

Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Tuesday, January 21, 2025
8:30 a.m.

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

October 22, 2024 - Regular Meeting Minutes
- IV. Reports
 - A. Authority Members
 - B. General Manager
- V. Amendment to Authorization of General Manager
- VI. Quarterly Financial Report
- VII. Pump Station #2 Wetwell Improvements Contract
- VIII. February 11, 2025 Meeting Cancellation
- IX. Executive Session – Real Estate, Personnel, Potential Litigation
- X. 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

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



Quarterly Financial Report
December 31, 2024

**PCWASA Cash Account Balances
December 31, 2024**

1111 Revenue Operating Account	\$ 2,355,719
1112 Sinking Fund Account	\$ 916,740
1113 Renewal & Extension Account	\$ 9,083
1114 Capital Fund Account	\$ 1,013,233
1320 Georgia Fund One	\$ 8,392,400
	<u>\$ 12,687,175</u>

Peachtree City Water and Sewerage Authority
 Financial Report
 For the Fiscal Year Ending on September 30, 2025
 First Quarter Ending on December 31, 2024

	FY 2025 APPROVED BUDGET	FY 2025 ACTUAL/ ENCUMBRANCES	% Used YTD
Revenues - Rate	\$9,933,200	\$2,817,614	28.37%
Revenues - Fee	\$635,500	\$132,850	20.90%
American Rescue Plan Funding	\$5,493,599	\$0	0.00%
Other Income	\$250,000	\$99,061	39.62%
Fund Balance	\$4,566,914	\$0	0.00%
Operating Fund Revenues	\$20,879,213	\$3,049,525	
Salaries, Wages, & Benefits	\$3,560,900	\$796,412	22.37%
Materials, Supplies, & Services	\$4,137,650	\$816,255	19.73%
Operation Expenditures	\$7,698,550	\$1,612,667	20.95%
Operating Surplus (Deficit)	\$13,180,663	\$1,436,858	
Oper Trfr-Sinking Fund	\$1,591,800	\$0	0.00%
Oper Trfr-Ren & Ext	\$300,000	52617	17.54%
Oper Trfr-Capital	\$11,138,863	\$881,750	7.92%
Sub-Total	\$13,030,663	\$934,367	7.17%
Total All Expenditures	\$20,729,213	\$2,547,034	
Net Surplus (Deficit)	\$150,000	\$502,491	
Other Income (Expenditures)	\$0	\$0	
Total Surplus (Deficit)	\$150,000	\$502,491	

Percentage into Budget Year: 25%

*Preliminary and unaudited

January 14, 2025

Larry McNeil
Deputy General Manager
Peachtree City Water and Sewerage Authority
1127 Highway 74 South
Peachtree City, Georgia 30269

Re: Award Recommendation for Pump Station 2 Wetwell Improvements

Dear Mr. McNeil:

On Thursday January 9, 2025 at 2:00 pm, bids were opened and read aloud for the above referenced project. Five bids were received, as shown below. Please note that pricing shown below is inclusive of an additive alternate item that was included in the Bid Form.

Contractor	Base Bid
Helix Grading & Utility, LLC	\$226,460.00
Sol Construction	\$256,875.00
RDJE	\$298,442.00
Crawford Grading & Pipeline	\$300,805.00
Piedmont Paving	\$500,256.57

A bid tabulation was prepared (attached) to verify bid amounts provided were summed correctly. The low bidder was Helix Grading & Utility, LLC. ISE checked their references and found them to be qualified, responsive, and responsible. The approved project budget was \$100,000.00, which was exceeded by the Base Bid. We have discussed this with the PCWASA Controller, and a budget amendment may be required. ISE recommends the contract be awarded to Helix Grading & Utility, LLC in the amount of **\$226,460.00**.

Attached to this award recommendation letter is the Notice of Award. Following Board approval of the project award, please sign this Notice of Award and return it to our office. We will then prepare contract documents for execution by the Contractor and the PCWASA.

January 14, 2025
Larry McNeil
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If you should have any questions, please feel free to contact the undersigned.

Sincerely,

INTEGRATED SCIENCE & ENGINEERING, INC.



Davis Ozier, P.E.
Project Engineer

Attachment Bid Tabulation
 Notice of Award
CC: Dan Davis
 Millie Shah
 Leslie Baer

