

Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Tuesday, August 20, 2024
8:30 a.m.

- I. Pledge of Allegiance
- II. Public Comment
- III. Minutes

May 21, 2024 - Regular Meeting Minutes
- IV. Reports
 - A. Authority Members
 - B. General Manager
- V. Meeting Date Calendar
- VI. Work Authorization for Industrial Pretreatment
- VII. Quarterly Financial Report
- VIII. Budget Presentation
- IX. ISE Contract
- X. Executive Session – Real Estate, Personnel, Potential Litigation
- XI. 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

May 21, 2024

The Peachtree City Water and Sewerage Authority held its monthly meeting on Tuesday, May 21, 2024, in the break room of the John W. Gronner Administrative Center. The following individuals were present: 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. Chris Miller (Cpak Technology Solutions), Mr. Davis Ozier (ISE), Mr. Clay McEntire (Marsh & McLennan Agency), Mr. Kevin Shemwell (Reynolds Construction, LLC), and Mr. John Dufresne. Chairman Kim Learnard was absent.

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

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

Mr. Holland asked for a motion to approve the April 16, 2024 regular meeting minutes. Ms. Brown made a motion to approve the April 16, 2024 regular meeting minutes, seconded by Mr. Destadio. Motion carried.

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

Mr. McEntire discussed the commercial insurance renewal, to be effective May 1, 2024. Mr. McEntire stated the packet provides a side-by-side summary of the current policy and the proposed policy. Mr. McEntire stated he is recommending the Authority move from Travelers (the current carrier) to US Specialty (A++ rating) due to a substantial increase in rates by Travelers. US Specialty increased the property coverage to \$17.7 million based on their valuation, while also reducing the policy cost from the current amount. Mr. McEntire discussed the employment practices coverage, stating the US Specialty policy does not provide aggregate coverage; if desired, the Authority could look at increasing the umbrella coverage. Mr. Destadio asked for clarification on the cost, and the reduction in overall premium amount. There was some discussion on the reduction in cyber coverage cost. Ms. Brown made a motion to approve the Property, Crime, General Liability, Boiler & Machinery, Umbrella, Auto, Inland Marine, Employment Practices Liability, Public Entity Liability, Flood & Earthquake and CyberFirst Liability Insurance Coverage renewal retroactive to May 1, 2024 as presented, seconded by Mr. Destadio. Motion carried. Ms. Griffis stated the policy renewal date or effective date is May 1st, and this approval is retroactive because the quotes were received after the previous Board meeting.

Ms. Shah introduced Mr. Ozier and provided an overview of ARPA funding, and the associated CIP project bid and evaluation process. Mr. Ozier discussed the technical aspects of the Design-Build Services for the Wastewater Treatment Facility Improvements project. Mr. Ozier discussed the two bids received, and stated the evaluation scoring differences between the two bids were based on proposed project approach – some items requested were not addressed and some items proposed were infeasible to implement. Mr. Ozier recommended that the project be awarded to Reynolds Construction in the amount of \$5,992,200 based on the bid evaluation criteria, and include the additive alternate for an increase in the insurance limits. Ms. Griffis stated the insurance additive alternate was necessary due to the bid amount (to cover the complete cost of the project) and because ARPA funds are being utilized for this project. There was some discussion on ARPA funding and associated projects. Ms. Brown asked regarding bid package differences and Mr. Ozier discussed some specifics of the multitude of items lacking in the alternative (not recommended) bid package. Mr. Davis introduced Mr. Kevin Shemwell with Reynolds Construction, LLC. Mr. Holland asked about the project schedule. Mr. Ozier responded that the project is anticipated to be complete by 2026 year end. Ms. Brown made a motion to approve/award the Design-Build Services for

Wastewater Treatment Facility Improvements contract as presented, seconded by Mr. Destadio. Motion carried.

Mr. Holland asked for a motion to adjourn into Executive Session for the purpose of Personnel and Potential Litigation. The motion was made by Ms. Brown and seconded by Ms. Johnson. Motion carried. The meeting was adjourned into Executive Session at 9:01 am.

