

Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Tuesday, July 21, 2026
8:30 a.m.

- I. Pledge of Allegiance
- II. Public Comment
- III. Minutes
 - A. June 2, 2026 Regular Meeting Minutes
 - B. June 2, 2026 Executive Session Minutes
- IV. Reports
 - A. Authority Members
 - B. General Manager
- V. Sumner | Meeker, LLC Engagement Letter
- VI. Quarterly Financial Report
- VII. Force Main 3 Replacement Work Authorization from ISE
- VIII. Executive Session (if necessary)
- 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

June 2, 2026

The Peachtree City Water and Sewerage Authority held its monthly meeting on Tuesday, June 2, 2026, in the break room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Kim Learnard, Vice-Chairman Suzanne Brown, Treasurer/Secretary Michael Polacek, Board Member Clint Holland, Board Member Laura Johnson, 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), Clé Summerville (Horne & Griffis), Alex Bergosh (Horne & Griffis), Mr. Davis Ozier (ISE), and Mr. Kevin Wilfley (Mauldin & Jenkins).

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 10, 2026 regular meeting minutes. Mr. Holland made a motion to approve the February 10, 2026 regular meeting minutes, seconded by Mr. Polacek. Motion carried.

There were no reports from the Authority members.

Mr. Dan Davis provided a General Manager report and stated that the team continues to work on projects in preparation for the future bond including meeting with Raftelis regarding the Rate Study. Mr. Holland asked when the Rate Study will be complete and presented for approval. Mr. Dan Davis stated that the first reading of the rate resolution will be in July or August.

Ms. Shah introduced Mr. Kevin Wilfley with Mauldin & Jenkins to present the Audit Report for the fiscal year ended September 30, 2025. Mr. Wilfley discussed the annual audit, stating they issued a clean/unmodified opinion with no material weaknesses and no significant deficiencies. Mr. Holland asked how many years the Authority has received good audit reports. Mr. Wilfley stated the Authority has received good reports for at least five to six years. Mr. Wilfley reviewed the financial statements, stating the Authority had a great financial year including a 16% increase in net position primarily due to capital asset reinvestment. Mr. Wilfley stated the Management's Discussion and Analysis (MD&A) within the report provides a narrative discussion of operational and financial changes year-over-year. Mr. Holland asked if the Georgia Fund 1 is a liquid asset. Mr. Wilfley stated the Georgia Fund 1 is considered a liquid asset. Mr. Wilfley stated operating revenue increased by 1.9% which is great considering the base rate has remained unchanged since 2011. Mr. Holland asked if there was a year-over-year comparison of net cash position. Mr. Wilfley stated he was unsure and he would look into a net cash position comparison. Ms. Griffis stated there was a year-over-year comparison within the audit report. Mr. Wilfley stated the debt service coverage ratio is very good. Mr. Wilfley stated there are no audit adjustments or corrected statements. Mr. Holland asked if this was the first year Mr. Wilfley worked with the Authority. Mr. Wilfley responded that it was his first year with the Authority. Mr. Dan Davis stated the plan is to fund projects with bond funds as well as other capital funds. Mr. Holland made a motion to accept the audit report as presented, seconded by Ms. Johnson. Motion carried.

Ms. Shah discussed the commercial insurance renewal, effective May 1, 2026. Ms. Shah stated the packet provides a side-by-side summary of the current policy and the proposed policy. Ms. Shah stated there was a 25% increase in premium due to the increase in property value based on a revaluation (completed in-house), the addition of two vehicles, and claim activity. Ms. Shah stated the broker recommended a

change in the cyber security carrier due to a proposed 65% increase in premium with the current carrier. Mr. Holland asked if the cyber coverage amount is adequate. Ms. Griffis stated specific questions regarding cyber security would be addressed in Executive Session, and this policy and coverage amount is recommended by our broker, Marsh & McLennan Agency. Ms. Brown made a motion to approve the commercial insurance renewal effective May 1, 2026, seconded by Ms. Johnson. Motion carried.