Bid Tabulation - Pump Station 2 Wetwell Improvements

Bid Opening 01/09/25				Helix Grading & Utility		Sol Construction		RDJE		Crawford Grading & Pipeline		Piedmont Paving	
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE (FIGURES)	AMOUNT (FIGURES)	UNIT PRICE (FIGURES)	AMOUNT (FIGURES)	UNIT PRICE (FIGURES)	AMOUNT (FIGURES)	UNIT PRICE (FIGURES)	AMOUNT (FIGURES)	UNIT PRICE (FIGURES)	AMOUNT (FIGURES)
CONSTRUCTION ITEMS													
1	GENERAL CONDITIONS	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	\$ 10,000.00	\$ 17,500.00	\$ 17,500.00	\$ 12,000.00	\$ 12,000.00	\$ 23,550.00	\$ 23,550.00
2	DEMOLITION COMPLETE	1	LS	\$ 11,000.00	\$ 11,000.00	\$ 28,000.00	\$ 28,000.00	\$ 15,000.00	\$ 15,000.00	\$ 24,500.00	\$ 24,500.00	\$ 265,245.00	\$ 265,245.00
3	BYPASS PUMPING	1	LS	\$ 60,000.00	\$ 60,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,750.00	\$ 80,750.00	\$ 113,000.00	\$ 113,000.00	\$ 48,165.00	\$ 48,165.00
4	PRESSURE GROUT PIPE ABANDONMENT	4	CY	\$ 1,200.00	\$ 4,800.00	\$ 3,000.00	\$ 12,000.00	\$ 2,700.00	\$ 10,800.00	\$ 3,075.00	\$ 12,300.00	\$ 2,530.00	\$ 10,120.00
5	PRECAST CONCRETE MANHOLE (5' I.D.)	1	EA	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 34,500.00	\$ 34,500.00	\$ 20,750.00	\$ 20,750.00	\$ 23,895.00	\$ 23,895.00
6	CONNECT EXISTING PIPE TO NEW STRUCTURE	2	EA	\$ 7,000.00	\$ 14,000.00	\$ 8,000.00	\$ 16,000.00	\$ 5,950.00	\$ 11,900.00	\$ 8,800.00	\$ 17,600.00	\$ 10,425.00	\$ 20,850.00
7	24-INCH PS 115 PVC	34	LF	\$ 385.00	\$ 13,090.00	\$ 1,000.00	\$ 34,000.00	\$ 1,150.00	\$ 39,100.00	\$ 915.00	\$ 31,110.00	\$ 615.00	\$ 20,910.00
8	8-INCH INSIDE DROP	1	EA	\$ 5,500.00	\$ 5,500.00	\$ 2,500.00	\$ 2,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00	\$ 4,000.00	\$ 10,915.00	\$ 10,915.00
9	24-INCH INSIDE DROP	1	EA	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 11,500.00	\$ 11,500.00	\$ 22,785.00	\$ 22,785.00
10	BACKFILL WETWELL 2A	65	CY	\$ 290.00	\$ 18,850.00	\$ 250.00	\$ 16,250.00	\$ 95.00	\$ 6,175.00	\$ 108.00	\$ 7,020.00	\$ 335.00	\$ 21,775.00
11	#57 STONE OVER DISTURBED AREAS INSIDE FENCE	4	CY	\$ 375.00	\$ 1,500.00	\$ 500.00	\$ 2,000.00	\$ 1,068.00	\$ 4,272.00	\$ 765.00	\$ 3,060.00	\$ 1,705.00	\$ 6,820.00
12	SILT FENCE (Sd1-S)	90	LF	\$ 5.50	\$ 495.00	\$ 10.00	\$ 900.00	\$ 8.00	\$ 720.00	\$ 6.00	\$ 540.00	\$ 7.00	\$ 630.00
13	MASS UNSUITABLE SOILS	5	CY	\$ 45.00	\$ 225.00	\$ 45.00	\$ 225.00	\$ 45.00	\$ 225.00	\$ 45.00	\$ 225.00	\$ 45.00	\$ 225.00
ALLOWANCES													
14	ENGINEER DIRECTED CHANGES	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID				\$ 214,460.00		\$ 231,875.00		\$ 245,442.00		\$ 267,605.00		\$ 485,885.00	
BASE BID TOTAL SUPPLIED BY CONTRACTOR				\$ 214,460.00		\$ 231,875.00		\$ 245,442.00		\$ 267,605.00		\$ 485,885.00	
ADDITIVE ALTERNATES													
15	24-HOUR PUMP WATCH	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 25,000.00	\$ 25,000.00	\$ 53,000.00	\$ 53,000.00	\$ 33,200.00	\$ 33,200.00	\$ 14,371.57	\$ 14,371.57
TOTAL BID WITH ADDITIVE ITEMS				\$ 226,460.00		\$ 256,875.00		\$ 298,442.00		\$ 300,805.00		\$ 500,256.57	
ADDITIVE BID TOTAL SUPPLIED BY CONTRACTOR				\$ 226,460.00		\$ 256,875.00		\$ 298,442.00		\$ 300,805.00		\$ 500,256.57	

Approved By: 

Title: Davis Ozier - Project Engineer

SECTION 00 51 00

NOTICE OF AWARD

Project: Pump Station 2 Wetwell Improvements

Owner: Peachtree City Water & Sewerage Authority

Owner's Contract No.: N/A

Bidder: Helix Grading & Utility LLC

Engineer's Project No.: 1040.2305

Bidder's Address: 30 Industrial Drive, Zebulon, GA 30295

You are notified that your Bid dated January 9, 2025 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Pump Station 2 Wetwell Improvements.

The Contract Price of your Contract is Two Hundred Twenty-Six Thousand, Four Hundred Sixty Dollars (\$ 226,460.00).

3 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

3 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [3] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent: None

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Peachtree City Water and Sewerage Authority

Owner

By: _____

Authorized Signature

Title

Copy to Engineer

END OF SECTION