The meeting was reconvened at 9:36 am.

Mr. Holland asked for a motion to adjourn. The motion was made by Ms. Johnson and seconded by Ms. Brown. Motion carried. The meeting was adjourned at 9:37 am.

Vice Chairman – Clint Holland

Treasurer/Secretary – Frank Destadio

Peachtree City Water and Sewerage Authority
1127 Highway 74, South
Peachtree City, Georgia 30269

Meeting Dates at 8:30 AM

October 22, 2024

November 19, 2024

December 17, 2024

January 21, 2025

February 11, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 19, 2025

September 16, 2025

To: Kim Learnard
Company: Peachtree City Water & Sewerage Authority
Address: 1127 Highway 74 South
Peachtree City, GA 30269

Date: August 1, 2024
From: Scott Thompson, P.E.
Copy to: L.H. (Dan) Davis, Jr., P.E.
File

Project: Industrial Pretreatment Program - 2024 EPD Year

Background Information:

The Board of the Peachtree City Water & Sewerage Authority (PCWASA) has requested that Integrated Science & Engineering, Inc. (ISE) assist in administering the Georgia Environmental Protection Division (EPD) approved pretreatment program for the PCWASA sewer system. This work authorization covers monthly reporting from July 2024 through December 2024 (six months), with December 2024 serving as year close-out.

Scope of Work:

Task 1 - Project Management

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

Task 2 - Monthly Report Processing

ISE will review monthly self-monitoring reports from each of the five Industrial Users (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 six total non-compliance events in a 6-month period. Any more than six non-compliance events will be processed as additional services, Task 4 of this Work Authorization.

Task 3 - Annual Report

ISE will prepare the Publicly Owned Treatment Works (POTW) Pretreatment Annual Report using the latest EPD form for both the Rockaway Water Pollution Control Plant (WPCP) and the Larry B. Turner Water Reclamation Facility (WRF). The report summarizes PCWASA's pretreatment program during the January 2024 – December 2024 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.

WORK AUTHORIZATION

Task 4 - 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.

Schedule:

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

Task 2 - Monthly Report Processing: August 1, 2024 through December 31, 2024.

Task 3 - Annual Report: Submittal to EPD by January 30, 2025.

Task 4 - Additional Services: Upon request, as needed.

Fee Estimate:

Task No.	Task Name	Contract Amount	Billing Type
1	Project Management	\$ 2,200	Lump sum
2	Monthly Report Processing	\$ 7,300	Lump sum
3	Annual Report	\$ 3,500	Lump sum
4	Additional Services	As needed	Lump sum
TOTAL		\$ 13,000	Without Task 4

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 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 – 2024 BILLING RATES Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$265
Principal	\$250
Sr. Project Manager	\$200
Project Manager	\$180
Project Engineer III	\$175
Project Engineer II	\$165
Project Engineer I	\$140
Engineer II	\$135
Engineer I	\$115
Sr. Environmental Scientist	\$155
Environmental Scientist	\$120
Sr. Professional Land Surveyor	\$175
Staff Surveyor	\$135
Survey Crew (1-person)	\$150
Survey Crew (2-person)	\$175
Planner	\$140
Technician III	\$130
Technician II	\$115
Technician I	\$95
Administrative	\$85



Quarterly Financial Report
June 30, 2024

**PCWASA Cash Account Balances
June 30, 2024**

1111 Revenue Operating Account	\$ 1,741,762
1112 Sinking Fund Account	\$ 884,068
1113 Renewal & Extension Account	\$ 9,074
1114 Capital Fund Account	\$ 719,803
1320 Georgia Fund One	\$ 8,183,852
	<u>\$ 11,538,559</u>

Peachtree City Water and Sewerage Authority
 Financial Report
 For the Fiscal Year Ending on September 30, 2024
 Third Quarter Ending on June 30, 2024

