

Middle Chattahoochee Regional Water And Sewer Authority Meeting Minutes

Tuesday, December 14th, 2021
Fairburn City-City Hall
56 Malone St. S.W. Fairburn, GA 30213

- I. Chairwoman Mayor Elizabeth Carr-Hurst 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 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 November 9th 2021 MCRWSA meeting minutes was made by Councilwoman Mullis and seconded by Councilman Whitmore. **Vote: 7-0; Motion Carried**

IV. New Business:

V. Discussion and Approval:

▪ Steven Garber, Certified Public Accountant

Mr. Garber presented Chairwoman Carr-Hurst with his agreement to bring before the body. During the November 9th authority meeting, the authority discussed the need for an accountant to help with the audits. Mr. Garber is requesting \$130.00 an hour to complete the preparation of the audit. Mayor Williams stated that he doesn't have an issue with the requested compensation due to the type of work Mr. Garber will be performing. Mayor Boddie asked if Mr. Garber was an employee of Mauldin & Jenkins? Mayor Carr-Hurst informed Mayor Boddie that Mr. Garber is an independent contractor. City Manager Fillingame stated that she is pleased with Mr. Garber's service. He's very thorough and reliable.

The motion to approve the agreement with Mr. Steve Garber for the water authority was made by Mayor Boddie and seconded by Mayor Williams. **Vote: 7-0; Motion Carried**

Chairwoman Carr-Hurst asked the board how Mr. Garber will receive the audit documents? Secretary Davis has not picked up any water authority items from where they were housed at the City of Palmetto. Per Mayor Boddie, the water authority items are old, and it will be a waste of a trip for Secretary Davis to go to Palmetto City Hall. Chairwoman Carr-Hurst asked if former Secretary Beth Williford kept records of the water authority packets like the ones that Secretary Davis prepares for the board members for each meeting? Mayor Williams responded yes and stated that since Mr. Garber will be handling finances, Mr. Garber should contact Mr. Dan Post. Chairwoman Carr-Hurst said that Mr. Garber could complete his work from home, and if he needs to come into one of the three cities, we will make accommodations.

- **2022 Water Authority Meeting Schedule**

Secretary Davis prepared a 2022 water authority meeting schedule for the board to approve. Chairwoman Carr-Hurst informed the board that the bylaws state that the first meeting in January must be held in the City of Fairburn. The first meeting is an organizational meeting.

The motion to approve the 2022 Water Authority Meeting Schedule was made by Mayor Williams and seconded by Councilwoman Mullis. **Vote: 7-0; Motion Carried**

Chairwoman Carr-Hurst informed the board that January 10th is her last day as Mayor in the great City of Fairburn, Georgia. She is venturing off into other avenues. Mr. Mario Avery will assume the mayorship on January 10th. Secretary Davis is listed under the advertisement for the request of the proposal to be submitted to City Hall. Secretary Davis' last day with the City of Fairburn will be January 10th. Chairwoman Carr-Hurst further stated that Secretary Davis has done a fantastic job and believes it would be to the authority's advantage to continue to keep her as the secretary, even though she will not be working for the City of Fairburn. The bylaws do not require that the secretary be a member of the three cities. Secretary Davis will not be at City Hall to receive any of the proposals for the RFP. The authority will have to figure out another place for Secretary Davis to receive the proposals on the day they are due. Mayor Williams agreed to allow Secretary Davis to receive the RFP proposals at Union City, City Hall. Mayor Williams informed the board that Secretary Davis has done an admirable job. The authority can assist in whatever she may need for support to be able to make sure the authority continues to move smoothly. Councilwoman Mullis stated that she too supports Secretary Davis in all that she has done and continues to do. Councilwoman Mullis is glad to know that Secretary Davis will continue to support the body. Councilman Whitmore stated that Secretary Davis is like his daughter. She does a great job and is sure she will continue to provide stellar service. City Manager Fillingame stated that she concurs with everything the board members have said about Secretary Davis.

