

# **Middle Chattahoochee Regional Water And Sewer Authority Meeting Minutes**

Tuesday, May 10, 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 Councilman Brian Jones

**The following board members were absent:**  
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 April 12<sup>th</sup>, 2022 MCRW&SA Meeting Minutes was made by Mayor Williams and seconded by Mayor Avery. **Vote: 5-0; Motion Carried**

**IV. New Business:**

**V. Discussion and Approval:**

- RFP- Accounting and Financial Services for the Authority.
  - Chairman Boddie informed the board that he doesn't have a report on financial services for the authority and asked the board if they had anyone interested in the position, please let him know.

**VI. Reports:**

**A. Water Authority Attorney-**

Attorney Davenport provided a report on Merritt Research Services. The company has requested financial information from the authority, such as copies of audits. Attorney Davenport asked the board who should receive the request and respond. Chairman Boddie asked Attorney Davenport to send the information to Mauldin & Jenkins to handle.

**B. Financial Report-**

Attorney Davenport presented requisition #232 in the amount of \$13,701.87.

The motion to approve requisition #232 was made by Mayor Williams and seconded by Vice-Chair Fillingame. **Vote: 5-0; Motion Carried**

Chairman Boddie informed the board that the authority's name should appear on the financial report for the authority's phone bill instead of his name. Attorney Davenport will notify Mr. Dan Post's office regarding the change.

### C. Project Managers-

- **USGS Gages:** Project Manager Andrea Gray informed the board that the footings were poured for the gage, and USGS is working to construct it. The GPS was sited and will be uploaded to a website through EPD. The project is moving ahead of the June deadline.
- **Mitigation:** Project Manager Laura Benz informed the board that the authority finally received the first payment of \$491,940.74. It was sent to the authority's account as of April 18. Invoices were submitted for payment of 3002.96 stream credits for \$82,545.03 and 671.32 credits in the amount of \$18,461.42. The authority should have an additional \$100,000.00 that will appear in the account in May.
- **GEFA Loan:** The project managers informed the board that audits from 2017-2020 will be prepared before the June 1st deadline. The project managers are required to submit the 2021 audit. GEFA received notification regarding the documents needed for the August application cycle. The project managers completed the environmental information document discussed at the May meeting. The 30-page document will be submitted to EPD for review.
- **COVID Relief Grant:** The project managers informed the board that there might not be another application process. The government may award those who have already applied. Chairman Boddie asked if Fulton County has a chance to be awarded? Project Manager Gray stated that it is a chance for any application pending. Mayor Avery asked, has there been a discussion regarding the award size? Project Manager Gray stated that applicants received either all or nothing. Vice-Chair Fillingame inquired about the period for the first round. Project Manager Gray informed Vice-Chair Fillingame that the period was 2024.

### D. Hawks Environmental-

- **Owner's Engineer RFQ:** Hawks Environmental reminded the board of the top-ranked firm the authority entered in negotiation. In order to have an award, there must be a contract, scope, and fee before approval. Negotiations have been ongoing. With all three of those things, Hawks Environmental met with Attorney Davenport. Hawks Environmental informed the board that the authority agrees with everything except for two items. Attorney Davenport informed the board that the authority presented a form of contract that they wanted the vendors to use. Attorney Davenport further stated that there is one item that Gresham Smith (G&S) is working on and asked that the authority have the exception of pending the approval of this item concerning "Suspension and Number of Days." The issue is outstanding.
- Hawks Environmental stated that Ms. Rebecca Lindsey contacted the board members regarding the 1<sup>st</sup> task and the authority is currently on the 2<sup>nd</sup> and 3<sup>rd</sup>.

### E. Gresham Smith:

- **Task Order #01-00: Project Management and Project Initiation:**
  - Gresham Smith (G&S) will provide ongoing project management. This task includes a review of historic information and design documentation.
- **Task Order #01-01: A Collaboration Charter:**
  - Something G&S does in high profile, complex and important projects. G&S recommends it and considers it optional should it be engaging all stakeholders.

