans (same benefits and premiums). Mr. King confirmed that some of the increase in premium would pass to the employees. Mr. Madden made a motion to approve the Medical Insurance Renewal as presented, seconded by Mr. Prebor. Motion carried.

Mr. Dan Davis discussed the Sewer Use Ordinance update, stating a new ordinance will be presented to the Board in summer 2022. The changes presented are due to the EPD promulgated ordinance modifications and the proposed changes will allow the Authority to remain in compliance for the interim.

The changes noted are related to industries that discharge to the Authority. Mr. Ernst made a motion to adopt the amended Sewer Use Ordinance, seconded by Mr. Madden. Motion carried.

Ms. Shah provided a Budget Year End Update, stating the Authority finished the year above budget numbers. The audited year-end report will be ready the first week of January, and Ms. Shah will provide a year-end report at the next Board meeting.

Ms. Shah discussed the Mauldin & Jenkins Audit Engagement Letter, stating the Authority will use the same auditor as last year. Ms. Griffis stated there were no edits required for the Engagement Letter. Mr. Prebor made a motion to approve the Audit Engagement Letter, seconded by Mr. Madden. Motion carried.

Ms. Griffis discussed cancellation of the November 16, 2021 meeting, stating there were no agenda items for discussion. Mr. Ernst made a motion to cancel the November 16, 2021 meeting, seconded by Mr. Prebor. Motion carried.

Mr. King 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. Madden and seconded by Mr. Ernst. Motion carried. The meeting was adjourned into Executive Session at 1:28 pm.

The meeting was reconvened at 1:52 pm.

Mr. King asked for a motion to adjourn. The motion was made by Mr. Ernst and seconded by Mr. Madden. Motion carried. The meeting was adjourned at 1:52 pm.

Vice Chairman – Mike King

Treasurer/Secretary - Terry Ernst

PCWASA Emergency Action Plan

- ▶ Prepared for reasonably foreseeable workplace emergencies
- ▶ Protects utility workers and system assets
- ▶ Complies with OSHA regulation (29 CFR) 1910.38

Goals

- ▶ Minimize impact to public health in emergencies
- ▶ Minimize impacts or loss of services to customers
- ▶ Minimize adverse effects on the environment
- ▶ Minimize damage to the system assets
- ▶ Restore wastewater service as soon as practical after an emergency
- ▶ Guides notification to the public and/or regulatory authorities
- ▶ Outlines vulnerabilities to identify weaknesses or deficiencies that may make treatment systems susceptible to damage or failure during emergencies



Purpose

The purpose of the EAP is to establish guidelines for all reasonably foreseeable catastrophic workplace emergencies including, but not limited to:

- ▶ Medical
- ▶ Fire
- ▶ Communication system disruption
- ▶ Chemical spills or toxic gas releases
- ▶ Explosions
- ▶ Bomb threats or terrorist attacks
- ▶ Criminal acts
- ▶ Civil disturbance
- ▶ Evacuation plans (buildings and full facility)
- ▶ Workplace violence
 - ▶ Active shooter
- ▶ Civil disturbances
- ▶ Extended power loss
- ▶ Severe weather (tornado/hurricane, flood, earthquake, blizzard)

In addition, PCWASA has planned for the following events specific to the nature of wastewater treatment:

- ▶ Overflowing manholes
- ▶ Localized electrical failure
- ▶ Supply chain shortage
- ▶ Cyber attack
- ▶ Chemical contamination
- ▶ Treatment system failure
- ▶ Collection system
- ▶ Pumping facilities failure
- ▶ Collection system blockage or line break