VI. Reports:

A. Water Authority Attorney-

Attorney Davenport began his report by thanking Chairwoman Carr-Hurst and Secretary Davis for assisting him with the execution of the letters of engagement for Mauldin & Jenkins. Mauldin & Jenkins requested Attorney Davenport to compose audit letters for the three years in question. Attorney Davenport completed and submitted the letters and asked the firm if they needed anything else? Mauldin & Jenkins responded they have everything they need to finalize the audits for the years in question.

At the November meeting, the board reviewed the relationship between the authority and the 92 south sportsmen club. The board unanimously approved another 4-year relationship with them. Attorney Davenport brought the agreement to be executed.

-RFP for Accounting and financial services for the Middle Chattahoochee Regional Water & Sewer Authority

Attorney Davenport informed the body that there are gaps and blanks in the RFP because he is unsure of the authority members' schedules and how they would like to proceed. One of the most critical items that Attorney Davenport recognized was Appendix C. It lists all the duties and responsibilities for whomever the board chooses. Attorney Davenport is seeking direction from the board on how to move forward with the RFP. Mayor Williams stated that he knows the board has already agreed with Mr. Garber, CPA. The authority needs a CPA who can take care of

the payments, especially the bond payments and the checks paid out for service to the authority members. Councilwoman Nealy stated that she concurs with Mayor Williams and would like to see a proposal from Mr. Garber if he is interested in the position. Mayor Williams further expressed that the board doesn't need to go back to where it once was when Mr. Dan Post was doing the audit and the CPA duties. He asked the board if the authority would want to get out of the agreement with Mr. Garber completing the preparations for the audit and asked if he is interested in being the CPA for the authority. Councilwoman Nealy asked if Mr. Garber were to do the audit, how long will it take him to complete it? The board didn't provide him with a time frame to complete the preparations. The board has yet to say how long Mr. Post will be on standby. Mayor Boddie stated that Mr. Post will be on board until he is no longer needed, per the previously passed motion. City Manager Fillingame asked if Mr. Garber's current role is to provide the work papers and to be the liaison for the authority to give to the law firm? Attorney Davenport responded yes to City Manager Fillingame's question. City Manager Fillingame stated that it would be prudent for the body to also include in the requirements that the individual handles the monitoring, reporting, and the closeout of any federal and state grants, especially since the authority is applying for several grants.

Chairwoman Carr-Hurst stated that she will speak with Mr. Garber to see if he's interested in performing the RFP for the authority and if so, he can provide us with a cost. The board members agreed to table the RFP until the January 11th meeting.

The motion to table the RFP until the January 11, 2022, authority meeting was made by Mayor Boddie and seconded by Mayor Williams. **Vote: 7-0; Motion Carried**

B. Treasurer & Financial Manager-

Councilwoman Nealy presented requisition #226 in the amount of \$31,787.60.

The motion to approve requisition #226 was made by Councilwoman Mullis and seconded by City Manager Fillingame. **Vote: 7-0; Motion Carried**

The motion to approve requisition #227 (BNY Mellon) in the amount of \$2,162,862.50 was made by Mayor Boddie and seconded by Mayor Williams. **Vote: 7-0; Motion Carried**

The motion to approve the Statements of Assets, Liabilities & Equity-Income Tax Basis was made by Councilwoman Mullis and seconded by Mayor Williams. **Vote: 7-0; Motion Carried**

C. Project Managers-

Project Manager Laura Benz emailed the board members the USGS agreement for services for USGS to install and monitor per the permit conditions. It's approximately \$15,400 for USGS to install and maintain, and all data will be available on the website.

The motion to approve the USGS agreement was made by Councilwoman Nealy and seconded by City Manager Fillingame. **Vote: 7-0; Motion Carried**

Project Manager Benz requested information regarding the mitigation and will send it before the January 11th 2022, authority meeting. The COVID relief grant is under review. For the GEFA loan

application to be completed in the May loan cycle, the authority must have the audits completed by March 2022.

