

Heritage Lake Special Service Area Commission

Chairman Wendy Ferrill

Tazewell County Highway Department

Tuesday, December 12, 2017 – 4:30 p.m.



Committee Members Present: Chairman Ferrill, Timothy Coan Craig Fink, James Flynn, Mike Harris, Bradley Reed

Committee Members Absent: None

Others Attending: Bob Brown, Ric Creasy, Dan Parr, Brian Mooty

MOTION BY FLYNN, SECOND BY COAN to approve minutes of the October 18, 2017, and November 14, 2017, meetings.

On voice vote, **MOTION CARRIED.**

Mr. Harris informed the committee that there are bills to be paid, so by approval of the committee the "Approval of Bills" will be added to the agenda. Chairman Ferrill explained that the State's Attorney's Office could argue both sides of the decision. Mr. Harris proceeded and stated they would back the approval of bills if there were any issues.

MOTION BY FINK, SECOND BY FLYNN to add, "Approval of Bills" to the agenda as item D.

On voice vote, **MOTION CARRIED.**

PUBLIC COMMENTS: None

The committee discussed, in great detail the process that needs to take place to proceed with Phase II Engineering. Mr. Fink began by stating even though the roads are not designed to State or County standards, there are still specifications for construction that are needed to ensure the resulting roads are built per the designs. Even a gravel road has standards as to how it's built. He explained that a proposal for bidding and contract award contains those specifications and is still needed which is a part of Phase II Engineering.

Mr. Fink further explained that if Heritage Lake Association wanted to proceed using Austin Engineering for Phase II Engineering, they would need to continue paying Austin Engineering from homeowner's association funds or funds other than SSA funds. If Phase II Engineering services are to be paid with SSA funds, the consultant would need to be selected through the procurement process of selecting an engineering firm.

Fink advised that the same would of course hold true for Phase III Engineering services, which is construction inspection and documentation services, when they were needed. He added that his full-time and part-time technical staff would be able to handle the Phase III Engineering needs in-house this year and for the foreseeable future which would provide a cost savings to the SSA as well.

Discussion ensued as to whether the County has an existing satisfactory relationship with Austin Engineering. Fink noted that to his knowledge Tazewell County has not retained Austin Engineering previously. Brown stated that the relationship does not meet the legal requirements of an existing satisfactory relationship within the Local Government Professional Services Selection Act. Fink stated the choices would be to switch to an engineering firm the County does have a working relationship with or to go through the procurement process. He added that the selection process would be open to any qualified firm or consultant who responds to the request for statements of interest, which would include Austin Engineering if they choose to respond, but the objective selection and negotiation process would be followed so there would be no guarantee that their services would be selected. Again, the legalities of this process were discussed in great detail by all members. The committee then decided, after recommendation by Brian Mooty, that representation from Heritage Lake should be a member of the selection committee.

MOTION BY FINK, SECOND BY FLYNN to approve Professional Engineering Services Procurement Policy.

On voice vote, **MOTION CARRIED.**

MOTION BY FLYNN, SECOND BY FERILL to amend Page 2, Item (d) of Professional Engineering Services Procurement Policy to add Number 7. Heritage Lake Representative.

On voice vote, **MOTION CARRIED.**

MOTION BY COAN, SECOND BY FINK to approve Construction and Materials Bidding Policy.

On voice vote, **MOTION CARRIED.**

Bills

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|---------------------------------|----------|
| Evans, Froelich, Beth & Chamley | \$17,500 |
| Quinn Johnston | \$ 3,741 |
| Black,Black and Brown | \$88,125 |
| Morton Community Bank | \$11,000 |

MOTION BY FLYNN, SECOND BY REED to approve bills as presented.

On voice vote, **MOTION CARRIED.**

Mr. Harris informed the committee needs to decide on a new time for regularly scheduled meetings. Chairman Ferrill provided a list of the newly scheduled meetings. She inquired about a time that works best for everyone. The consensus was 4:30 p.m.

Mr. Harris recessed the meeting at 5:20 p.m.

MOTION BY FLYNN, SECOND BY FINK to reopen the meeting.

On voice vote, **MOTION CARRIED.**

The members revisited Page 2, Item (d) of Professional Engineering Services Procurement Policy. The representative from Heritage Lake that was added as number 7 was not selected. Also item, (d) states "The Selection Committee shall consist of the County Engineer and two of the following as appointed by the Commission," and the two had not been appointed. After a brief discussion by all members:

MOTION BY FINK, SECOND BY COAN to accept Bradley Reed as the Heritage Lake representative, and appoint Assistant County Engineer Dan Parr and Bradley Reed to the Selection Committee.

On voice vote, **MOTION CARRIED.**

The next step is to obtain the Request for Statements of Qualifications. Mr. Fink stated he would prepare that item. Mr. Reed inquired about the timeline of the completion of that step. Mr. Fink stated he plans to have it finished and sent out by the end of the year.

Mr. Harris recessed the meeting at 5:55 p.m.

(transcribed by J. Sciortino)