

**GWINNETT PLACE  
COMMUNITY IMPROVEMENT DISTRICT (GPCID)  
REGULAR BOARD MEETING  
Gwinnett Commerce Center  
3700 Crestwood Parkway  
Lower Level Conference Room  
Duluth, GA 30096  
November 12, 2008**

**MINUTES**

*Attendees*

*Board Members:* Marcy Adams            Casey Coffey            Tom Wheeler  
Mark Williams            Glenn Wisdom

*Staff:* Joe Allen            Dave Rosselle

*Consultants:* Jeff Corbin, Landmark Communications, Inc.  
John Mason, HDR  
Lynn Rainey, Board Counsel

Chairman Mark Williams called the meeting to order at 9:00 a.m. by welcoming all in attendance.

Mr. Coffey motioned to approve the proposed meeting agenda; seconded by Mr. Wisdom and unanimously approved.

Mr. Wheeler motioned to approve the October 8, 2008 Board Meeting Minutes; seconded by Ms. Adams and unanimously approved.

**Action/Consent Items**

***On-Demand Consulting Engineering Professional Services Agreement***

Mr. Allen presented the RFP Review Team's recommendations related to the awarding of On-Demand Consulting Engineering Professional Services. Mr. Allen explained that over the past two months, Mr. Wiener, Mr. Wisdom and the CID staff have reviewed the nine proposals submitted by various firms and interviewed four of the consultants. As part of the process, the team asked for hourly rate reductions and had five finalists respond to two hypothetical work/project orders. As a result, the team recommends to the Board that for any project/work order valued at less than \$25,000.00, the work would be automatically awarded to and performed by its recommendation for Prime Consultant, Street Smarts, Inc. Given that the Board had previously established a policy threshold that any project/work order over \$25,000.00 requires an automatic bid process to be initiated, the team recommends that any project/work order valued above \$25,000.00 would be bid out to the following consultants as a policy unless circumstances cause the staff to recommend a broader pool of

consultants, or a more specialized skill set: Street Smarts, Pond and Company, Moreland Altobelli Associates and Wolverton and Associates. The team recommended that whichever consultant had the most competitive bid response based on expertise and cost would be awarded to perform the task. Mr. Wheeler inquired as to how the differing "cost of labor" for comparable job levels was considered in evaluating the proposals. Mr. Allen responded by saying that this cost labor cost comparison chart was only one part of the evaluation. Mr. Wisdom added that the interviews with the vendors were also taken into account. Mr. Williams also pointed out that various firms have differing areas of strength. Following discussion, Mr. Wheeler motioned to authorize the Chairman to negotiate and execute agreements between GPCID and Street Smarts, Inc., Pond and Company, Wolverton & Associates, and Moreland Altobelli Associates, Inc. for the On-Demand Consulting Engineering Professional Services on an annual contract and to set the maximum work order cost point for award to the Prime Consultant at \$20,000.00 and further stipulated that if the total amount of work orders given to the Prime Consultant Street Smarts, Inc. exceed a rolling 12-month total of \$100,000.00, that the work order be bid to the four pre-approved consultants or re-evaluated by the Board for award to the Prime Consultant; seconded by Mr. Coffey and unanimously approved.

#### ***Annual Audit***

Upon the recommendation of Mr. Allen, Mr. Wheeler motioned to authorize that the Executive Director execute documents between GPCID and Howard & Smith for the annual audit of the CID's financial position as of December 31, 2008 and the related statements of activities and cash flows for FY2008 for a base amount not to exceed \$8,400.00; seconded by Mr. Coffey and unanimously approved.

#### ***Interstate Beautification***

Upon the recommendation of Mr. Allen, Mr. Wheeler motioned to authorize the Executive Director to direct Atlanta Pine Straw, Inc. to install 3,150 bales of pine straw at the Pleasant Hill Road and Steve Reynolds Boulevard landscaped ramp areas for a base amount not to exceed \$14,962.50; seconded by Ms. Adams and unanimously approved.