Ms. Laurie Hawks emailed the board members the draft RFQ and a transmittal letter. The draft RFQ is the comprehensive scope of services. The cost may be between 1%-2% of the final outlay, and Ms. Hawks wanted to make sure that everyone was on the same page and informed the board that the cost may be \$800,000.00- \$1.5 million. The RFQ is composed of sections 1-4 with instructions, the evaluation process, and section 3 which describes the scope, background, and what respondents should submit. Section 4 describes the evaluation criteria. There are appendixes, one is the preliminary engineer report, the second is the sample owner's engineer contract that Attorney Davenport should review, and the last appendix is the required forms.

Councilwoman Shayla Nealy excused herself from this portion of the meeting.

Ms. Hawks asked the board the following questions:

1. Does the authority want to receive a paper copy or electronic copy?
 - Per the board, paper copies will be submitted
2. What address should the documents be sent to?
 - Per the board, the documents will be sent to Union City- Care of Jessica Davis
3. Is it ok to post items to the authority's website?
 - Per the board, it is ok to post items to the website
 - Per Ms. Hawks, the documents should be posted on the GA Procurement Registry. The contact information should be updated and reflect Secretary Davis as the contact person.
 - Secretary Davis created a new email account for the water authority due to her not being able to access the current account. She reached out to Ms. Gray in November regarding the issue.
4. Once the RFQ is issued, there will need to be a single point of contact.
 - Per the board, Ms. Laurie Hawks will be the contact person to take questions.
5. Should anyone else review the RFQ before it's posted?
 - Per the board, the three utility directors should receive and review the RFQ before it is posted. Ms. Hawks will send to all utility directors and copy the board members.
6. Where should the pre-proposal meeting be held? It is proposed for January 25th.
 - Per the board members, the proposed pre-proposal meeting will be held at the Union City Gathering Place Community Center- 6280 Bryant Street, Union City, GA 30291.

Page 3 consists of the schedule of events. Hawks Environmental will send the board members the final schedule before the January 11th meeting. If the schedule is approved at the meeting, Hawks Environmental will issue it on January 14th. The pre-proposal meeting is scheduled for January 25th. The deadline for the written questions is January 31st. Hawks Environmental will review the questions and send out recommendations for responses, and the board will be able to review them at the February meeting. The responses will be posted on February 4th, and the due date for the proposal will be February 18th. The final selection will be decided at the March meeting. The week of March 28th, Hawks Environmental will set up interviews and anticipates an award in April.

The goal of the project is to implement each of the project elements for the benefit of member cities to provide a safe, affordable, and quality supply of water to customers. The scope is comprehensive. Hawks Environmental received feedback from some project managers. So far, the design and the

construction are well laid out. There will be a point where the authority will have the ability to add additional services.

City Manager Fillingame stated that in regard to the preliminary engineer report, she likes the flexibility and their cost efficiencies. Hawks Environmental has included minority women firms as well.

Councilwoman Nealy has returned to the meeting

VII. Other Business:

Chairwoman Carr-Hurst reminded everyone that invoices are due by the first of each month to be compensated by the second meeting of each month.

Mayor Boddie thanked Chairwoman Carr-Hurst, Councilwoman Nealy, and Councilwoman Mullis for their long and faithful service to the authority. He further stated that it's not over yet, because the authority is on a journey, and he is sure they have enjoyed their part of the ride.

Chairwoman Carr-Hurst stated that she has enjoyed the ride during her 14 years in municipal government. The last 4 years as the Mayor of the great City of Fairburn have been very rewarding. There has been some downtime and very uplifting times. All in all, it has been a great ride. Chairwoman Carr-Hurst further stated that a person should always want to be at a point in life where they can always move on and not have any regrets. That's where she is now. Chairwoman Carr-Hurst is very pleased with the work she has accomplished as a councilperson for ten years. She is ultimately pleased with the work she has done the last 4 years as the Mayor of the City of Fairburn. Chairwoman Carr-Hurst has not only been the Mayor but the City Administrator as well. She has worn two hats in Fairburn, the first African American female Mayor of Fairburn, and the first real female administrator in the city. She is extremely proud of what she has done and accomplished, and she has no ill feelings. She retired from the State of Georgia after 25 years in Human Resources. Chairwoman Carr-Hurst is blessed to have a mother who is 90 years old who is still functioning and getting up every morning at 6:00 am to begin her day. Chairwoman Carr-Hurst is pleased and has a lot of opportunities before her. She has three grandchildren and one great-grandchild. The loss of her daughter on January 8th at 4:15 am in morning was one of the hardest days of Chairwoman Carr-Hurst's life but, she continued to do the work for the city of Fairburn. Chairwoman Carr-Hurst has enjoyed working on the authority with her colleagues for the betterment of the three cities. Chairwoman Carr-Hurst thanked the board members for allowing her to chair the authority in 2021.

