

**SOUTHERN GEORGIA REGIONAL COMMISSION  
MINUTES OF THE EXECUTIVE/AUDIT COMMITTEE MEETING  
SPORTS COMPLEX & CIVIC CENTER, PEARSON, GEORGIA**

**April 26, 2018  
10:00 A.M.**

**Members in Attendance:**

Duke, Buddy  
Evans, Joyce  
Gowen, Lee  
Murphy, Peggy  
Nelson, Carlos

**Staff Present:**

Cribb, Lisa  
Schultz, Kelly  
Strom, Chris

**REVIEW AND APPROVAL OF MINUTES FOR DECEMBER 14, 2017 MEETING:**

Chair Evans called the meeting to order and then reminded those present that the minutes of the December 14, 2017 Executive Committee meeting were provided to members for their review (copy attached and made a part of these minutes). Mr. Lee Gowen made a motion to accept the minutes, and Mr. Nelson seconded the motion. Motion carried unanimously.

**REVIEW CURRENT YEAR BUDGET AMENDMENT:** Chair Evans called upon RC Finance Director, Kelly Schultz to present the current year budget amendment. Ms. Schultz reminded the executive committee each year at this time the RC performs an amendment to the initial RC budget developed at the beginning of the fiscal year. The reason for this, she stated, is that changes naturally occur during the fiscal year that cannot be foreseen. Ms. Schultz directed members to turn to the page in their packet entitled revenue comparison (copy attached and made a part of these minutes). She noted that the comparison between the approved FY2018 budget and the revised FY2018 budget illustrated a decrease in revenues of \$458,306. Directing members to turn the page, Ms. Schultz also pointed out that in the comparison of planned vs. actual expenses, there was a similar reduction in expenses totaling \$443,088. She explained that the decrease in both of these categories is, in large part, the result of the timing of grant and contract awards, staff assignment changes and other factors. A specific example of a substantial reduction in expenses she listed was with DNR Best Management Practice contractor expenses. Due to the lack of interest in one project area and a delay in the contract award in another, there have been fewer expenses in these projects than anticipated. Likewise, revenues in these project areas were reduced. Another significant portion of the total reduction in expenditures and revenues, she explained, falls within the field of workforce development. Similar to the DNR contracts, there has been a decrease in contractor expenses for job training. This change, she explained, accounted for a difference of \$232,083 in the planned vs. actual expense comparison for FY2018. Ms. Schultz then stated SGRC also experienced a significant decrease in salaries due to retirement and staff changes. Finally, Ms. Schultz pointed out that the anticipated rise in health insurance costs for FY18 did not materialize and therefore resulted in the budget decrease in this area.

Ms. Schultz then directed executive committee members to turn to the first page of the proposed budget amendment document (copy attached and made a part of these minutes). Ms. Schultz explained how to read the charts on this page and the following pages that detail each program

area. In summary, she told those present that the end result of the proposed budget amendment was a decrease of \$15,218 in revenues over expenditures from the original budget. She then asked for questions from members. Mr. Duke commented the percentage that a \$15,218 difference between the original budget and amended budgets is remarkably tiny and commended the RC and finance staff for a job well done. With no other questions or comments, Mr. Duke made a motion to recommend this budget amendment for adoption by the full council. Mr. Gowen seconded the motion, and with no more discussion, the motion passed unanimously.

