

**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 January 9, 2023, Board Meeting 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 01/31/2023

- Rita Odom, GSG: present to the board that the budget is on track as projected

**FA 2** Other Items

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

**VIII. - Operations**

**OP 1** Status Update on the Lateral Extension

- Robert Sheets, GSG: we have received an estimate; this is a non-binding estimate for the cost of the laterals. There are two laterals- Water and Wastewater. How do we serve the new customer for water and sewer
- This will serve the new customer per water and sewer. The quotes for both lines are around \$36,000 each (72,000). If we could do both lines simultaneously, there would be some cost reductions.
- Mr. Sheets suggested to put it out for bid. Mr. Sheets stated not to bid because of the size of the machine that is needed to bore horizontally under Highway 79. The company needs the capacity to do the job; a local firm in Washington County does this kind of service and has the machine and the capacity to do the job.
- The board has a couple of options: issue an RFP/Bid
- The board could authorize the staff/GSG to get three (3) quotes

- We would enter into a reimbursement agreement with the original developer and pay for the cost upfront to get the services.
- The GSG staff will meet with the original developer to discuss the agreement and bring it back to the board at the next meeting
- we would work out in agreement with the original developer that as other connections came on, the capacity fees that we would charge them to reimburse us for our costs or the line, those capacity fees would be paid to the original developer in a 10-year time frame, the developer will be reimbursed for his upfront cost for these services
- Robert Sheets, GSG, and Evan Rosenthal, NGN: will meet with the developer to discuss the price rates and scope of services with the developer
- Chairman Hawkins, Washington County: The question for the board do we want to set our procurement policy aside and have Mr. Sheets and his staff get the three quotes to install the water and sewer lines under Highway 79 for the lateral
- Mr. Sheets and the staff will meet with the developer and negotiate with the developer their proposal and our approach and back to the board at the next meeting.
- Evan Rosenthal, NGN, it's 20,000 for the authority. You can waive the procurement policy here, and if you want to waive it and direct, as Robert and his staff, to reach out to at least three firms for quotes
- Robert Sheets and his staff to reach out to at least three firms for quotes
- Chairman Hawkins: the motion would be that we need three (3) quotes from interest firms to install the water lines.
- Working with the developer to work out an agreement for the payment for the proposed line
- We need a quote from Melvin Engineering for Construction Engineering Inspection (CEI). The contract will be brought back to the next board meeting for approval.
- Mr. Ryan Martin, City of Bonifay: Waive the procurement policy, and get at least three(3) quotes; negotiate a contract with Dr. Hawkins (developer). He will pay for these water lines, and we will pay him back.
- Chairman Hawkins: overtime the future, connections will pay Dr. Hawkins back
- Mr. Ryan Martin: I move for the motion pending Dr. Hawkins's acceptance
- Evan Rosenthal: we need direction on doing water and wastewater. We can only require Dr. Hawkins to pay for the wastewater.
- Do you want to move forward with doing water and wastewater now?
- There needs to be a workshop in the next 30-60 days with your grants consulting to discuss and apply for grants to cover the cost of the laterals
- The cost saving to install both lines, the water, and the wastewater, would be 4,000-6,000; we have paid for the pipe this cost is for the installation only.
- Chairman Hawkins: What is your recommendation to install the sewer and work with our grants team to install the water later?
- Jeff Good: I'll second based on the attorney's recommendation.
- Evan Rosenthal: the recommendation would be to do just wastewater. Yes

- Chairman Hawkins, Washington County: Mr. Sheets to bring back and find out the mobilization fees for next month. If we, if there's going to be huge cost savings to move them both forward at the same time. And, this plan for a workshop in the upcoming future with all of our boards so we can discuss.

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

**OP 2 Other Items**

**IX. System Manager**

**SM 1 Discussion of 2023 Proposed Bi-Monthly Board Meeting Schedule**

- Item moved to GC-6

**SM 2 Status Update - Revenue Sharing Interlocal Agreement Between the Authority, Holmes and Washington Counties**

- Want to ensure the counties are on schedule, approve the agreements, and issue the checks.
- Chairman Hawkins asked if Washington County paid for the last year. They had not. The county needs an invoice for payment
- Jeff Good gave an update on the Holmes County payment. We voted to sign the letter and await our attorney's signature. But a check was mailed today
- Mickey Joseph will send Washington County an invoice for payment