Ms. Shah discussed the Quarterly Financial Report for the second quarter ending March 31, 2026, and stated revenues are at budget and expenses are below budget. Ms. Shah stated the Authority is almost fully staffed with one open position, which will result in limited salary savings. Ms. Shah stated there is one remaining bond payment.

Mr. Ozier discussed the General Consulting Services Work Authorization from ISE. Mr. Ozier stated this Work Authorization is a continuation of the previous contract in place for minor engineering work and projects in the preliminary phase, including manholes and force main ruptures. Ms. Learnard asked why the force mains are busting. Mr. Ozier stated that the force main failures are due to rot. Ms. Learnard asked how this work ties into the Prioritization Plan project. Mr. Ozier provided an update on the Prioritization Plan project. Ms. Johnson asked if this Work Authorization is for the maximum amount of hourly work budgeted this year and was there work beyond the initial budget. Mr. Ozier stated the initial \$20,000 has been exhausted in addition to approximately \$7,000, and this Work Authorization is in addition to the initial amount. Mr. Holland asked about the status of the SewerGEM model development and have any priorities been identified based on the model. Mr. Ozier stated the model development will be completed once sufficient flow data is acquired; however, they have identified some areas where additional field survey information/data will be needed and recommended. Ms. Brown made a motion to approve the General Consulting Services Work Authorization, seconded by Mr. Holland. Motion carried.

Ms. Learnard asked for a motion to approve cancellation of the June 16, 2026 meeting. Mr. Holland made a motion to approve cancellation of the June 16, 2026 meeting, seconded by Mr. Polacek. 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 Mr. Polacek. Motion carried. The meeting was adjourned into Executive Session at 9:07 am.

The meeting was reconvened at 9:31 am.

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 9:32 am.

Chairman – Kim Learnard

Vice Chairman – Suzanne Brown

SUMNER | MEEKER
LLC
ATTORNEYS AT LAW

THEODORE P. MEEKER, III

14 EAST BROAD STREET
NEWNAN, GEORGIA 30263

TELEPHONE 770-251-1750
FACSIMILE 770-251-1770

June 13, 2026

Via Email

Kim Learnard, Chair
Peachtree City Water & Sewerage Authority

Re: Engagement Letter – Peachtree City Water & Sewerage Authority

Dear Ms. Learnard:

The members of the board of the Peachtree City Water & Sewerage Authority (“WASA”) have asked Sumner|Meeker, LLC (“the Firm”) to serve as general counsel for WASA. The Firm is pleased to have this opportunity to serve as general counsel for WASA. This letter sets forth the terms and conditions under which this representation will be undertaken. The Firm’s engagement will at all times be limited to the rendition of professional legal services, and will not include accounting, financial, management or other non-legal consultation or services.

The Firm will not require a retainer. The Firm will bill at an hourly rate of Two Hundred Twenty Dollars (\$220.00) per hour for services rendered by Theodore P. Meeker, III. The Firm will send itemized monthly statements that will set forth in detail the services rendered and expenses incurred on your behalf. Customary expenses that will be charged by the Firm include, but are not limited to, filing fees, court costs, copying, postage, courier service, mileage, facsimile and long-distance telephone charges. All invoices are subject to your review and comment. The Firm expects to receive payment within thirty (30) days of receipt of each invoice. If you ever have a question or concern about our billing procedures or invoices, please do not hesitate to call me.

You may terminate the Firm’s employment at any time by notifying me in writing. Subject to applicable ethical requirements, the Firm reserves the right to withdraw from representation of you by notifying you in writing. In either case, the Firm’s withdrawal will be in accordance with applicable ethical standards.

Kim Learnard, Chair
Peachtree City Water & Sewerage Authority
June 13, 2026
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All work to be done by the firm shall be limited to that which it is directed to do by the members and employees of WASA.

If you have any questions concerning the terms and conditions of the attorney-client relationship summarized in this letter, please contact me at your earliest convenience.