**REVIEW DUES SCHEDULE FOR FY2019:** Chair Evans called upon RC Finance Director, Kelly Schultz to present the proposed dues schedule for FY2019. Ms. Schultz began by reminding members that the Department of Community Affairs mandates regional commissions use the latest population estimates for assessment of member dues each year. As such, she explained that each year around this time, the RC gathers updated population information from the U.S. Census Bureau database and compiles a new dues schedule based upon this updated estimate for each county. Ms. Schultz referred committee members to the dues schedule located in their packets (copy attached and made a part of these minutes) and began her explanation of the information presented. She explained that this document was a comparison of the current, FY2018 dues to the proposed FY2019 dues and was based upon the 2016 and 2017 population estimates respectively. She further explained that the per capita dues in this comparison remain the same across both years at \$1.25. From the documents provided, Ms. Schultz quoted the estimated population change across the entire RC region amounted to a positive difference of 1,285 people. This population increase translates, as she explained, to a \$1,606 increase in total dues anticipated for FY2019. Ms. Schultz concluded her presentation. Mr. Duke asked if a percentage increase in population was calculated. Ms. Schultz stated she had not made that calculation. Mr. Duke also asked for clarification regarding whether the per capita dues rate was changing and RC Executive Director, Lisa Cribb stated there was not a change proposed to the per capita rate of \$1.25. With no other questions, Chair Evans called for a motion to recommend the FY2019 dues schedule to the RC council for approval. Mr. Duke made this motion, and Mr. Nelson seconded the motion. With no other discussion, the motion passed unanimously.

**REPORT ON STATUS OF VALDOSTA OFFICE RELOCATION:**

RC Assistant Executive Director Chris Strom gave the Executive Committee members an update on the relocation of the SGRC Valdosta Office. He reminded members that in January 2018, the RC completed the purchase of land located off of Norman Drive in Valdosta. Mr. Strom stated that since that time, he and Lisa Cribb had taken advantage of an offer by Lowndes County to share advice related to the issuance of a Request for Qualifications (RFQ) as well as considerations for the process of constructing a new facility. Mr. Strom added that he and the Executive Director, Lisa Cribb, also researched this process independently to identify opportunities. Mr. Strom then noted that on April 13, 2018, the RC issued two RFQs. One for architectural services and one for engineering services. Each of the RFQs were announced in the Valdosta and Waycross newspapers' legal sections, on the SGRC website, and through two separate email announcements to firms known by SGRC. Mr. Strom mentioned that questions and requests had already arrived from some firms and those have been answered. Also, Mr. Strom emphasized that in announcing two separate RFQs (one for engineering and one for architectural services), the RC hoped to maximize opportunities for all firms to compete on their own merits regardless of any exclusive business partnerships they may have with other firms. Moving into a description of the next steps,

Mr. Strom reported that he and Ms. Cribb would be forming a selection committee to review responses from firms in each discipline. Following this step, the top-scoring firms would be interviewed in-person, and a final candidate for each RFQ would be identified. Mr. Strom indicated that at the May 2018 executive committee meeting he would provide a report on the responses received and the progress made to reach the selection of the final candidate. Mr. Strom concluded his report and responded to a question from Mr. Duke about the expected date to have a construction RFP issued. He stated that he and Ms. Cribb hope to be done with design work by the Fall of 2018 and are aiming to have an RFP issued for construction near the end of 2018 or very early part of 2019. With no other questions, comments or suggestions, Mr. Strom offered those present a copy of each of the RFQs for review.

**APPOINTMENT OF NOMINATION COMMITTEE:** Regarding the matter of filling vacant seats in the executive committee, Chair Evans called for a motion to appoint members of a nomination committee. Mr. Gowen moved to appoint the RC executive committee members present to the nomination committee. Ms. Peggy Murphy seconded the motion, and with no other discussion, the motion passed unanimously.

**OTHER BUSINESS:**

Chair Evans brought a suggestion to the committee regarding the distribution of meeting minutes to council members. Currently, Ms. Evans explained, all council members receive the prior month's council meeting minutes via USPS and email. She stated that in discussion with RC Executive Director and Assistant Executive Director it was agreed that the use of USPS for this purpose was redundant and an unnecessary expense. Therefore, this effort should be ended. With that point made, Chair Evans sought comments from the executive committee regarding the termination of the use of USPS to deliver meeting minutes to Council Members. With no questions, all present agreed this matter should be taken before the full council for advisement.

**ADJOURN:**

Mr. Carlos Nelson made a motion for the adjournment of the executive committee meeting. Mr. Gowen seconded. With no discussion, motion passed unanimously. The meeting was adjourned.

  
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Joyce Evans, Chair

  
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Peggy Murphy, Secretary