

Peachtree City Water & Sewerage Authority  
Regular Meeting  
Agenda  
Thursday, June 26, 2025  
8:30 a.m.

- I. Pledge of Allegiance
- II. Election of Officer
- III. Public Comment
- IV. Minutes  

April 15, 2025 – Regular Meeting Minutes
- V. Reports
  - A. Authority Members
  - B. General Manager
- VI. General Consulting Services Work Authorization from ISE
- VII. July 15, 2025 Meeting Cancellation
- 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

April 15, 2025

The Peachtree City Water and Sewerage Authority held its monthly meeting on Tuesday, April 15, 2025, in the break room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Kim Learnard, Vice-Chairman Clint Holland, Board Member Laura Johnson, Board Member Suzanne Brown, Mr. Matt Horne (attorney with Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Ms. Millie Shah (WASA), Mr. Larry McNeil (WASA), Ms. Hope Larisey (ISE), Mr. Holden Harris (Rochester), Mr. Jeff Collins (Rochester), Mr. Kirk Arich (Mauldin & Jenkins), Mr. Clay McEntire (Marsh & McLennan Agency), and Mr. Chris Miller (Cpak Technology Solutions). Treasurer/Secretary Frank Destadio was absent.

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 February 4, 2025 regular meeting minutes and February 20, 2025 special called meeting minutes. Ms. Brown made a motion to approve the February 4, 2025 regular meeting minutes and February 20, 2025 special called meeting minutes, seconded by Mr. Holland. Motion carried.

There were no reports from the Authority members. Mr. McNeil provided an update on a co-training event taking place provided by a local wastewater vendor, Cornerstone. Ms. Learnard stated Mr. Dan Davis would provide a General Manager report later in the meeting.

Ms. Shah discussed the Quarterly Financial Report stating it is the six-month mark in the budget year. Revenues are above budget and expenses are below budget. Ms. Shah summarized bond payments. Mr. Holland asked about the sinking fund. Ms. Shah stated this is a requirement of the bond; money is transferred to the sinking fund in order to issue bond payments. Ms. Shah provided an update on the ARPA funds received from the City.

Ms. Shah introduced Mr. Kirk Arich with Mauldin & Jenkins to present the Audit Report for the fiscal year ended September 30, 2024. Mr. Arich discussed the Management's Discussion and Analysis (MD&A) within the report which provides a narrative discussion including operational and financial information. Mr. Arich discussed the annual audit, stating they issued a clean/unmodified opinion and the financial statements are materially correct with no material omissions. There were no findings or deficiencies in the Authority's internal controls. Mr. Arich discussed the financial statements, stating the Authority had a great financial year. Mr. Clint Holland asked for clarification with regard to cash flow. Mr. Arich reviewed the financial statement calculations. Ms. Shah stated the previous year earnings were similar to earnings this year, which will be rolled into next year for CIP. Mr. Holland made a motion to accept the audit report as presented, seconded by Ms. Johnson. Motion carried.

Mr. McEntire discussed the commercial insurance renewal, effective May 1, 2025. Mr. McEntire stated the packet provides a side-by-side summary of the current policy and the proposed policy. Mr. McEntire stated this was a very good renewal considering the marketplace and he is not recommending a carrier change for most of the coverages. The renewal is a 4% increase overall; the majority of the increase is due to an increase in the value of property. Mr. McEntire recommended a change in carrier for cyber coverage at a better premium with higher cyber crime coverage. Mr. McEntire stated the cyber coverage provided is standard/typical for the industry. Mr. Holland asked for elaboration on cyber coverage. Mr. McEntire provided an overview of the cyber coverage, stating it is a good program including liability, first party and

crime coverage. Mr. Holland made a motion to approve the commercial Insurance renewal as presented, seconded by Ms. Johnson. Motion carried.

Ms. Larisey discussed the 2025 Long-Term Monitoring Work Authorization from ISE, which provides for water sampling (surface water) at five sites to ensure the watershed is staying protected. ISE has completed this sampling for 20 years. The 2024 sampling results were good. Mr. Holland asked if there were any changes to sampling limits from the EPD. Ms. Larisey stated there were no sampling limit changes this year; the renewal period (review) is three years. Mr. Holland made a motion to approve the 2025 Long-Term Monitoring Work Authorization from ISE, seconded by Ms. Johnson. Motion carried.

Mr. Collins discussed the Peachtree Court Sanitary Sewer Contract and recommended award to RDJE (Ronny D. Jones Enterprises). The apparent low bidder had a significant math error, therefore RDJE was the actual responsible low bidder. Mr. Collins provided a summary of the scope of the project stating it would provide a new sewer system to serve the Peachtree Court area where businesses have failing septic systems. Mr. Collins stated the pre-construction meeting would confirm the construction schedule. Mr. Holland made a motion to approve the Peachtree Court Sanitary Sewer Contract award to RDJE, seconded by Ms. Johnson. Motion carried.

Ms. Johnson made a motion to cancel the May 20, 2025 meeting, seconded by Mr. Holland. Motion carried.

Ms. Johnson made a motion to reschedule the June 17, 2025 meeting to June 26, 2025, seconded by Ms. Brown. Motion carried.

Ms. Learnard asked for a motion to adjourn into Executive Session for the purpose of Real Estate and Potential Litigation. The motion was made by Ms. Johnson and seconded by Ms. Brown. Motion carried. The meeting was adjourned into Executive Session at 9:06 am.

The meeting was reconvened at 9:39 am.

Mr. Dan Davis provided a General Manager update stating easement notification letters will be sent out in the near future. Ms. Griffis has approved the letter and the Authority will alert City staff as well.

Ms. Learnard asked for a motion to adjourn. The motion was made by Ms. Brown and seconded by Mr. Holland. Motion carried. The meeting was adjourned at 9:43 am.

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Chairman – Kim Learnard

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Vice Chairman – Clint Holland

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

**Date:** June 13, 2025  
**From:** Davis Ozier, P.E.  
**Copy to:** L.H. (Dan) Davis, Jr., P.E.  
 File

**Project:** General Consulting Services

**Background Information:**

As miscellaneous consulting or engineering project needs arise for Peachtree City Water and Sewerage Authority (PCWASA), some level of work is often needed to determine a more well-defined scope and advance the project from the preliminary stage. Integrated Science and Engineering (ISE) has prepared this Work Authorization to outline the scope, schedule, and fee for providing general consulting services to achieve this goal.

**Scope of Work:**

**Task 1 – General Consulting Services:**

ISE will provide general consulting services for miscellaneous needs as they arise in order to determine a more well-defined scope of work that can be performed under a separate, job-specific contract. General services may include the following: conducting initial investigations to determine extent of work and/or need for further work; gathering initial data via site visits, field surveys, or other necessary means; meeting with City residents or officials; and providing recommendations of further project needs and delivery strategies. If an independent contract is warranted beyond the preliminary project stage, a separate Work Authorization will be prepared as needed.

**Schedule:**

To be completed on an as-needed basis

**Fee Estimate:**

Task No.	Task Name	Contract Amount	Billing Type
1	General Consulting Services	\$20,000	Hourly
	<b>TOTAL</b>		

\*If fee of \$20,000 is exceeded, ISE will request an additional \$20,000 for additional general consulting tasks as needed.

# WORK AUTHORIZATION

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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.

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***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 – 2025 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