Councilwoman Mullis stated that she has served 14 years on the Palmetto City Council, 8 years on the Police Department, and 35 years in law enforcement. This has been an accomplishment, and she hates having to leave the city. Her grandson passed away in 2017.

Councilwoman Nealy stated that she has enjoyed working with all the board members to ensure the endeavor that started over 20 years ago is moving forward. She has been blessed and grateful to have been the chair at the time the authority received their permit. She is excited to see where the body is going to take this next step to one of the largest projects that the region has seen in a very long time. She has enjoyed working with everyone.

Councilman Whitmore stated that he is going to miss Chairwoman Carr-Hurst, Councilwoman Nealy, and Councilwoman Mullis. He is not sure what's going to happen next month. He remembers back six years ago when he approached Mayor Williams about the water authority because of things he had read and heard in knowing that the city has been paying over a million dollars each year for over 20 years without a permit. Having a permit in the authority's hands now and moving forward is a testament to the goodwill

of this board and every one of the members represented. He wished them all the best that the future has to offer them.

City Manager Fillingame stated that she concurs with her colleagues. She is fortunate to be among her colleagues and to watch their leadership. To see how far the authority has come and everyone rallying around it for the good of our citizens in all of our communities is a beautiful thing, and you just don't find that everywhere. For City Manager Fillingame to be able to witness their compassion and passion for uplifting the region has been great. She thanked each of them and further stated that she appreciates them mightily. They have encouraged her to keep going in the spirit of public service because that is what you manifest. She also thanked each of them for leaving the door wider than when they found it for others to walk through. Her greatest wish for Chairwoman Carr-Hurst, Councilwoman Nealy, and Councilwoman Mullis is that everything they have ever dreamed of and everything they want will be right there for them. The time Chairwoman Carr-Hurst has with her mom is precious. Councilwoman Nealy has always been sweet. The staff at Union City has a close bond and enjoys working with the council. The first time City Manager Fillingame met Councilwoman Mullis; she knew it was something about her beautiful spirit that allowed them to connect. She remembers the time they were laughing in Savannah about the hotel and wishes Councilwoman Mullis nothing but greatness.

Mayor Carr-Hurst opened the floor to Mayor Williams by saying he is her brother, friend, and confidant. Mayor Williams took Chairwoman Carr-Hurst under his wings when she came to the city in 2007. He understood her and he has always been there for her even in the late hours when she would call and just needed advice. Mayor Williams began by telling Councilwoman Mullis that their friendship has been amazing and genuine. He appreciates Councilwoman Mullis for baking his daughter's birthday cake and everything she has brought to the body. Mayor Williams stated that he will save his comments for Councilwoman Nealy at their City Council Meeting. Mayor Williams said that Chairwoman Carr-Hurst has been an amazing leader not just in the city of Fairburn but in all the Metro area and beyond. There are a lot of broken hearts in our Nation, and he can share that with her because he receives the phone calls. She has been an amazing leader to the authority. Chairwoman Carr-Hurst's heart and passion for what she does is amazing. Hearing that her heart is now at peace and she's ready to spend time with her mother is certainly something God wants her to do, and we must honor God in all things. The authority appreciates the leadership she has brought to the body, the voice she has brought to the body, and the voice she has brought to South Fulton County. Mayor Williams concluded by thanking Chairwoman Carr-Hurst and he is blessed to call her sister, friend, and confidant.

VIII. The motion to adjourn the meeting at 8:12 pm was made by Mayor Boddie and seconded by Mayor Williams **Vote: 7-0; Motion Carried**



Mayor J. Clark Boddie, Chair



Jessica Davis, Secretary