

Peachtree City Water and Sewerage Authority

October 22, 2024

The Peachtree City Water and Sewerage Authority held its monthly meeting on Tuesday, October 22, 2024, in the break room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Kim Learnard, Vice-Chairman Clint Holland, Treasurer/Secretary Frank Destadio, Board Member Laura Johnson, Board Member Suzanne Brown, Ms. Melissa Griffis (attorney with Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Ms. Millie Shah (WASA), Mr. Larry McNeil (WASA), Mr. Cary Dial (ISE), and Mr. Chris Miller (Cpak Technology Solutions).

Ms. Learnard called the meeting to order at 8:30 am. The meeting began with the Pledge of Allegiance.

Ms. Learnard opened the meeting up for public comment. There were no public comments.

Ms. Learnard asked for a motion to approve the September 17, 2024 regular meeting minutes. Ms. Brown made a motion to approve the September 17, 2024 regular meeting minutes, seconded by Ms. Johnson. Motion carried.

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

Ms. Baer discussed the Employee Handbook and summarized the proposed modifications (tracked in red within the document). The Handbook update includes minor edits which will better align the standard workweek with the Treatment Department shifts, provides clarity on overtime, weekend, and holiday pay calculations, and provides better alignment with industry standards for the Bereavement policy. Ms. Baer stated these changes would be reviewed with the employees at a staff meeting on Thursday. Ms. Brown commented that she would like the Commitment to Diversity section (on page 6) removed from the Handbook. Ms. Brown stated she does not like diversity, equity and inclusion policies written in employee handbooks. Ms. Learnard stated that she did not feel that would be necessary. Mr. Holland made a motion to approve the Employee Handbook as amended, seconded by Ms. Johnson and opposed by Ms. Brown. Motion carried.

Ms. Shah discussed the Mauldin & Jenkins engagement letter for the audit to be presented in April 2025. Ms. Brown made a motion to approve the Mauldin & Jenkins audit engagement letter, seconded by Mr. Destadio. Motion carried.

Mr. Dial and Mr. Dan Davis discussed the Work Authorization for Annual and Emergency Services Contract. Mr. Dan Davis stated that Authority staff and ISE have worked for several months on consolidating the previously two contract documents into one document, and recommend selection of two low, qualified contractors. Mr. Dial stated he reviewed similar contracts from other utilities and reviewed the structure with Authority staff. Mr. Dial changed the bid format to labor, equipment, and materials in order to cover any type of potential work. Mr. Dan Davis stated ISE's rates in the Work Authorization have not changed from the previous contracts. Mr. Destadio made a motion to approve the Work Authorization for Annual and Emergency Services Contract, seconded by Mr. Holland. Motion carried.

Mr. Dial discussed the Annual and Emergency Services Contract and stated that both Reynolds Construction and Crawford Grading & Pipeline are the low, qualified bidders. Mr. Dial noted that one of the bidders (Civil Work Contractors & Engineers) made a mistake in their calculation. Mr. Holland proposed awarding the contract to a third company (RDJE Inc.) to provide additional flexibility. Mr. Dan Davis stated the Request for Bid stated the contract would be awarded to two companies, and we cannot

change that at this time. Ms. Johnson made a motion to approve the Annual and Emergency Services Contract award, seconded by Mr. Holland. Motion carried.

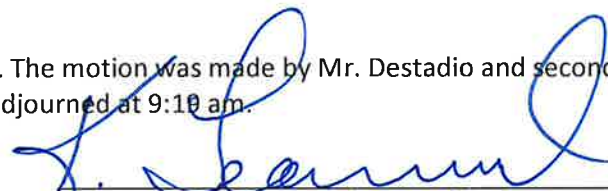
Ms. Shah discussed the Budget Year End Update stating it was a preliminary, unaudited year end financial report. Ms. Shah stated expenses were under budget, \$2 million in capital projects were completed, and the Authority is in good financial position. Mr. Holland commented on the minimal increase in operating expenditure for materials, supplies and services. Ms. Shah stated this was due to savings in mechanical and electrical services being completed with in-house staff.

Ms. Shah discussed the Budgeted Expenditure Approvals and stated that the proposed vehicles to be purchased are from authorized Georgia government contractors. The old/replaced vehicles will be listed on GovDeals for sale. Mr. McNeil discussed the Pump Station 13/13A equipment for preventative measures due to hydrogen sulfide damage. There was some discussion on a warranty for the equipment and the cost breakdown of the quote. Ms. Johnson made a motion to approve the Budgeted Expenditure Approvals, seconded by Mr. Destadio. Motion carried.


Ms. Learnard asked for a motion to adjourn into Executive Session for the purpose of Potential Litigation. The motion was made by Ms. Brown and seconded by Ms. Johnson. Motion carried. The meeting was adjourned into Executive Session at 8:54 am.

The meeting was reconvened at 9:18 am.

Ms. Learnard asked for a motion to adjourn. The motion was made by Mr. Destadio and seconded by Mr. Holland. Motion carried. The meeting was adjourned at 9:19 am.



Chairman – Kim Learnard



Vice Chairman – Clint Holland