

**I - Call to Order** Tray Hawkins, Chairman

**II - Invocation** Tray Hawkins, Chairman

**III - Pledge of Allegiance**

Authority Chairman Tray Hawkins (Washington County); Jeff Good (Holmes County)  
Ryan Martin (City of Bonifay) – All members were present

**IV - Citizens to Be Heard** None

**V - Minutes**

**M 1** Approval of the September 12, 2022, Board Meeting Minutes

**M 2** Approval of the August 29, 2022, Workshop Board Meeting Minutes

- August 29, 2022, Workshop minutes have been revised, adding Mr. Ryan Martin's name to the minutes

**Chairman Hawkins offered a motion, moved by Mr. Jeff Good and Seconded by Ryan Martin-Motion Carried**

**VI - Consent Agenda**

**CA 1** List of Invoices to be Paid

**CA 2** Other Items

**Chairman Hawkins offered a motion, moved by Mr. Jeff Good and Seconded by Ryan Martin- Motion Carried.**

**VII. - Finance and Administration**

**FA 1** Finance Report: YTD Budget vs. Actuals through 10/31/2022

- Mickey Joseph presented to the board that everything was going according to schedule. Nothing major to report on the adopted budget numbers.

**FA 2** Other Items

**VIII. Operations**

**OP 1** Other Items

**IX. - System Manager**

**None**

**SM 1** Other

**X.- General Counsel**

**GC 1** Board Discussion and Direction Concerning the General Manager Position

- Evan Rosenthal – Mr. Rosenthal discussed with the board that we posted a Request for Qualifications (RFQ) for a qualified firm interested in the general manager position. The RFQ was advertised in DemandStar, Holmes, and Washington Counties newspapers, the Highway 79 website, and distributed to the member counties. We received no responses for the System Manager’s RFQ; we have some options:
- Options 1. Re-advertise the RFQ for the System Manager
- Options 2. Dividing the duties and responsibilities of the System Manager duties: Finance, Account, and Budget Services will include Preparing the annual budget, accounting, and financial work, reports, etc. the Board Clerk Services duties: The required services include preparation of meeting agendas and agenda packages, attending all Board meetings and taking meeting minutes, noticing/advertising Board meetings, coordinating with Authority Board members and staff, maintaining the Authority website, serving as custodian of public records, contract tracking, and ensuring compliance with governmental reporting requirements.
- The option would be to RFP these services. The board always has discretion. They can waive the requirement of competitive bidding in the best interests of the authority at least one firm, the community, that did seem to be potentially interested in this role of some of the other functions that GSG is currently performing.
- The administrative and managerial functions. You might list those that the city, county, or member governments could perform.
- if one of the counties or the city can provide those services, we can negotiate compensation for performing these tasks.
- These are just a few options. Another option would be to find one consultant firm that takes on all the responsibilities. We’re taking our direction from the board on this issue and how the board would like to proceed.
- Chairman Hawkins, Washington County: Evan, on the accounting, do we have a scope of work to solicit an accounting firm? If you want to put it out for RFPs.
- Chairman Hawkins, Washington County: suggested that Mr. Rosenthal take the financial and accounting from the System Manager contract to create separate RFPs.
- Evan Rosenthal, NGN: Yes, the scope of work is within the RFP that was put together for the System Manager position. We could take out the financial and accounting information to create separate RFPs
- Ryan Martin, City of Bonifay: Just for accounting purposes? Yes, our city clerk has been looking at some of this, and he has some ideas and interests. Ryan Martin: Rick, can you tell us a little about what ideas and what the city might do?
- Rick Callahan, City Clerk; My understanding, you took the accounting information out of the current RFP.
- Ryan Martin, City of Bonifay: That’s what we are discussing. We took proposals for grant writing. Not taking accounting. We haven't made a decision yet. We want to hear what you have to say before we vote.
- Ryan Martin, City of Bonifay: ask the city clerk ways the city could help with these services.
- Rick Callahan, City Clerk, stated that the city might have someone that could take the accounting and administration services duties.

- Evan Rosenthal, NGN, asked if this would be an internal city employee
- Rickey “Rick” Callahan, Bonifay City Clerk, stated that it would be an additional position that the city would hire a part-time or full-time person.
- Mr. Rosenthal, NGN, asked if this position would be responsible for the accounting, financial, and administrative services. Rick, Yes
- Chairman Hawkins: What are the requirements for the city or the county to take over these duties?
- Evan Rosenthal, NGN: we did not list a certified firm in the current system manager contract. We asked for a firm with qualifications and experience in government accounting and preparing budgets. We have not been required in the original RFP, pursuant to which GSG was selected, that they would be a licensed accounting firm.
- Chairman Hawkins asked Michelle, the City of Bonifay’s attorney, if this would be a conflict if the City took over some of the board duties. The city is on the Corridor Authority Board. Michelle, the City Attorney, stated: Not really.
- Evan Rosenthal, NGN: if we keep the scope of work in the current System Manager contract. It would be limited to Budget, Accounting, and Financials. We can extract that scope and put that into an RFP. The City, Counties, and any local firm could respond to the RFP.
- Chairman Hawkins: Let's put out an RFP bid packet to the public. I like to introduce Jane Dellwo. She is the Administrative Assistant for me and Mr. Massey. She has volunteered to prepare the minutes.
- Evan Rosenthal, NGN, I want clarification on the services that GSG currently provides and that those services continue to be provided. The services would include the preparation of the board meeting agenda, board packets, all the advertising, and the custodial of records. Chairman Hawkins; yes
- Chairman Hawkins: offered a motion to put separate bids for the System Manager and the Board Clerk’s duties. Which would include the Accounting and Financial Services and budget preparation using the current scope of services in the management contract.
- Chairman Hawkins: offered a motion to have separate bids for Financial, Accounting, and Administration Services.

**Chairman Hawkins offered a motion, moved by Mr. Jeff Good and Seconded by Ryan Martin- Motion Carried.**

**GC 2** Board Consideration and Ranking of Responses Received to RFP for Grant Writing Services

- Evan Rosenthal, NGN Thank you, Mr. Chairman. We put out an RFP seeking firms capable of providing grant writing, administration, and management services. We received a total of three responses. Thank you all for completing your scoring sheets and submitting those. Tammy and I tabulated the results and scores. We want to ensure that the math is correct.
- Evan Rosenthal, NGN: Okay. The results are in, so the ranking is 240 points. Number one was DHM David Melvin Engineering, and we have a tie for second and third, Langston Associates and Intuitive Group both coming in with 183 total points. Our recommendation is to authorize staff to issue a Notice of Intended award to DHM David Melvin Engineering, the top-ranked firm, and allow the team to negotiate a proposed contract with Melvin Engineering to bring back to the board at the next meeting. We can all agree to offer a contract with Melvin Engineering. We

would ask the board also to authorize us to negotiate a proposed agreement with the second-ranked firm.

**Chairman Hawkins offered a motion, moved by Mr. Jeff Good and Seconded by Ryan Martin- Motion Carried.**

**GC 3** Other Items

**XI. - Board Items**

**BD 1** Other Items

**Adjourn – Chairman Hawkins offered a motion to adjourn.**

January 9, 2023  
Date Minutes Approved