Very Truly Yours,



Theodore P. Meeker, III
For the Firm

TPM/mr

ACKNOWLEDGED & ACCEPTED:

Kim Learnard, Chair
Peachtree City Water & Sewerage Authority



Quarterly Financial Report
June 30, 2026

PCWASA Cash Account Balances
June 30, 2026

1111 Revenue Operating Account	\$ 1,492,975
1112 Sinking Fund Account	\$ 338,829
1113 Renewal & Extension Account	\$ 299,906
1114 Capital Fund Account	\$ 1,610,179
1320 Georgia Fund One	\$ 8,919,385
	<u>\$ 12,661,274</u>

Peachtree City Water and Sewerage Authority
Financial Report
For the Fiscal Year Ending on September 30, 2026
Third Quarter Ending on June 30, 2026

	FY 2026 APPROVED BUDGET	FY 2026 ACTUAL/ ENCUMBRANCES	% Used YTD
Revenues - Rate	\$10,440,000	\$7,672,800	73.49%
Revenues - Fee	\$842,500	\$396,066	47.01%
American Rescue Plan Funding	\$1,277,400	\$1,430,907	112.02%
Other Income	\$300,000	\$251,766	83.92%
Fund Balance	\$5,574,450	\$0	0.00%
Operating Fund Revenues	\$18,434,350	\$9,751,539	
Salaries, Wages, & Benefits	\$3,812,300	\$2,483,023	65.13%
Materials, Supplies, & Services	\$4,225,550	\$2,732,358	64.66%
Operation Expenditures	\$8,037,850	\$5,215,381	64.89%
Operating Surplus (Deficit)	\$10,396,500	\$4,536,158	
Oper Trfr-Sinking Fund	\$1,597,900	\$1,566,500	98.03%
Oper Trfr-Ren & Ext	\$300,000	\$221,269	73.76%
Oper Trfr-Capital	\$8,348,600	\$4,193,253	50.23%
Sub-Total	\$10,246,500	\$5,981,022	58.37%
Total All Expenditures	\$18,284,350	\$11,196,403	
Net Surplus (Deficit)	\$150,000	(\$1,444,864)	
Other Income (Expenditures)	\$0	\$458,487	
Total Surplus (Deficit)	\$150,000	(\$986,377)	

Percentage into Budget Year: 75%

*Preliminary and unaudited

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

Date: July 9, 2026
From: Davis Ozier, P.E.
Copy to: L.H. (Dan) Davis, Jr., P.E.
File

Project: Force Main 3 Replacement

Background Information:

Peachtree City Water and Sewerage Authority (PCWASA) has recently experienced multiple ruptures in the force mains that carry sewerage from pump stations 2 and 3. These are two of the larger pump stations within PCWASA's collection system, handling a significant portion of Peachtree City's sewer flows. The poor condition of each repaired pipe section has been evident during emergency repairs, and future breaks are thought to be imminent, costing PCWASA in potential fines and emergency services.

Force main 3 has experienced the most recent breaks near its high point at the intersection of Highway 54 and Huddleston Road. Pipe samples have been collected at multiple locations along the pipeline and were used to determine that approximately 4,200 feet of force main along Highway 54 and Huddleston Road should be replaced.

In order to eliminate the need for continued emergency repairs and ensure reliable sewer service can be provided for years to come, it is recommended that the failing sections of force mains 2 and 3 be replaced as soon as possible. The repair of force main 3 has become critical due to the frequent disruption of traffic when a break occurs, and as such we propose to complete the force main replacements as two separate projects, starting with replacement of force main 3. Integrated Science & Engineering (ISE) has prepared this Work Authorization to outline the scope, schedule, and fee for providing survey, design, and construction phase services.

Scope of Work:

Task 1 – Project Management

Projects with multiple tasks require project management and coordination for efficient and cost-effective engineering services. ISE will provide a Project Manager for coordination and correspondence for both internal and external services associated with project kickoff, project meetings, information requests, and final project delivery. This task includes monthly invoicing, meeting minutes, coordination, and correspondence with PCWASA staff and stakeholders.