## **REPORTS & REMARKS**

### ***Treasurer's Report***

Mr. Rosselle presented the following account summaries for October 2008:

#### **October 2008**

##### ***Checking Account***

October 1, 2008 Beginning Balance:	\$ 19,979.65
October 31, 2008 Ending Balance:	\$ 22,000.97
General Ledger Balance:	\$ 20,347.73

##### ***Money Market Account***

October 1, 2008 Beginning Balance:	\$ 825.02
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October 31, 2008 Ending Balance: \$ 810.02  
General Ledger Balance: \$ 810.02

***Georgia Fund 1 Account***

October 1, 2008 Beginning Balance: \$ 958,028.12  
October 31, 2008 Ending Balance: \$1,166,272.87  
General Ledger Balance: \$1,166,272.87

***Grand Total for Three Accounts***

October 1, 2008 Beginning Balance: \$ 978,832.79  
October 31, 2008 Ending Balance: \$1,189,083.86  
General Ledger Balance: \$1,187,430.62

Mr. Wheeler motioned to approve the Treasurer's Report and ratify the October 2008 expenses; seconded by Mr. Coffey and unanimously approved.

***Board Member Remarks***

Ms. Adams reported that the County SPLOST was successfully passed by the voters and that the work of the citizen selection committee will continue until April/May to evaluate alternative projects for funding.

***Consultant Remarks***

Mr. Rainey discussed the complaint filed with the State Ethics Commission by Common Cause against numerous parties, including the CIDs, concerning educational outreach efforts related to the TAD referendum. He has drafted a response which has been distributed to the Board and which he will file. He will keep the CID Board advised of future developments. He advised the Board that he did not believe any violation has occurred.

***Special Presentation***

Mr. John Mason, HDR, presented an overview of Light Rail Transit Technologies related to the I-85 Corridor Light Rail Feasibility Study. The GPCID co-sponsored this study. Heavy Rail, Light Rail, and Modern Streetcar were contrasted. The Board was encouraged to review the handout and submit priorities for the GPCID to Joe, to forward to Mr. Mason.

***Executive Director's Remarks***

Mr. Allen reviewed items in the Board Members' Meeting Reference Binder:

- Preliminary GPCID budget for 2009
- Overview of the CID hiring a lobbyist in connection with upcoming federal funding opportunities
- TAD referendum approval and subsequent action
- I-85 Landscape Beautification Master Plan, Phase II RFP. The Governor has lifted his outdoor watering ban.
- Annual Legislative Luncheon planned for December 4, 2008

- I-85 billboard promoting Gwinnett Place during the holiday season

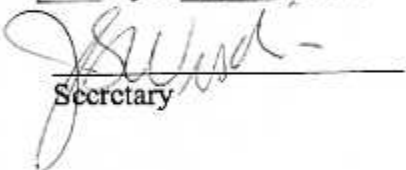
***Public Comment***

Mr. David Post, Future Security, suggested that if the District has a stop on a new light rail system that consideration needs to be made to have a security team at the station.

The next Board meeting will be held December 10, 2008 beginning at 9:00 a.m. at the Gwinnett Commerce Center lower level conference room.

The meeting was adjourned by unanimous acclamation at 10:25 a.m.

Approved by the Board this  
10<sup>th</sup> day of ~~Dec~~ 2008.

  
Secretary

# GWINNETT PLACE CID BOARD OF DIRECTORS SIGN-IN SHEET

<b>Meeting Date:</b> November 12, 2008	<b>Meeting Time:</b> 9:00 a.m.
<b>Location:</b> Gwinnett Commerce Center, 3700 Crestwood Parkway	<b>Room:</b> Lower Level Conference Room

Name	Company	Address	Phone	Fax	E-Mail
Del Clark CHRIS KINGSBURY MA	Ga. Power MA		4/506-7447		delclark@southemco.com
Chris M. Galloway	CITY OF DUBLIN				
Tim Beck	United Consulting				
Betty Malib	REMAX Professionals - Commercial				
ART SHELDON	GTA B				
SIMON ARPIARIAN	KAUFMAN REALTY Pebblestone				SIMON@KAUFMANINC.COM
RANDY HUFFMAN	landscape Group		7-560-3490		