- **Task Order #01-02: Leed and Envision Memorandum:**
  - What the project involves. The facilities that are constructed and establishing lead certifications. Envision is a separate infrastructure focus sustainability metric organization.
- **Task Order #01-03: Project Definition and Knowns/Unknowns:**
  - Current Status of the project, previous work done by previous consultants, defining what we know and what we don't know to the degree to what we know, and critical components needed to move the project forward.
- **Task Order #01-04: Delivery Model Determination:**
  - How to deliver this project to the degree to which the authority wants to prescribe. Be very prescriptive about the criteria that the authority wants in the project or the degree to which the authority wants to rely on more performance base.
  - **Important Element:** Recognizing the value that the previous consultant provided.
- **Task Order #01-05: Supplemental Water Quality Analyses:**
  - G&S will capture three extreme water quality scenarios at the Chattahoochee River intake and test and execute the protocols.
- **Task Order #01-06: Basis of Design Refinement:**
  - Two Major Components: Updating or validating the water demand projections for the authority's customer base.
  - Valuing Engineer Effort: Take the knowns and unknowns G&S define and fold in the decision regarding the delivery model and define it further through a valuing engineer process to identify areas of exposure for the authority.
- **Task Order #01-07: Webpage and Stakeholder Involvement:**
  - Communication, awareness, and transparency about the project will pay dividends.
- **Task Order #01-08: Preliminary Opinion of Probable Construction Cost:**
  - **Updated or first robust cost estimate:**
    - Viewed as optional. This task depends on the design's knowns and unknowns. It may behoove the authority to either move it to have it done by your engaged contractor or reduce the scope to take the best and provide an updated cost estimate.
- **Task Order #01-09: Preliminary Scoping:**
  - Take everything developed and create the content to move into the RFP or RFQ stage.

Chairman Boddie asked, "in accepting task order #1, do we need to pick and choose which one we want?"

Ms. Hawks informed the board to choose whichever task make them comfortable.

Councilman Jones stated that he thinks the authority will need all nine tasks. One optional is task order 01-02 (leed envision): Does the authority need to have a building sustainable; to be able to utilize the project?

Chairman Boddie and Mayor Williams stated that Task order 01-02 can be omitted.

The Motion to approve the contract with the condition upon resolving the suspension terms was made by Mayor Avery and seconded by Councilman Jones.

**Vote: 5-0; Motion Carried**

**Task Order Compensation:**

Total before task order #01-02: \$331,121.50

Total after task order #01-02: \$5,144.00

**Grand Total: \$325,977.50**

The motion to approve the contract except for Task Order 01-02 at \$325,977.50 was made by Mayor Williams and seconded by Councilman Jones.

**Vote:5-0; Motion Carried**


Mr. Booker further reviewed the project schedule with the board members.

- ❖ Notice to proceed: May 10<sup>th</sup>, 2022
- ❖ Collaboration Charter and Kickoff Meeting: June 14<sup>th</sup>, 2022
- ❖ Review Draft Leed/Envision Memorandum: June 14, 2022
- ❖ Demand projection workshop in each city: June 2022
- ❖ Final Chartering workshop: July 12, 2022
- ❖ Review of knowns and unknowns: July 12
- ❖ Delivery model workshop: August 9, 2022
- ❖ Valuing engineering results: August 9, 2022
- ❖ Webpage Update and Stakeholder meeting June-August 2022
- ❖ Draft preliminary OPCC Review: September 23, 2022
- ❖ Preliminary scoping workshop: October 11, 2022.

Ms. Laurie Hawks informed the board that this is Hawks Environmental last meeting. She thanked everyone for their service.

- VII.** The motion to adjourn the meeting at 7:41 pm was made by Councilman Jones and seconded by Vice-Chair Fillingame.

**Vote: 5-0; Motion Carried**



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Mayor J. Clark Boddie, Chair



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Jessica Davis, Secretary