	FY 2024 APPROVED BUDGET	FY 2024 ACTUAL/ ENCUMBRANCES	% Used YTD
Revenues - Rate	\$9,796,500	\$7,113,293	72.61%
Revenues - Fee	\$1,151,500	\$767,623	66.66%
American Rescue Plan Funding	\$5,567,207	\$104,583	
Fund Balance	\$3,722,965	-	
Operating Fund Revenues	\$20,238,172	\$7,985,499	
Salaries, Wages, & Benefits	\$3,572,400	\$2,276,719	63.73%
Materials, Supplies, & Services	\$3,852,150	\$2,655,877	68.95%
Operation Expenditures	\$7,424,550	\$4,932,596	66.44%
Operating Surplus (Deficit)	\$12,813,622	\$3,052,903	
Oper Trfr-Sinking Fund	\$1,593,300	\$1,503,000	94.33%
Oper Trfr-Ren & Ext	\$350,000	\$161,478	46.14%
Oper Trfr-Capital	\$10,712,307	\$1,419,106	13.25%
Sub-Total	\$12,655,607	\$3,083,584	24.37%
Total All Expenditures	\$20,080,157	\$8,016,180	
Net Surplus (Deficit)	\$158,015	(\$30,681)	
Other Income (Expenditures)	\$0	\$0	
Total Surplus (Deficit)	\$158,015	(\$30,681)	

Percentage into Budget Year: 75%

*Preliminary and unaudited

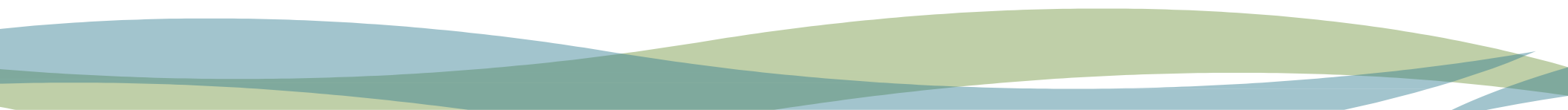
Annual Operating & Capital Budget Fiscal Year 2025

Submitted by:

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

Larry McNeil, Deputy General Manager

Prepared by: Millie Shah, Controller





Board Members

Kimberly K. Learnard, Chair | Clint R. Holland, Jr., Vice-Chair

Frank J. Destadio, Secretary/Treasurer

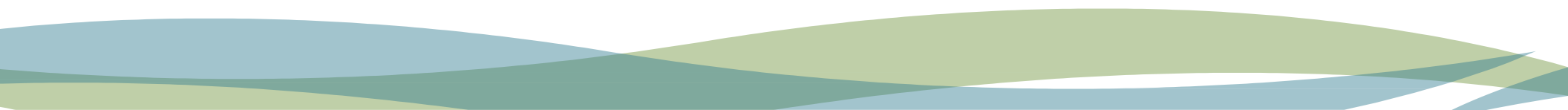
Suzanne Brown | Laura Johnson

Overview of FY2024 – Operations

- New SCADA system upgrade for both plants.
- New septage screen is now online.
- Polymer system installed at Line Creek plant to assist with high flows.
- New cloth installed on Rockaway plant disc filters.
- Rockaway plant grit chamber painted.
- Rockaway plant basin #4 drained and cleaned; replaced 20 diffusers.



