



Georgetown Municipal Water and Sewer Service

Board of Commissioners Meeting
Minutes for October 03, 2023
4:00 p.m.
GMWSS Administration Building
1000 West Main Street

Those present:

Les Jarvis, Chairman
Glenn Williams, Board Member
Lewis Wolfe, Board Member
Jeff Klocke, Board Member
Chase Azevedo, GMWSS
Shawn Derrington, GMWSS
Jeff Nutter, GMWSS
Daryl Mulder, GMWSS

Alan Bryan, GMWSS
Barbara Bowman, GMWSS
Jeremy Wood, GMWSS
Jessica Eads, GMWSS
Todd Osterloh, STBM
Kurt Keeney, Georgetown MHC, LLC
A J Singleton, Georgetown MHC, LLC

Meeting called to order by Chairman Jarvis at 4:05 p.m. on Tuesday, October 03, 2023.

Guests included Kurt Keeney of Flagship Properties and A J Singleton of Stoll Keenon Ogden (SKO), both representing Georgetown MHC, LLC.

Quorum was present at the meeting. Jeff Klocke joined the meeting by phone at 4:14 p.m.

A motion to approve the minutes from the September 19, 2023 meeting was made by Lewis Wolfe. Second by Chairman Jarvis. Motion approved.

Chairman Jarvis amended the agenda by bringing Item No. 1 under New Business to the attention of the Board. Chase Azevedo presented the South Sewer Extension – Change Order No. 4. This item had been addressed at the previous Board of Commissioners' meeting on September 19, 2023. Kurt Keeney of Flagship Properties and A J Singleton of Stoll Keenon Ogden (SKO) were in attendance to represent Georgetown MHC, LLC. Todd Osterloh was attending the meeting by phone.

Chase Azevedo summarized the four items included in Change Order No. 4 but pointed out that the main issue for discussion was Section 4.3 - Mobile Home Park Paving.

- Change Order No. 4 includes four items on the SSE. The first three items are related to the mobile home park (MHP) and the last item includes several miscellaneous changes and credits to the entire project. A description of each change order was included in the memo. The four items for Change Order No. 4 are listed below.

1) MHP Package WWTP Decommissioning (Funded by the owner of the mobile home park)

- The subtotal amount of this change is: \$1,385,125.00 and a 90-day contract time extension.
 - 2) MHP Sanitary Flow Meter (Funded by the owner of the mobile home park)
 - The subtotal amount of this change is: \$127,600.00 and a 30-day contract time extension.
 - 3) MHP Paving (Funded by the owner of the mobile home park)
 - The subtotal amount of this change is: \$679,417.95 and a 90-day contract time extension.
 - 4) Miscellaneous Items (Funded by GMWSS)
 - The subtotal amount of this change is: \$5,918.98 and a 0-day contract time extension.
- ❖ The total amount of Change Order No. 4 is: \$2,198,061.93 and a 210-day contract time extension.

Much of the discussion about Change Order No. 4 was about 4.3 MHP Paving. Chase Azevedo informed all that he was waiting for an e-mail that would contain a breakdown of the current cost savings that were anticipated at the project close. This would provide information that could help answer questions that might arise during discussions. Examples of paving options were presented. The subtotal amount of the preferred option is: \$1,073,277.65 and a 90-day contract time extension. Paving quantities that were in the original contract would be credited back to the project. The total credit amount would be \$393,859.70. This would make the final subtotal for paving be: \$679,417.95 and a 90-day contract time extension. Near the end of discussion and after hearing comments, the consensus of the Board was non-approval of the change order regarding 4.3 MHP Paving, and the City of Georgetown needs to be involved with the final decision. Chairman Jarvis and Chase Azevedo were going to reach out to the city for help to move discussions on 4.3 MHP Paving along and a timely resolution. No action was taken at this time. Kurt Keeney, AJ Singleton, Jeff Klocke, and Todd Osterloh dismissed from the meeting at 4:47 p.m.

Jeff Klocke left the meeting at 4:47 p.m.

Chase Azevedo asked the Board to consider approving 4.1, 4.2, and 4.4 of Change Order No. 4, so he could move forward processing those items. Approval would not include anything regarding item 4.3. There was a motion made by Lewis Wolfe to approve items 4.1, 4.2, and 4.4 of Change Order No. 4. Second by Glenn Williams. Motion approved.

Purchase Orders were addressed next with a total of three (3) on the agenda.

- a) Motion to pay BL Anderson Company, Inc. in the amount of \$9,265.00 was made by Glenn Williams. Second by Chairman Jarvis. Motion approved.
- b) Motion to ratify a previous approval and pay Herrick Company, Inc. in the amount of \$19,925.00 was made by Lewis Wolfe. Second by Glenn Williams. Motion approved.
- c) Motion to pay Desotec in the amount of \$54,116.00 was made by Lewis Wolfe. Second by Glenn Williams. Motion approved.

Informational Updates (discussion only) were next. Numbers 3 and 4 were added to the agenda after printing.

1. GMWSS Administration Building HVAC Assessment Report was presented by Alan Bryan.
2. Scott County Justice Center – Availability Request was presented by Daryl Mulder and Chase Azevedo. Glenn Williams recused himself from the meeting at 5:06 p.m. and returned to the meeting at 5:10 p.m. There was no quorum for this item, so no action was taken. Discussion only.
3. Community Projects Funding was presented by Chase Azevedo.
4. Customer Complaints were addressed by Chase Azevedo. He informed the Board that a number of complaints from customers had been posted on a Facebook group and have been reported to the Attorney General's office regarding high usage on their water bills. Several of the complaints have been resolved with further investigation into the other complaints.


New Business items were next.

1. Chase Azevedo presented South Sewer Extension – Change Order No. 4 presented earlier in the meeting.
2. Daryl Mulder, Alan Bryan, and Chase Azevedo presented the GMWSS Engineering Manual Update seeking consideration for proposed updates in said Manual. Lewis Wolfe raised the concern of the Royal Spring Wellhead Protection Committee being under the auspices of GMWSS and members of the committee being insured under GMWSS' liability and D&O (Directors and Officers) policy. This was an unknown and Chase suggested having Todd Osterloh review the concern. Chase Azevedo asked the board for approval of updating the manual, omitting the section that falls under the Royal Spring Wellhead Plan Review, under 2.2.3 Plan Review. A motion to approve was made by Glenn Williams. Second by Chairman Jarvis. Motion approved.
3. Chase Azevedo presented the East Interceptor Sanitary Sewer Easement Acquisition Cost Sharing Agreement. This item was tabled for more information being needed to make a decision.
4. Barb Bowman and Chase Azevedo presented Personnel Policies and Procedures Manual Update. A motion was made by Glenn Williams to accept the proposed fee of not to exceed \$9,995.00 and authorize the execution of the Statement of Billing and Fee Arrangement with Sturgill, Turner, Barker and Moloney. Second by Lewis Wolfe. Motion approved.

Chairman Jarvis adjourned the meeting at 6:01 p.m.



Les Jarvis, Chairman



Glenn Williams, Secretary/Treasurer