

Middle Chattahoochee Regional Water And Sewer Authority Meeting Minutes

Tuesday, June 8th, 2021
Union City-City Hall
5047 Union St., Union City, GA 30291

- I. Chairwoman Mayor Elizabeth Carr-Hurst called the meeting to order at 7:00pm.
- II. Roll Call was taken by Chairwoman Carr-Hurst with the following board members present:

The Honorable Chairwoman Mayor Elizabeth Carr-Hurst

The Honorable Mayor J. Clark Boddie	The Honorable Councilwoman Laura Mullis
The Honorable Mayor Vince Williams	The Honorable Councilwoman Shayla Nealy
The Honorable City Manager Sonja Fillingame	The Honorable Councilman James Whitmore

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

- III. Approval of Water Authority Minutes:
 - The Motion to approve the May 11th, 2021, Middle Chattahoochee Regional Water and Sewer Authority Meeting Minutes was made by Mayor Boddie and the second was provided by Councilman Whitmore. **Vote: 7-0; Motion Carried**
- IV. New Business:
 - a. Rescheduling of the July and August Water Authority Meeting due to the MEAG and GMA Conferences:
 - i. Motion to approve the July 19th Middle Chattahoochee Regional Water and Sewer Authority Meeting was made by City Manager Fillingame and seconded by Councilwoman Nealy. **Vote: 7-0; Motion Carried**
 - ii. Motion to approve the August 16th Middle Chattahoochee Regional Water and Sewer Authority Meeting was made by Councilman Whitmore and seconded by Councilwoman Mullis. **Vote: 7-0; Motion Carried**
 - b. Resolution to the Water Authority Bylaws was presented by Attorney Dennis Davenport. Attorney Davenport distributed the redline version of the current bylaws.
 - i. Proposed language on page 3 section 5:
 - Currently, the authority members receive \$150.00 a month. The proposed language builds on the \$150.00 a month by paying an additional \$150.00 to the authority member that attends additional meetings during the month. A meeting is defined as follows: If there is a quorum present and it is noticed properly, it is considered a meeting. The additional \$150.00 applies to those authority members who attend the additional meetings. If an authority member does not attend the regular authority meeting, the member receives the \$150.00 whether they are present or absent. If an authority member does not attend the additional meetings during the month, the authority member is not eligible for additional compensation. The draft resolution changes the current bylaws to reflect the clean version. It enables three members of the board

to call a meeting in the absence of a chairman. The Motion to approve resolution 2021-1 was made by Mayor Williams and seconded by Councilwoman Nealy. **Vote 7-0; Motion Carried**

V. Discussion: Water Authority Secretary Vacancy

The Middle Chattahoochee Regional Water & Sewer Authority Secretary position is currently vacant. Chairwoman Carr-Hurst and her Executive Assistant, Jessica Davis, have been performing the secretary duties. Mayor Boddie asked if Executive Assistant Jessica Davis was interested in fulfilling the position. Ms. Davis informed the board that she was interested in the secretary position. Mayor Boddie further asked if there would be any conflicts with Ms. Davis performing both the secretary position and the full-time position as an Executive Assistant? Chairwoman Carr-Hurst informed the board that there would not be any conflicts with Ms. Davis performing both duties.

Mayor Boddie inquired about the pay rate of the previous secretary. Per Financial Manager Dan Post, the pay rate for the former secretary was \$25.00 an hour. Mayor Williams asked if the previous secretary ever received a pay raise, and Mr. Post agreed to provide the board the information by the July meeting. Mayor Williams suggested that the board raises the \$25.00 hourly rate to \$50.00 an hour. Councilwoman Nealy thanked Ms. Davis for the work she has done thus far and asked if there is any other documentation in the bylaws that describes the roles of everyone. Councilwoman Nealy and Chairwoman Carr-Hurst further asked if there were any legal issues with Ms. Davis being an employee of Fairburn but working independently for the Water Authority Board. Per Attorney Dennis Davenport, there are no documents regarding the description of duties. Attorney Davenport suggested that Chairwoman Carr-Hurst consult the City of Fairburn attorney to ensure there would not be any potential workers' compensation issues. Mayor Williams inquired about a contract, and Ms. Davis will submit a contract to Attorney Davenport.

City Manager Fillingame stated Ms. Jessica Davis does great work. City Manager Fillingame expressed her appreciation to Ms. Davis for assisting with the Water Authority.

Project Manager Andrea Gray stated that the former secretary did not upload the Water Authority documents to the website. Therefore, Ms. Gray was responsible for posting the Water Authority agendas and minutes to the website. Project Manager Gray suggested that the scope of work for the new secretary includes the posting of agendas and minutes. Project Manager Gray has agreed to work with Ms. Davis on how to post the Water Authority documents to the website and provide her the passwords.

Chairwoman Carr-Hurst stated Ms. Davis is very competent in learning the role of the Water Authority secretary. Per Chairwoman Carr-Hurst, the City of Fairburn has been without a City Clerk, and Ms. Davis has been posting the city's documents to the website; and she is good at zoom.

The Motion to utilize Ms. Davis as the Middle Chattahoochee Regional Water and Sewer Authority Meeting Interim Secretary at a pay rate of \$50.00 was made by Mayor Williams and seconded by Councilwoman Nealy. **Vote: 7-0; Motion Carried**

VI. Reports:

A. Financial Manager Post presented three items to the board.

1. May Financial Statements:

- Currently, there is 4.3 million dollars in the PNC construction Checking Account.

