

# Middle Chattahoochee Regional Water And Sewer Authority Meeting Minutes-Organizational Meeting

Tuesday, January 11<sup>th</sup>, 2022  
Fairburn- City Hall  
56 Malone St. S.W. Fairburn, GA 30213

- I. Vice Chairman Mayor J. Clark Boddie called the meeting to order at 7:00 pm.
- II. Roll Call: Each member announced their name and leading city. The following board members were present:

The Honorable Vice Chairman J. Clark Boddie
The Honorable Mayor Mario Avery
The Honorable Mayor Vince Williams
The Honorable City Manager Sonja Fillingame
The Honorable Councilman Brian Jones
The Honorable Councilwoman Tara Miller
The Honorable City Manager Tony Phillips

The attendance of the board constituted a quorum and the meeting proceeded.

**III. Approval of Water Authority Positions:**

Mayor Williams made a nomination to appoint Mayor Boddie as the 2022 MCRW&SA Chair.

The motion to approve Mayor Boddie as the 2022 Chairman was made by Mayor Williams and seconded by Mayor Avery. **Vote: 7-0; Motion Carried**

Mayor Williams made a nomination to appoint City Manager Fillingame as the 2022 MCRW&SA Vice-Chair.

The motion to approve City Manager Fillingame as the 2022 Vice-Chair was made by Mayor Williams and seconded by Councilman Jones. **Vote: 7-0; Motion Carried**

Chairman Boddie made a nomination to appoint Mayor Avery as the 2022 MCRW&SA Secretary.

The motion to approve Mayor Avery as the 2022 Secretary was made by Chairman Boddie and seconded by Mayor Williams. **Vote: 7-0; Motion Carried**

**IV. Approval of Water Authority Minutes:**

The motion to approve the December 14<sup>th</sup>, 2021 MCRW&SA meeting minutes was made by Vice-Chair Fillingame and seconded by Mayor Williams. **Vote: 7-0; Motion Carried**

**V. New Business:**

**VI. Discussion and Approval:**

- RFP- Accounting and Financial Services for the Authority (Item tabled at the December 14<sup>th</sup> Meeting)
  - Attorney Davenport reminded the board that Mr. Steve Garber was a potential candidate for the account services position. Mayor Williams stated that he and Chairman Boddie received notice that Mr. Garber is not available to perform the accounting/financial duties for the authority. However, he can work with the audit process. Attorney Davenport stated that the water authority is currently working with Mr. Post's firm and is preparing all the information.

Mayor Williams stated that someone who works for one of the three cities can fill the position. Chairman Boddie tabled the RFP. The board will provide names of individuals interested in the account services position at the next meeting for discussion and approval. Attorney

Davenport will communicate with Mr. Post and inform him that the authority will continue utilizing his service for the next couple of meetings. Chairman Boddie stated that the board agreed that Mr. Post will continue rendering his service until no longer needed and further stated that Mr. Post will continue to do the job until the position is filled.

## **VII. Reports:**

### **A. Water Authority Attorney-**

Attorney Davenport did not have a report as the authority's attorney

### **B. Financial Report-**

Attorney Davenport presented requisition #228 in the amount of \$14,515.36.

The motion to approve requisition #228 was made by Mayor Williams and seconded by Vice-Chair Fillingame. **Vote: 7-0; Motion Carried**

### **C. Project Managers-**

- **Funding Application:** Project Manager Benz received a notification from the state stating that the grant applications will be awarded before January 31<sup>st</sup>.
- **GEFA Application:** The project managers are waiting for the audits to be completed. Project Manager Benz inquired about the audit completion date? Project Manager Benz will contact the appropriate individual regarding the audits.
- **Mitigation Credits:** The project managers received confirmation from legal counsel. The authority is entitled to royalties and specifications as to what they are proposing in that amount will be addressed at the next meeting along with a proposal for the percentage of credit of sales.

### **D. Hawks Environmental-**

Ms. Laurie Hawks sent out the final draft of the RFQ for the Owner's Engineer Project. Hawks Environmental received comments from Attorney Davenport on the contract, and they incorporated them into the contract language. If the RFQ is approved, it will post on Friday. Hawks Environmental anticipates issuing the RFQ on January 14<sup>th</sup>. The Mandatory Preproposal meeting is on January 25<sup>th</sup>. Due to the massive breakout of the omicron virus, the meeting will take place via zoom. Paper submittals will be mailed to Union City. Secretary Davis will be in charge of collecting and distributing the submittals to the board for review. The interviews are tentatively scheduled for the week of March 28<sup>th</sup> and the award in April. The RFQ packet includes a list of potential vendors. Hawks Environmental has contacted seven vendors. Five of the vendors are interested in the actual RFQ and Owner's Engineering services. Hawks Environmental will continue to make contacts. Once approved, the advertisement will be posted on the authority's website.

Chairman Boddie asked if the January 25<sup>th</sup> meeting is scheduled for 2:00 pm? Ms. Hawks informed the board that she changed the time to 10:00 am, and other changes regarding the meeting location will be updated.

Vice-Chair Fillingame asked Ms. Hawks to ensure page 5 indicates "attention: Jessica Davis".

The motion to approve the schedule of events was made by Mayor Williams and seconded by City Manager Phillips. **Vote: 7-0; Motion Carried**

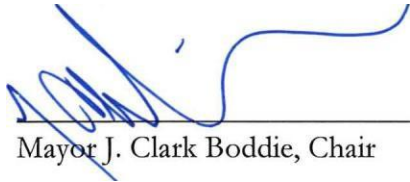
**VIII. Other Business:**

Project Manager Benz asked the board members to ensure their cities have a link to access the authority's new website.

Chairman Boddie reminded the members that the February 8<sup>th</sup> meeting will convene at Palmetto City Hall.

**IX.** The motion to adjourn the meeting at 7:24 pm was made by Vice-Chair Fillingame and seconded by Mayor Williams.

**Vote: 7-0; Motion Carried**



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Mayor J. Clark Boddie, Chair



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Jessica Davis, Secretary