

Middle Chattahoochee Regional Water And Sewer Authority Meeting Minutes

Tuesday, February 8th, 2022
Palmetto- City Hall
509 Toombs St, Palmetto, GA 30268

- I. Chairman Mayor J. Clark Boddie called the meeting to order at 7:00 pm.
- II. Roll Call was taken by Secretary Jessica Davis with the following board members present:

The Honorable Chairman Mayor J. Clark Boddie

The Honorable Mayor Mario Avery

The Honorable Mayor Vince Williams

The Honorable Vice-Chair 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 Minutes:**

The motion to approve the January 11th MCRW&SA meeting minutes was made by Mayor Williams and seconded by Councilman Jones. **Vote: 7-0; Motion Carried**

IV. **New Business:**

V. **Discussion and Approval:**

- RFP- Accounting and Financial Services for the Authority (Item tabled at the December 14th and January 11th Meeting)
 - Chairman Boddie informed the board of Mr. Steve Garber's position and asked if anyone had heard from Mr. Garber? Vice-Chair Fillingame stated she saw him in Union City's City Hall and assumed someone had spoken with him. Attorney Davenport thought Mr. Garber wasn't interested in the audit process position. Mayor Williams stated Mr. Garber was not interested in the accountant management position (CPA) but is interested in assisting with the preparation of the audits. Secretary Davis informed the board that the accounting position was the tabled item. Chairman Boddie asked the board members if they knew of any firms interested in the accounting position? Mayor Avery stated he could provide the board with a pool of individuals if the authority approves. Mayor Williams stated that the position allows for basic accounting, and if there is someone, the authority will allow the pooling process to proceed. Mayor Avery informed the board that he has a list of firms he can query from his Fulton County employer database, that deals with financial services and will provide the list to the board by Wednesday, February 9th to determine how to solicit the company or ask for proposals. Mayor Avery further stated that his goal is to avoid the authority from coming back to another meeting without a selection of people to choose from. City Manager Phillips stated that the board should develop a basic scope of services for the potential accountants to determine if they are interested. Attorney Davenport informed City Manager Phillips that the RFP includes the scope of services. Mayor Avery asked to whom should he send the list of financial services? Chairman Boddie and Mayor Williams asked Mayor Avery to forward the list of two to three firms to Secretary Davis, and she will distribute it accordingly. Vice-Chair Fillingame inquired about the next bond payment. Attorney Davenport stated that it is due in June and December. Mr. Dan Post is currently

processing the bond payments and preparing checks until the new accountant arrives. Councilman Jones asked if the authority needed to file 13 RFP or cancel the RFP since the board is moving forward with the pool selection process? Attorney Davenport informed Councilman Jones that when the authority receives the list of names, the board must utilize it to the mechanism of the RFP.

▪ **Business Cell Phone for the Authority**

- Chairman Boddie informed the board that Verizon requested incorporated documents from the authority. The authority is not an incorporated business. Attorney Davenport stated that the authority can provide the enabling legislation to see if it will suffice. Chairman Boddie asked Secretary Davis to provide him with Verizon's contract, and he will contact the government representative to see if there's an easy way to gain service with Verizon. Mayor Williams informed the board that the request for one phone is for Secretary Davis. Chairman Boddie will contact the representative this week.

VI. Reports:

A. Water Authority Attorney-

Attorney Davenport informed the board that the 92 South Sportsmen Club made their first lease payment for their new four-year term. The company provided Attorney Davenport with a check for \$8,926.00, and he gave it to the authority. The board should receive the next payment by February 2023.

B. Financial Report-

Attorney Davenport presented requisition #229 in the amount of \$17,081.63. Chairman Boddie inquired about the purpose of the laptop and iPad? Secretary Davis informed Chairman Boddie that the iPad is convenient for taking notes when traveling to and from meetings. The laptop is stationed and used for preparing the authority's official documents and business.

The motion to approve requisition #229 was made by Mayor Williams and seconded by Vice-Chair Fillingame.

Vote: 7-0; Motion Carried

C. Project Managers-

• **Pending Funding Application**

- **Fiscal Recovery Act:** Project Manager Andrea Gray provided a brief introduction of the pending funding application to the board. She began her report on the fiscal recovery act filed in August of 2021 for 25 million dollars. The project managers were hoping to receive the award amounts the first week of January, but the date was pushed back to January 31st. The Project Managers are waiting for the award announcement. The project managers received the announcement for the broadband communications grant. Decisions are underway, and the project managers view the grants portal daily to see if it's received.
- **GEFA Application:** Project Manager Gray informed the board that for the application to proceed, they will need the audit in hand by March 1st to submit to GEFA to be qualified for the May decision. Project Manager Gray inquired about the updates on the status of the audits? Attorney Davenport stated he didn't have an update but was the individual who had the initial email communication. Attorney Davenport will reach out to the contact. Project Manager Benz stated she reached out to Mr. James Bence earlier today because they haven't

received a response. Vice-Chair Fillingame will reach out to Mr. Garber, and Project Manager Benz will follow up with GEFA.