Rockaway Plant Overview

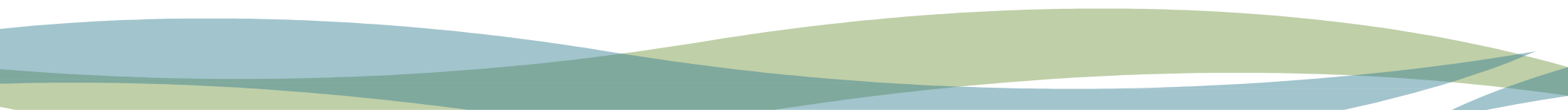


Awards

GAWP Wastewater Collection System Excellence Award



Georgia Water Coalition
2023 Clean 13 Award



Overview of FY2024 – Operations and Support Services



New rails at lift station

New turbidity meter install



PEACHTREE CITY WATER AND SEWERAGE AUTHORITY

FY2025 BUDGET

FY2024 OPERATING REVIEW	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2023 Actual / FY2024 Projected	%
Revenues - Rate	9,610,352	9,796,500	9,877,200	266,848	2.8%
Revenues - Fee	819,320	1,031,500	573,000	(246,320)	-30.1%
Operating Fund Revenues	10,429,672	10,828,000	10,450,200	20,528	0.20%
Salaries, Wages, & Benefits	2,912,110	3,572,400	3,135,100	222,990	7.7%
Materials, Supplies, & Services	3,593,428	3,852,150	3,589,593	(3,835)	-0.1%
Operation Expenditures*	6,505,538	7,424,550	6,724,693	219,155	3.4%
Operating Surplus (Deficit)	3,924,134	3,403,450	3,725,507	(198,627)	-5.1%
Other Income (Expense)	208,185	120,000	342,832	134,647	64.7%
Total Surplus (Deficit)	4,132,319	3,523,450	4,068,339	(63,980)	-1.5%
FY2024 DEBT SERVICE AND RENEWAL & EXTENSION	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2023 Actual / FY2024	%
<i>Funding Source Debt Service and Renewal & Extension</i>					
Current Year Operating Surplus	4,132,319	3,523,450	4,068,339	(63,980)	-1.5%
Debt Service and Renewal & Extension					
Debt Service Payment	2,740,543	1,593,300	1,593,300	(1,147,243)	-41.9%
Renewal & Extension (Crawford, Electrical, Mechanical)	-	350,000	128,000	128,000	0.0%
Sub-Total	2,740,543	1,943,300	1,721,300	(1,019,243)	-37.2%
FY2024 CAPITAL PROJECTS	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2023 Actual / FY2024	%
<i>Funding Source Capital Projects</i>					
Current Year Operating Surplus after Debt Service and Renewal & Extension	1,391,776	1,580,150	2,347,039	955,263	68.6%
American Rescue Plan Funding	-	5,567,207	104,583	104,583	0.0%
Use of Reserve Fund for Capital Projects	-	3,722,965	-	-	0.0%
Sub-Total	1,391,776	10,870,322	2,451,622	1,059,846	76.2%
Capital & Project	891,065	10,712,307	2,408,358	1,517,293	170.3%
Sub-Total	891,065	10,712,307	2,408,358	1,517,293	170.3%
	500,711	158,015	43,264	(457,447)	-91.4%

*Cash-flow based budget. Does not include Depreciation expense & end of the year adjusting entries

FY2025 OPERATING	FY2024 Projected	FY2025 Budget	FY2024 Projected /FY2025 Budget	%
Revenues - Rate	9,877,200	9,933,200	56,000	0.6%
Revenues - Fee	573,000	635,500	62,500	10.9%
Operating Fund Revenues	10,450,200	10,568,700	118,500	1.1%
Salaries, Wages, & Benefits	3,135,100	3,560,900	425,800	13.6%
Materials, Supplies, & Services	3,589,593	4,137,650	548,057	15.3%
Operation Expenditures*	6,724,693	7,698,550	973,857	14.5%
Operating Surplus (Deficit)	3,725,507	2,870,150	(855,357)	-23.0%
Other Income (Expense)	342,832	250,000	(92,832)	-27.1%
Total Surplus (Deficit)	4,068,339	3,120,150	(948,189)	-23.3%

FY2025 DEBT SERVICE AND RENEWAL & EXTENSION	FY2024 Projected	FY2025 Budget	FY2024 Projected /FY2025 Budget	%
<i>Funding Source Debt Service and Renewal & Extension</i>				
Current Year Operating Surplus	4,068,339	3,120,150	(948,189)	-23.3%
Debt Service and Renewal & Extension				
Debt Service Payment	1,593,300	1,591,800	(1,500)	-0.1%
Renewal & Extension (Crawford, Electrical, Mechanical)	128,000	300,000	172,000	134.4%
Sub-Total	1,721,300	1,891,800	170,500	