Task 2 – Survey

In order to prepare design documents and acquire necessary permits, existing surface and buried utility features must be located and identified. ISE will provide buried utility locates and field run survey along the entire length of force main replacement on the southwest side of the roadway where the pipeline will be installed. Along Highway 54, where Georgia Department of Transportation (GDOT) permitting will be required, survey of both sides of the road sufficient to provide roadbed dimensions per GDOT permit

WORK AUTHORIZATION

application requirements will be performed. Survey of existing features will include, but not be limited to, side roads, driveways, mail boxes, signs, fences, tree lines, marked utilities, surface utility features, and roadbed features such as edge of pavement, right of way, and ditch lines. Topographic data from the survey will be combined with 2-foot contours from the City's GIS to provide elevation data along the entire route. All surface features and utilities will be drafted in AutoCAD for use in design.

Task 3 – Permitting

Work completed within the GDOT right of way will require a GDOT utility permit. ISE will prepare the GDOT utility permit application package and submit for approval. This task will include addressing any comments that may come from GDOT's review of the plans and permit application.

Additional permitting will include land disturbance permits through Peachtree City. Erosion Sedimentation and Pollution Control Plans will be prepared in accordance with the Georgia Soil and Water Conservation Commission guidelines.

Task 4 – Design and Construction Documents

ISE will prepare a design for the replacement of the failing portion of force main 3 and complete construction drawings and a project manual. This will include verification of the suitability of the current force main size to accommodate future sewer flows and selection of the specific materials to be used. Pipe replacement will begin at the air release valve on Highway 54 and continue down Huddleston Road to its intersection with Paschall Road.

It is assumed that all installations and work can be performed inside the existing utility easements or right-of-way. If additional temporary or permanent easement is needed to complete the work, easement document preparation and assistance can be provided for an additional fee.

Task 4.A – Construction Drawings

Construction drawings will be prepared to identify horizontal and vertical routing of the pipeline to avoid conflicts with existing utilities and surface features, depicting all appurtenant features and fittings on the force main, and detailing methods for construction. Drawings will be submitted to PCWASA for review and any comments will be incorporated into the final stamped plan set to be used for bidding and construction.

Task 4.B – Project Manual

A full set of contract documents and technical specifications will be prepared for bidding and construction of the project. PCWASA standard contract documents will be utilized for this task.

Task 5 – Bid Phase Assistance

ISE will provide bid phase related services including assisting PCWASA with project advertising, issuing bid documents, responding to bid phase RFI's, issuing addenda, attending and over-seeing pre-bid and bid opening meetings, bid evaluation, and making a contractor award recommendation.

Task 6 – Construction Phase Assistance

ISE will assist PCWASA during the construction process. This includes contract administration, shop drawing review, pay request review, construction phase RFI's, field oversight and monitoring on a weekly

WORK AUTHORIZATION

basis as construction progresses, preparation of any change orders, and contract closeout. ISE will work with the contractor for preparation of as-built drawings upon construction completion.

Schedule:

ISE is prepared to begin work immediately upon receipt of signed Work Authorization. The tasks will be completed according to the following schedule:

Task 1 – Project Management: Provided for the duration of the project.

Task 2 – Survey: To begin upon receipt of signed Work Authorization. Complete within four weeks.

Task 3 – Permitting: To be completed concurrently with Task 4, with anticipated approvals by November 2026.

Task 4 – Design and Construction Documents: To begin upon completion of Task 2 and be completed within three months.

Task 5 – Bid Phase Assistance: To begin at conclusion of Task 4 and continue for a period of approximately 45 days (estimated bidding period). Anticipated bid opening January 2027.

Task 6 – Construction Phase Assistance: Provided from conclusion of Task 5 and continuing for a period of approximately nine months (estimated construction period). Anticipated construction completion by September 2027.

Fee Estimate:

Task No.	Task Name	Contract Amount	Billing Type
1	Project Management	\$14,400	Lump Sum
2	Survey	\$32,425	Lump Sum
3	Permitting	\$13,500	Lump Sum
4	Design and Construction Documents	\$77,340	Lump Sum
5	Bid Phase Assistance	\$14,880	Lump Sum
6	Construction Phase Assistance	\$43,900	Hourly
	TOTAL	\$196,445	

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 – 2026 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