**SM 3 Other Items**

**X. General Counsel**

**GC 1 Board Consideration of Response Received for RFP 22-2 Board Clerk Services**

- Robert Sheets, GSG: We received one response for the Board Clerk Services, and it was from the City of Bonifay
- Evan Rosenthal, NGN: We readvertised the RFP for Board Clerk Services and the Management Services. We issued an RFP/bid for the Board Clerk and Financial Management services. These functions are currently provided under the general manager contract with GSG
- We readvertised the RFP for Board Clerk Services, with an extension date of January 31 per the board's direction at the last board meeting.
- We received one response, which is from the city of Bonifay. They have proposed to provide board clerk services for \$15,000 per year.
- Evan Rosenthal We are seeking board direction
- Robert Sheets: You have several options: you can defer for further discussion at a workshop, or you could have the city make a presentation to the board
- Chairman Hawkins: I want to discuss this at a future workshop. There is a huge difference between going monthly to a quarterly meeting for the custodian of records. We need to work out the fee if the board is going to a quarterly meeting with the City
- Ryan Martin: I motion to accept the city of Bonifay's proposal
- Chairman Hawkins: The board may do quarterly meetings that may not have been part of the city of Bonifay's proposal.

- Chairman Hawkins: I would like to discuss at a workshop with all the councilmen and the commissioners to discuss this further. The Scope of Work will be different if you go to a quarterly meeting
- Ryan Martin: the city was the only response that was received. His motion remains the same.
- Chairman Hawkins: ask Mr. Martin if there is room to negotiate the rates if the board attends a quarterly meeting.
- Mr. Ryan Martin: If the board decided to have a quarterly meeting, the city would be open to negotiating prices.
- Chairman Hawkins: we would like to have the prices negotiated prior to the signing of the contract before we move into it and have it just have it open discussion because there's quite a bit of workload difference if they're bided every month, and now we're discussing going to a quarterly basis, a huge amount of workload, you know, one-quarter of the amount of work versus,
- Jeff Good: If we can maybe get into negotiations with the City of Bonifay to discuss the prices for by monthly meeting
- Chairman Hawkins: motions to have the proposal for the City of Bonifay Board Clerk Services approval to table the board services RFP Motion failed to pass
- Jeff Goods: I would like a workshop to discuss this further with the city and countries at a future workshop.
- Chairman Hawkins motioned to table the Board Clerk Services duties with the City for a future workshop. Motion passed for discussion at a future workshop

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

- GC 2** Board Consideration and Ranking of Responses Received for RFQ 22-2 Financial, Accounting and Budget Services
- Evan Rosenthal, NGN: we received two responses:. They were Carr Riggs and Ingram and Trinity-Global Financial Group. After scoring your evaluation forms, Carr Riggs and Ingram ranked number 1 with 263 points, and Trinity is ranked number two with 199 points.
  - Carr Riggs and Ingram will need to have a representative at the workshop
  - This item will be the table for further discussion at the workshop.

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

- GC 3** Delegation of Authority to Financial Manager to Pay Routine Invoices
- Evan Rosenthal, NGN: If the board moves to bimonthly or potentially even quarterly meetings, the monthly invoices need to be paid per the bylaws and require payment 45 days after an approved invoice. Less than a monthly meeting schedule, we need a way to make sure we're paying our routine bills between meetings.
  - The resolution would essentially delegate the authority to pay all recurring authority invoices that currently have a contract. The task order or purchase order issued is \$5,000 or less

- This will allow the Finance Manager, the Chair, and any other board members that are required to sign checks to process between meetings.
- These are your utility bills, these are your certain management services, your board clerk services for that are under contracts
- Ryan Martin: will the current board members who authorized signed checks change or remained the same
- Evan Rosenthal: the board is not changing the check signing authority;

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

**GC 4** Board Consideration of Consulting Services Agreement with GSG

- GSG's contract is coming to an end. If the board wanted to issue a continuing services agreement with GSG on an as-needed basis.
- This agreement would allow GSG to negotiate a development agreement with a developer and any other complex issue that come up
- GSG's institutional knowledge that served the corridor over the last couple of years, this agreement will be structured on an as-needed work authorization basis.
- Jeff Good: how would this work if the board hires another company to do these services?
- Evan Rosenthal, NGN: we had RFP for Management Services, and with no response, we have split up these services that will provide current. You have your operations and US Water and board clerk, and you will have a finance manager.
- The board may not have a general manager to help fill the void. This arrangement with GSG will be able to come on a case-by-case basis.
- Chairman Hawkins: this is the same way the Washington County board does with CEI services. You only utilize them when needed.

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

**GC 5** Renewal of Contracts for Engineering Services with Dewberry and David H. Melvin

- Evan Rosenthal, NGN: Continue the services contracts with the engineering firms Dewberry and David Melvin
- The services agreements for Dewberry and David Melvin are due to expire in April and May 2023
- The Board to authorize the final renewal and to execute the contracts for another year

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

**GC 6** Other

- Robert Sheets, GSG, discuss with the board a future workshop date
- The board is to hold the workshop on March 20<sup>th</sup> at 6:00 pm CST; after the closing of the workshop, the regular board meeting will begin

- The meeting location will be announced to the board and the public when available.

**XI Board Items**

**BD 1** Other Items

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

April 19, 2023  
Date Minutes approved