Program Review

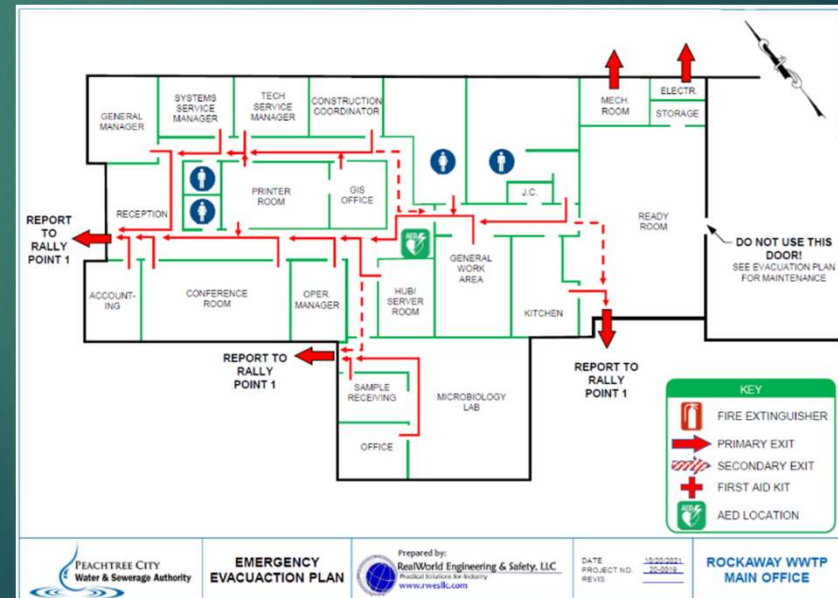
- ▶ 4.18 After-Action Review
 - ▶ An AAR is a meeting held by the emergency response team immediately after operations are returned to normal and includes a debriefing, post-incident analysis, and critique. The AAR will be followed up with a findings report.
- ▶ 4.18.1 Debriefing and Post-Incident Analysis
 - ▶ The debriefing will include a reconstruction of the incident to establish a clear picture of events that took place during the emergency.

Program Training

- ▶ The different types of hazards and emergencies that can occur and the proper procedures in the event they do
- ▶ The function of the EAP and all its elements
- ▶ Building alarm systems
- ▶ Establishes notification, warning, reporting and communication procedures; who will be in charge in the event of an emergency
- ▶ Sets forth an evacuation, shelter in place, and lockdown procedures
- ▶ Sets forth a notification, warning, reporting, and communication procedures
- ▶ Sets forth a location and usage of proper emergency equipment
- ▶ Sets forth a permanent location of floor plans and evacuation maps

Emergency Drills

- ▶ Practice drills will be held regularly to ensure all employees are prepared. (When possible Local emergency responders will be involved)
- ▶ Drills will allow the emergency response team to identify the strengths and weaknesses in both this EAP and employee awareness.
- ▶ An after-action review will be conducted using the procedures in Section 4.18 above after each drill.



Preventive Measures

- ▶ Annual training for all employees
- ▶ Drills
- ▶ Cots for overnight shifts (inclement weather, blizzard)
- ▶ Reserve fuel tank
 - ▶ Diesel 1,000 gallons (Rockaway)
 - ▶ Regular non-ethanol 250 gallons (Rockaway)
 - ▶ Diesel 2,000 gallons (Line Creek)
- ▶ Salt and sand stocked for ice or compacted snow
- ▶ Radio communications have been re-activated (loss of fiber or cell service)
- ▶ Heavy equipment is being procured to clear roads/debris



Quarterly Financial Report
September 30, 2021

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

1111 Revenue Operating Account	\$ 5,261,117
1112 Sinking Fund Account	\$ 1,534,565
1113 Renewal & Extension Account	\$ 9,036
1114 Capital Fund Account	\$ 7,567
1320 Georgia Fund One	\$ 3,725,218
	<u>\$ 10,537,503</u>

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

	FY 2021 APPROVED BUDGET	FY 2021 ACTUAL/ ENCUMBRANCES	% Used YTD
Revenues - Rate	\$9,135,000	\$9,149,337	100.16%
Revenues - Fee	\$818,500	\$1,242,832	151.84%
Fund Balance	\$400,000	\$0	
Operating Fund Revenues	\$10,353,500	\$10,392,169	
Salaries, Wages, & Benefits	\$2,873,986	\$2,481,235	86.33%
Materials, Supplies, & Services	\$2,943,321	\$3,197,062	108.62%
Operation Expenditures	\$5,817,307	\$5,678,297	97.61%
Operating Surplus (Deficit)	\$4,536,193	\$4,713,872	
Oper Trfr-Sinking Fund	\$2,744,698	\$2,757,354	100.46%
Oper Trfr-Ren & Ext	\$350,000	\$260,438	74.41%
Oper Trfr-Capital	\$1,232,000	\$611,125	49.60%
Sub-Total	\$4,326,698	\$3,628,917	83.87%
Total All Expenditures	\$10,144,005	\$9,307,214	
Net Surplus (Deficit)	\$209,495	\$1,084,955	
Other Income (Expenditures)	\$0	\$80,977	
Total Surplus (Deficit)	\$209,495	\$1,165,932	
Percentage into Budget Year:	100%		

*Preliminary and unaudited