FY2025 CAPITAL PROJECTS	FY2024 Projected	FY2025 Budget	FY2024 Projected /FY2025 Budget	%
<i>Funding Source Capital Projects</i>				
Current Year Operating Surplus after Debt Service and Renewal & Extension	2,347,039	1,228,350	(1,118,689)	-47.7%
American Rescue Plan Funding	104,583	5,493,599	5,389,016	5152.9%
Use of Reserve Fund for Capital Projects	-	4,566,914	4,566,914	0.0%
Sub-Total	2,451,622	11,288,863	8,837,241	360.5%
Capital & Project	2,408,358	11,138,863	8,730,505	362.5%
Sub-Total	2,408,358	11,138,863	8,730,505	362.5%

	43,264	150,000	106,736	246.7%
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* Cash-flow based budget. Does not include Depreciation expense & end of the year adjusting entries

7-YEAR CAPITAL IMPROVEMENT PLAN	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	Total
SOURCE OF FUNDS								
American Rescue Plan (ARP) Funding	5,493,599							5,493,599
Bonds		3,300,000	-	9,111,000	14,111,000	6,611,000	6,611,000	39,744,000
GEFA Loan	-	-	-		-	320,000	-	320,000
Fund balance/operating income - current year	5,645,264	1,930,000	889,000	404,000	534,000	1,359,000	310,000	11,071,264
Total Fund Source	11,138,863	5,230,000	889,000	9,515,000	14,645,000	8,290,000	6,921,000	56,628,863
CAPITAL PROJECTS								
<i>American Rescue Plan (ARP) Projects</i>								
PCWAS - Wastewater Treatment Facility Improvements	5,488,463							5,488,463
	5,488,463							5,488,463
COLLECTIONS SYSTEM								
Pipeline rehabilitation - HWY 54/74	1,080,000							1,080,000
Governor's Square sewer line - Phase 1	900,000							900,000
Pump station 38 stream crossing	87,700							87,700
Pump station rehabilitation	350,000							350,000
Fall protection program equipment	50,000	50,000	50,000					150,000
Replacement program: pumps, generators and small equipment	160,000	110,000	110,000	110,000	110,000	110,000	110,000	820,000
Skid steer (large) T86	135,000					135,000		270,000
Danfoss drives/controls		10,000	10,000	10,000	10,000	10,000	10,000	50,000
Composite ring and cover		19,000	19,000	19,000	19,000	19,000	19,000	95,000
Rolling Green pipeline rehabilitation		368,000						368,000
Dividend Drive pipeline rehabilitation		311,000						311,000
Alta pipeline rehabilitation		110,000						110,000
Clydesdale pipe rehabilitation		482,000						482,000
Pipeline sewer main rehabilitation				3,960,000	3,960,000	3,960,000	3,960,000	15,840,000
Pipeline / CIPP				2,376,000	2,376,000	2,376,000	2,376,000	9,504,000
Force main ice pigging				75,000	75,000	75,000	75,000	300,000
Manhole rehab/liner				200,000	200,000	200,000	200,000	800,000
Generators small, enclosure, fuel tank, automatic transfer switch					150,000			150,000
Vactor/jetter						385,000		385,000
Freightliner tanker						150,000		150,000
Generators large, enclosure, fuel tank, ATS						285,000		285,000
	2,762,700	1,460,000	189,000	6,750,000	6,900,000	7,705,000	6,721,000	32,487,700

