

**GWINNETT PLACE  
COMMUNITY IMPROVEMENT DISTRICT (GPCID)  
REGULAR BOARD MEETING  
Atlanta Marriott Gwinnett Place  
1775 Pleasant Hill Road  
Duluth, GA 30096  
December 12, 2012**

**MINUTES**

*Attendees*

*Board Members:*      Marcy Adams              Debra Irving              Craig Kaufman  
                                 James Song              Leo Wiener              Mark Williams

*Board Observers:*      Chris McGahee, City of Duluth

*Staff:*                      Joe Allen, Glenn Wisdom

Chairman Wiener called the meeting to order at 9:06 a.m. by welcoming all in attendance.

Ms. Adams motioned to approve the proposed Meeting Agenda; seconded by Mr. Kaufman and unanimously approved.

Mr. Williams motioned to approve the Minutes from the November 14, 2012 Monthly Business Meeting, as presented; seconded by Mr. Song and unanimously approved.

**Action/Consent Items**

***Arterial Intersection Analysis Study***

Following an overview by Mr. Allen of the available SPLOST funds and proposed study purpose, Mr. Williams motioned to authorize the Chairman to execute documents between the GPCID and the Gwinnett County Board of Commissioners for the arterial intersection analysis study and for the GPCID to accept \$88,000.00 from the Gwinnett County Board of Commissioners for the completion of the study; seconded by Mr. Song and unanimously approved.

***Sidewalk Construction***

Following an overview by Mr. Allen of the available SPLOST funds and proposed sidewalk construction sites, Mr. Williams motioned to authorize the Chairman to execute documents between the GPCID and the Gwinnett County Board of Commissioners for the construction of sidewalk projects and for the GPCID to accept \$64,000.00 from the Gwinnett County Board of Commissioners for the

completion of the sidewalk projects; seconded by Ms. Adams and unanimously approved.

Following an overview by Mr. Allen on the competitive process utilized in early 2012 for the completion of six sidewalk projects by the Wolverton & Associates, Inc. and ISC, Inc. team, Mr. Williams motioned to authorize the Executive Director to execute task work order No. 2 between GPCID and Wolverton & Associates, Inc. and ISC, Inc. pursuant to the Design Build Services Agreement between the parties effective March 14, 2012 for an amount not to exceed \$64,000.00; seconded by Ms. Adams and unanimously approved.

***Approval of FY 2013 Operating and Maintenance Budget***

Following an overview by Mr. Allen of the proposed FY 2013 Operating and Maintenance budget and projected revenues, Mr. Williams motioned to adopt the FY2013 Operating and Maintenance Budget as presented; seconded by Ms. Adams and unanimously approved.

***Public Relations Assistance***

As a result of the FY 2013 Operating and Maintenance Budget adoption and the subsequent reduction in the public relations retainer line item, Mr. Williams motioned to authorize the Chairman to execute documents between the GPCID and Landmark Communications, Inc. related to public relations assistance for the GPCID; seconded by Ms. Adams and unanimously approved.

***Security Services***

As a result of the FY 2013 Operating and Maintenance Budget adoption and the subsequent reduction in the private security line item, Mr. Williams motioned to authorize the Chairman to execute the third amendment to the Security Agreement between Specialized Intelligence and Security, Inc. and the GPCID effective January 4, 2012; seconded by Ms. Adams and unanimously approved

***Treasurer's Report***

Mr. Allen presented the following account summaries for November 2012:

***Checking Account***

November 1, 2012 Beginning Balance:	\$25,569.70
November 30, 2012 Ending Balance:	\$52,905.23

***Money Market Account***

November 1, 2012 Beginning Balance:	\$1,938,706.60
November 30, 2012 Ending Balance:	\$1,931,148.63

***Certificate of Deposit***

November 1, 2012 Beginning Balance:	\$155,410.48
November 30, 2012 Ending Balance:	\$155,705.09

### ***Grand Total Account***

November 1, 2012 Beginning Balance:	\$2,119,686.78
November 30, 2012 Ending Balance:	\$2,139,758.95

Mr. Allen noted that as of November 30, the GPCID had approximately \$2.1 million in cash. He encouraged board members to review the monthly financial summary. The current cash balance and expected revenues leave an estimated \$2.4 million available at the board's discretion through the end of the GPCID lifecycle ending October 2017. This available funds balance includes the 2013 budget levels.

Mr. Wiener motioned to approve the Treasurer's Report and ratify the expenditures; seconded by Mr. Williams and unanimously approved.

### ***Executive Director's Remarks***

#### **Pleasant Hill Road Bridge Project**

URS Corporation Project Manager Erick Fry provided an overview and update of the Diverging Diamond Interchange (DDI) project. Construction activities associated with the project will be reduced during the holiday shopping period.

#### **Venture Drive Intersection Realignment**

Mr. Allen noted that discussions continue with Gwinnett officials on possible funding for the project. Stantec Project Manager Kari Ward provided an overview of the entire project and stated that final plans have been submitted to Gwinnett DOT.

#### **Public Relations Update**

Mr. Mark Rountree with Landmark Communications noted the positive articles about the area that appeared in local news outlets. Due to the board's decision to increase private security patrols during the holidays, the GPCID received coverage by WSB-TV, WSB Radio, Univision, and the CBS Atlanta affiliate station.

### ***Executive Session***

Mr. Williams motioned to enter into executive session to discuss an employment issue; seconded by Mr. Kaufman and unanimously approved. At the conclusion of the discussion, Mr. Williams motioned to end the executive session and return to the public business meeting; seconded by Ms. Adams and unanimously approved.

### ***Open Session***

Ms. Adams motioned to increase the FY 2012 Operating and Maintenance budget salary line item by \$5,000.00 and the associated payroll taxes line item by the appropriate percentage amount; seconded by Mr. Williams and unanimously approved. The board directed Mr. Allen to coordinate with Mr. Rainey on an employee compensation review process.

The meeting adjourned at 10:15 a.m. The next scheduled meeting is 9:00 a.m. on January 9, 2013. The meeting will not occur at the Atlanta Marriott Gwinnett Place, 1775 Pleasant Hill Road, Duluth.

Approved by the Board this  
13 day of February, 2013.



Secretary