2. Requisition #219:

- For the board to approve Requisition # 219 in the amount of \$16,088.40. Councilwoman Nealy requested a multiplier is utilized based on what their work of effort is for identification purposes. Financial Manager Post agreed to include the multiplier. The Motion to approve Requisition # 219 for \$16,088.40 was made by Mayor Williams and seconded by Councilman Whitmore. **Vote: 7-0; Motion Carried**

3. Requisition # 220: The semi-annual interest payment to the Bank of New York

- Financial Manager Post received the invoice on June 7th, 2021. The payment for approval is \$587,862.50. The Motion to approve Requisition #220 in the amount of \$587,862.50 was made by Mayor Boddie and seconded by Mayor Williams. **Vote: 7-0; Motion Carried**

B. Project Managers Reports:

Project Manager Gray began her discussion by asking Chairwoman Carr-Hurst and others to share with the board their experience at Plant Vogtle. Chairwoman Carr-Hurst, Utility Director John Martin and Councilman Whitmore shared the positive attributes of their trip.

Project Manager Laura Benz informed the board that the mitigation spreadsheet is not in the June 1st email. Per the new amendment, the board will receive payments for anything received or paid in May. Payments are expected to be received by June 14th. Currently, the anticipated bill is approximately \$41,000.00. Larger payments are due to be closing within the next couple of months.

The installation of the USGS gages was in last month's memo. It is one of the conditions in the permit and requires completion by next summer. The board tasked Project Managers Benz and Gray with several items to discuss with EPD. Project Manager Gray reached out to individuals who participated in the coordination in 2018 to determine attributes of the treatability. Per Mr. Peter, EPD, the board approved the passage of the water permit that was issued. As far as the water system permit, the board required that the work be reexamined or redone within a year. EPD will examine the previous treatability if the Water Authority can receive a letter stating there are no additional significant PDS permits or any issues that will cause a difference in water quality. Project Managers Benz and Gray submitted the letter at the end of May, and EPD is reviewing the treatability assessment completed in 2018. Feedback will be provided during the July 19th Water Authority Meeting.

The Project Managers investigated EPD's requirements for a preliminary engineering report and compared it to the Krebs report to determine whether it met the standards. EPD has several items on their checklist that they prepared for the water system permits. EPD asked the Water Authority to submit the Krebs Report to them for their review. The Project Managers recommend the board submit the final Krebs report to EPD and allow EPD to review it and go over their checklist because they are the ultimate body that governs whether it is acceptable. Due to the project's time frame, Councilwoman Nealy inquired about the overseer of the report and their level of effort.

Krebs Engineering delivered its final report to each board member. Mr. Mark Smith and Mr. Jared Jackson informed everyone that the following changes were added:

1. Comments from the board members
2. The S.F. parkway waterline

- a. The S.F. Parkway waterline is a recommended route. The cost decreased, and the net is 78.9 (half a million-dollar increase).

Project Managers Benz and Gray discussed moving forward with an RFP. They have contacted engineering firms and individuals in hopes of selecting one who can provide those services. Project Manager Gray reached out to Ms. Laurie Hulk. The position requires someone to administer the process, make sure items are posted, and the RFPs are correct. Ms. Hulk is interested. Companies are bidden on the RFP's.

The board members received proposals from Gresham Smith, Atlas Technical Consultants, and Integrated Science Engineering. The proposal was put together for supplemental work to the PER and the treatability analysis. EPD will review the report.

GEFA informed Mr. David Gray that they would like to consider the application at the November board meeting. For the consideration to occur, the authority must apply in August. Mayor Boddie inquired about entering into a formal agreement and whether there is a stop date. Attorney Davenport stated that during their last meeting, the authority concluded that if the board was going to have the application completed by the August deadline, each city needs an opportunity to receive education with this information. Per Mr. Gray and Mr. Tom Owens, the objective is to discover a financing plan that produces the cost of water in the first year.

Chairwoman Carr-Hurst informed everyone that the cities do not have enough time to decide on the August application. She further stated that the cities' budgets were affected tremendously by the pandemic, and the American Rescue Plan Act is not a dependable source. Chairwoman Carr-Hurst also inquired about the ARP funding and asked the status of applying for other grants due to the administration in Washington being on target with water reservoirs. Project Manager Gray reached out to Ms. Deborah Smith regarding grant funding. Councilwoman Nealy agreed with Chairwoman Carr-Hurst and asked were there any other concerns that may not be visible in the written draft that they wanted to review again. Per Mr. Gray, interest will incur when money is withdrawn. The reasonable time limit to withdraw money from the account is from 3 to 5 years. Councilwoman Nealy asked if the board could receive a preliminary draft by the July 19th meeting.

Ms. Rebecca Lindsay encouraged the board to consider the regularity of costs in the loan and figure out the detailed breakdown of the project.

Project Manager Gray is asking permission to submit the schedule of the budget and the final engineering report to GEFA to preserve the 10.5-million-dollar loan to update the scheduled budget and to keep it secure, and permission to use the Krebs information to supplement that loan. The Motion was made by Councilman Whitmore and seconded by Mayor Williams. **Vote: 7-0; Motion Carried**

The Project Managers are requesting authorization to submit the Krebs report per EPD's request. The Motion was made by Mayor Williams and seconded by Mayor Boddie. **Vote: 7-0; Motion Carried**

Mayor Williams inquired about the secretary's equipment and files to be utilized by the new secretary. Attorney Davenport will reach out to the former secretary to ask and retrieve those items.

Attorney Davenport mentioned that the authority cities should consider a resolution that would automatically increase the water rates yearly by a certain percentage. Attorney Davenport will present a draft resolution at the July 19th Water Authority Meeting.

- VII.** The Motion to adjourn the meeting at 8:21 pm was made by Mayor Williams and seconded by City Manager Fillingame. **Vote: 7-0; Motion Carried**



Mayor Elizabeth Carr-Hurst, Chair



Dennis Davenport, Attorney