

Middle Chattahoochee Regional Water And Sewer Authority Meeting Minutes

Tuesday, April 12, 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 Vince Williams The Honorable Vice-Chair Sonja Fillingame
The Honorable Mayor Mario Avery The Honorable Councilwoman Tara Miller

The following board members were absent during the roll call:

The Honorable Councilman Brian Jones
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 March 8th, 2022 MCRW&SA Meeting Minutes and the March 17th MCRW&SA Special Called Meeting Minutes was made by Mayor Avery and seconded by Councilwoman Miller. **Vote: 5-0; Motion Carried**

IV. **New Business:**

City Manager Phillips arrived at 7:04 pm

V. **Discussion and Approval:**

- RFP- Accounting and Financial Services for the Authority.
 - Chairman Boddie informed the board that he received a response back from one of the firms regarding the position. The firm wrote a letter declining the offer to assist the Water Authority.

VI. **Reports:**

A. Water Authority Attorney-

Attorney Davenport did not have anything to report as the authority's attorney.

B. Financial Report-

Attorney Davenport presented requisition #231 in the amount of \$29,215.72.

The motion to approve requisition #231 was made by Mayor Williams and seconded by Vice-Chair Fillingame. **Vote: 6-0; Motion Carried**

Chairman Boddie informed the board that the authority received the Report Assets Liability Fund and balance.

C. Project Managers-

- **USGS Gages:** Project Manager Andrea Gray informed the board that the water withdrawal permit will be installed by June 2022. The Project Managers reached out to Mr. Chris Smith, USGS, who informed them that they did an additional site reconnaissance and will begin the installation within the next couple of weeks. USGS was waiting for the area to dry out. Once finished, USGS will provide the project managers with the coordinates, and it will be linked to their website for the board members to review.
- **Owner's Engineer RFQ:** Project Manager Gray reminded the board of the interview with Gresham and Smith (G&S). The project managers are available to assist G&S. The project managers proposed to meet with G&S a couple of weeks before the authority meeting to ensure everyone is on the same page. Project Manager Laura Benz informed the board that they have begun putting on a repository of information that will be available to everyone. The project managers will provide the link to G&S.
- **Mitigation:** Project Manager Benz informed the board that the credits are continuing to sell. There were some wiring issues, and the company assured Project Manager Benz that the wire would be completed today. Project Manager Benz has yet to receive confirmation. She communicated to the company that the delayed payment was unacceptable and that they'll need to fulfill their obligations.
- **GEFA Loan:** The Project Managers are waiting to receive the audits from Mauldin & Jenkins. They provided the requested information to M&J. They are working diligently to submit it by June 1st. Chairman Boddie informed the board that the authority submitted the first payment to Mr. Steve Garber.
- **COVID Relief Grant:** Project Manager Gray reminded the board that the authority was not awarded. However, there is a second grant on the horizon, and it should be available at the end of May or the beginning of June.
- **Environmental Information Document:** The Project Managers did not want to proceed until they knew that the authority was approaching the document. The project managers have a significant draft that they were able to use from the reservoir.

D. Hawks Environmental-

Ms. Danelle Murray began her report by informing the board that the memo consists of a summary of the process and scores at the end. The board elected to have the highest-scoring engineer participate in the in-person interview process. The next steps are as follows:

1. **The Contract:** Attorney Dennis Davenport stated he is in the process of reviewing the contract to create a red line version so everyone can understand what G&S have in their contract, and if it's going to be consistent with the authority's expectation.

Chairman Boddie asked Attorney Davenport if it was normal for him as the attorney to have to generate a redline version? Attorney Davenport responded no and further stated that the authority had a form of contract that is part of the RFQ package. The document that Attorney Davenport is reviewing is similar to it; but substantially different. He has to go through and create a redline document so that the board understands what those differences are. Chairman Boddie stated that he prefers for G&S to do the redline document.

Vice-Chair Fillingame stated that if it's the authority's contract, they are their terms. If G&S would like to request any changes, they can submit them to the authority, rather than Attorney Davenport having to go through each red item to determine whether or not it benefits.

Attorney Davenport had a conversation with Ms. Hawks regarding the issue. Ms. Hawks received an email from G&S with a couple of screenshots saying that there were a couple of changes they would like to make, but there were two pages of notes of things that were in general. The authority had a 40-page document that consisted of multiple exhibits. G&S had a 13-page document that was very condensed in creating the redline version. Attorney Davenport is already 16 or 17 pages in their 13-page document because he's trying to unpack all the information. Attorney Davenport stated that the board could give it to G&S to complete. Mayor Avery stated, that what Ms. Murray mentioned is standard marketing practice and procurement.

2. **Task Order number 1:** The cost estimate for task order #1 or the final project is that G&S would like to provide task order # 1 in detail and a cost estimate for #1 and work on the next task for the larger project. Mr. Randy Booker was unable to attend the meeting due to medical reasons.

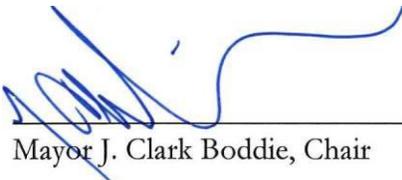
Hawks Environmental will provide the board with a summary document for the procurement after the negotiations.

Mayor Avery asked Attorney Davenport, "what would you say is the most red-light issue that you have come across thus far? Attorney Davenport stated that G&S used the same source document from the same group of engineering associations, but it's a different year, and they treated things a little differently. One of the things was alternative dispute resolution. Attorney Davenport routinely strikes out mediation and arbitration, but when G&S' document came, he received two pages of that type of document. Attorney Davenport informed them that if there were any disputes, they would try to resolve them in a 30-day window between the parties. If not, it will go to court.

Mayor Boddie acknowledged Mr. David Gray.

- VII.** The motion to adjourn the meeting at 7:23 pm was made by Mayor Avery and seconded by City Manager Phillips.

Vote: 6-0; Motion Carried



Mayor J. Clark Boddie, Chair



Jessica Davis, Secretary