- **Mitigation:** Project Manager Benz informed the board that she doesn't have the proposal for the entire purchase. The Project Managers are waiting for the authority's 2.3 credits. The credits were contracted for 50,000.00 and did not go to the original person the board had previously discussed. Instead, they went to another purchaser that bought them for 85,000.00. As a result, the authority will receive a check for \$53,460.00. The purchaser did not buy the full 2.3 credits but 2.16. There are remaining .14 credits that are available. Based on current prices now, the .14 credits should allow the authority to receive payment of a little over \$4,000.00 when it sells. Project Manager Gray informed the board that for the application to proceed, they will need the audit in hand by March 1st to submit to GEFA to be qualified for the May decision. Project Manager Gray inquired about the updates on the status of the audits? Attorney Davenport stated he didn't have an update but was the individual who had the initial email communication. Attorney Davenport will reach out to the contact. Project Manager Benz stated she reached out to Mr. James Bence earlier today because they haven't received a response. Vice-Chair Fillingame will reach out to Mr. Garber, and Project Manager Benz will follow up with GEFA.
- **Mulberry:** The authority sold the property set for site mitigation. It closed several years ago, and its mitigation banking instrument was recently approved. When the approval was made, there were also stream credits attached that were not anticipated. As such, the authority is entitled to a royalty payment as those credits sell. The authority receives a royalty payment of 4 percent per credit price with a minimum of \$1200.00 per credit for the wetland credit. Wetland credits are going for half a million dollars under the new standard. They are now on an acre per acre basis instead of the eight credits per acre. The project managers have not had any contemplation about the royalty payment for the stream.

The motion to approve the bank proposal of 4 percent was made by Mayor Avery and seconded by Councilman Jones.

Vote: 7-0; Motion Carried

- **Blue creek:** The company is assisting the project managers with remarketing about 108,000 credits purchased for the reservoir. When they went back and amended their mitigation banking instrument, it adjusted the percentage of how many credits the authority had in the bank. The project managers were looking for an adjustment. For every credit sold out of the blue creek bank, the authority will receive an adjustment from 35 to 40 percent. The project managers are proposing the credit adjustment to increase from 35 to 40.1 percent. If approved, the authority will receive a payment of approximately 400,040.00 dollars.

The motion to approve the credit adjustment from 35 to 40.1 percent was made by Mayor Williams and seconded by City Manager Phillips.

Vote: 7-0; Motion Carried

The authority was originally set at 108,532.55 credits. 21,693 of those credits were resold. The original payment due including royalties is \$86,838.69.

D. Hawks Environmental-

Ms. Hawks began her report with a summary of the pre-proposal virtual meeting and stated the authority is on track with the schedule. Part of Hawks Environmental plan is to generate interest and contact firms that will be interested. Twenty-one firms attended the January 25th virtual meeting. The following questions were asked:

1. How is the project funded?
2. What is the contract time?
3. Will the pre-bid meeting attendance list be published?

Hawks Environmental answered the questions via an addendum. The addendum was posted to the website, and Hawks Environmental is requesting approval for the changes to the addendum (change of address from Union City to Palmetto, and the three questions with the answers).

The motion to approve the addendum with changes was made by Vice-Chair Fillingame and seconded by Mayor Avery.

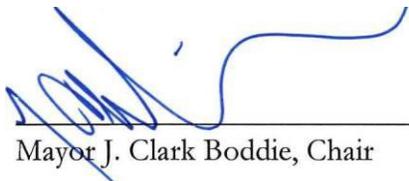
Vote: 7-0; Motion Carried

Hawks Environmental is scheduled to receive a response by February 18th at Palmetto City Hall. Ms. Hawks and Secretary Davis will be in attendance to assort and distribute the packets. Each city will have a representative assigned to pick up their packets between 4:30 and 5:00 pm. The authority is required to keep it open until 5:00 pm.

Ms. Hawks discussed the purpose and rules for the evaluation sheet. The board members will evaluate each firm and have the scores available by the March 8th Water Authority Meeting. The top-ranked firms will move on to the interview stage. After the interviews, the authority will rank and provide some final points and enter into negotiations with the owner's engineer. The dates will be selected at the March 8th authority meeting.

- VII.** The motion to adjourn the meeting at 7:37 pm was made by Mayor Williams and seconded by Councilman Jones.

Vote: 7-0; Motion Carried



Mayor J. Clark Boddie, Chair



Jessica Davis, Secretary