7-YEAR CAPITAL IMPROVEMENT PLAN	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	Total
ROCKAWAY PLANT								
Replace floating decanter (6)	300,000							300,000
Construct new storage building	200,000							200,000
Disk filter valve replacement	60,000							60,000
Building upgrade	88,000		150,000					238,000
Plant equipment	69,600							69,600
Belt press rehabilitation	44,000							44,000
New permit upgrade	100,000	800,000						900,000
Multi-rake bar screens (2)	500,000							500,000
New sidewalks		25,000	25,000	25,000	25,000	25,000	25,000	150,000
Biosolids management system	100,000			2,000,000	7,000,000	-		9,100,000
	1,461,600	825,000	175,000	2,025,000	7,025,000	25,000	25,000	11,561,600
TURNER PLANT								
SCADA upgrade	100,000							100,000
Effluent pump rebuild	81,000							81,000
Disk filter valve replacement	60,000							60,000
Sludge pump & grinder	30,000							30,000
Building upgrade	28,100							28,100
Belt press rehabilitation	22,000							22,000
Plant equipment	48,000							48,000
New sidewalks		25,000	25,000	25,000	25,000	25,000	25,000	150,000
Stainless steel cover for the basin		160,000						160,000
New permit upgrade		500,000						500,000
Grit chamber replacement			350,000					350,000
Demolition and disposal of reject pond				500,000	500,000			1,000,000
	369,100	685,000	375,000	525,000	525,000	25,000	25,000	2,529,100

Revenue Bond			
Fiscal Year	Principal	2013A Series Interest	Total
2024	1,385,000	208,300	1,593,300
2025	1,440,000	151,800	1,591,800
2026	1,505,000	92,900	1,597,900
2027	1,570,000	31,400	1,601,400
Total	5,900,000	484,400	6,384,400

To: Kim Learnard, Chair
Company: Peachtree City Water and Sewerage Authority
Address: 1127 Highway 74 South
Peachtree City, GA 30269

Date: August 12, 2024
From: L.H. (Dan) Davis, Jr., P.E.
Copy to: File

Project: Contract General Management (2024-2025)

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

Scope of Work:

Background and Understanding

This contract represents the seventh year of Contract Management provided to PCWASA by ISE and follows the contract dated August 7, 2023 and approved by the PCWASA Board of Directors on August 15, 2023. The below scope of services details the continued oversight and support in two key areas: Human Resources and General Management, as well as Financial Review and Oversight.

Over the past six years, 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 six years, providing oversight and overall management for the Authority at the direction of the Board of Directors. In addition, ISE Staff provided general Financial Review and Oversight in order to provide redundancy and additional financial planning resources for the organization.

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

Task 3: Financial Review and Oversight

ISE Staff will provide consultation to the PCWASA Controller for various financial tasks, including assisting with compiling information for the externally prepared Financial Statement Audit, assisting with preparing

WORK AUTHORIZATION

the Annual Operating Budget, assisting with preparing the quarterly financial reports to the Board of Directors and appropriate PCWASA Staff, as well as consulting on financial integrity analysis, risk management, investment and retirement services management, bond/debt service management, and processes and planning for capital improvements and budgeting.

Additional Services

Any additional services outside the Scope of Services outlined herein, including Litigation Support, will be provided by ISE Staff on an hourly basis, in accordance with the rate schedule herein.

Schedule:

This Work Authorization will commence on October 1, 2024 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.

Fee Estimate:

Task No.	Task Name	Monthly Fees 10/01/2024 to 09/30/2025	
1	Human Resources Management	\$7,085	Lump Sum
2	General Management Oversight	\$10,628	Lump Sum
3	Financial Review and Oversight*	\$1,815	Lump Sum
TOTAL		\$19,528	

**The scope of work outlined herein will be performed at the fee shown. Efforts beyond the scope identified will be performed on an hourly basis at the Sr. Financial Analyst rate shown in the Unit Rate table below.*

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 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 – 2024 BILLING RATES Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$265
Principal	\$250
Sr. Financial Analyst	\$185
Sr. Project Manager	\$200
Project Manager	\$180
Project Engineer III	\$175
Project Engineer II	\$165
Project Engineer I	\$140
Engineer II	\$135
Engineer I	\$115
Sr. Environmental Scientist	\$155
Environmental Scientist	\$120
Sr. Professional Land Surveyor	\$175
Staff Surveyor	\$135
Survey Crew (1-person)	\$150
Survey Crew (2-person)	\$175
Planner	\$140
Technician III	\$130
Technician II	\$115
Technician I	\$95
Administrative	\$85