Board of Commissioners Agenda Meeting
Courthouse Commission Chambers
January 25, 2022 – 6:00 p.m.
Minutes

Members Present:
Chairman John Daniell via Zoom
Commissioner Mark Thomas
Commissioner Chuck Horton
Commissioner Amrey Harden
Commissioner Mark Saxon via Zoom

Staff Present:
Daniel Haygood, County Attorney
Justin Kirouac, County Administrator
Holly Stephenson, County Clerk
Wes Geddings, Finance Director
Jody Woodall, Public Works Director
Alex Newell, Internal Services Director
Miranda Barker, Operations and Projects Coordinator
Cindy Pritchard, KOCBC Director
Diane Baggett, Communications Manager

Call to Order: 6:00 p.m.
Commissioner Amrey Harden called the meeting to order and stated that participants using Zoom may comment by using the raised-hand feature.

Pledge of Allegiance:
County Clerk Holly Stephenson led the Pledge after a moment of silence.

Approval of Agenda:
Commissioner Amrey Harden requested Item 4.1 removed from the agenda: Supplemental Resolution for the Approval of the Final Terms of the OCIDA Taxable Revenue Bonds (Economic Development Project) Series 2022 and for the Approval of the Final Form of the IGA with OCIDA.

ACTION:

Motion:	Chuck Horton made a motion to amend the January 25, 2022 Agenda with the removal of Item 4.1.
Second:	Mark Thomas
Voted in Favor of Motion:	Mark Thomas, Chuck Horton, Amrey Harden, Mark Saxon
Voted Against Motion:	None
Final Action:	**Motion Passed.**

Statements and Remarks from Citizens:
None.

Statements and Remarks from Commissioners:
Commissioner Harden reported that due to the market condition, the bond supplemental resolution scheduled for today has been rescheduled for Thursday, January 27th at 5pm. The IDA meeting has also been rescheduled for the same day at 4pm.

Proposed Changes to the Fiscal Ordinance:

Presented by: Wes Geddings, Finance Director

Discussion: Finance Director Wes Geddings presented the Board a PowerPoint of tables with proposed updates to the Fiscal Policy, which was last updated on February 6, 2018.
The tables highlighted proposed changes in verbal quotes, aligning bid limits with the State limits, spending approvals and updated payment procedures to include a purchasing card program. Some minor proposed changes to the budget transfer process, deletion of a no longer existing fund, changing language in regards to payments, cooperative purchasing modifications, blanket PO revisions, removing fixed asset language, increasing special revenue management funds to $10,000, and assignment of fund balance. A Purchasing Card Program Manual was created to add to the update.
Commissioner Harden confirmed the purchasing card would eliminate the current county credit cards. Also, clarified credit limits on each P card would be different based on needs.
Commissioner Horton asked for clarification on how people in each department would be issued a card. They will be specifically assigned to a user with a unique PIN number and reconciliation will be done very quickly.
Commissioner Saxon asked how this would affect finance staff and workload to which Wes Geddings replied there should be no extra workload.

On consensus, this item will be placed on the Consent Agenda at the February 1, 2022 Regular Meeting.

The Public Comment Period was opened and there was no Public Comment.
Commissioner Harden asked if there were "raised hands" via Zoom and there were none.

2nd Quarter FY22 Financial Update:

Presented by: Wes Geddings, Finance Director

Discussion: Finance Director Wes Geddings presented the Board the status of the 2nd quarter of FY22 which is the mid-way point:

- General Fund revenues and expenditures as compared to budget
- SPLOST and LOST distributions as compared to prior fiscal year
- Water Recourse Department revenues and expenses as compared to budget

Commissioner Horton commented on funds being used to benefit the county and citizens.
Commissioner Thomas asked about District Attorney Office expenditures being over what would be expected for the mid-year. Wes Geddings explained that an allocation payment is made up front to that department.

The Public Comment Period was opened and there was no Public Comment.
Commissioner Harden asked if there were "raised hands" via Zoom and there were none.

Discussion of KOCB Proposed Bylaw Updates:

Presented by: Cindy Pritchard, Keep Oconee County Beautiful Commission Director

Discussion: KOCBC Director Cindy Pritchard presented the Board with proposed Bylaw changes to adjust the number and terms of commission members along with the definition of a quorum for the Commission.
Commissioner Harden confirmed that members can be reappointed at the end of a term.

On consensus, this item will be placed on the Consent Agenda at the February 1, 2022 Regular Meeting.

The Public Comment Period was opened and there was no Public Comment.
Commissioner Harden asked if there were "raised hands" via Zoom and there were none.

Discuss 2022 Resurfacing Bid Award:

Presented by: Jody Woodall, Public Works Director

Discussion: Public Works Director Jody Woodall presented to Board information on the annual resurfacing contract. Of the five bids received, Garrett Paving Company, Inc. was the lowest bidder, coming in lower than the budgeted amount for resurfacing. The contractor is agreeable to adding additional roads to meet the budgeted amount. Public Works recommends awarding the FY22 resurfacing contract to Garrett Paving Company, Inc. with a not to exceed price of $2,512,800 and authorizing the Chairman to sign necessary documents.
Commissioner Horton asked whether additional roads would require an additional bid. Both Jody Woodall and Justin Kirouac explained the contract is scalable so additional roads can be added without re-bid.
Commissioner Thomas confirmed the paving quoted would include patching prior to resurfacing.

On consensus, this item will be placed on the Consent Agenda at the February 1, 2022 Regular Meeting.

The Public Comment Period was opened and there was no Public Comment.
Commissioner Harden asked if there were "raised hands" via Zoom and there were none.

Department Key Performance Indicator (KPI) Metrics Presentation:

Presented by: Alex Newell, Internal Services Director

Discussion: Internal Services Director Alex Newell presented a PowerPoint to the Board explain the work put into developing KPI's to capture department activity and goals over the last six months. The two categories of KPI's are: performance measures which have a target where a department can succeed or fail to reach the target; and workload indicators measuring activity of the department. The KPI Dashboard was developed to graph how departments are meeting goals. KPI's were listed for each departments and observations made from this data were highlighted.
County Administrator Justin Kirouac thanked Alex Newell and Miranda Barker for their work on this project. The end goal is also to have a public dashboard also.
Commissioner Harden asked how often the dashboard is updated and whether all staff has access. Alex Newell responded that the dashboard is updated monthly and at this time, only department heads and management have access.

The Public Comment Period was opened and there was no Public Comment.
Commissioner Harden asked if there were "raised hands" via Zoom and there were none.

Meeting Adjourned:

Motion:	Mark Saxon made a motion to adjourn the meeting.
Second:	Chuck Horton
Voted in Favor of Motion:	Mark Thomas, Chuck Horton, Amrey Harden, Mark Saxon
Voted Against Motion:	None
Action/Motion:	**Motion Passed.**
Meeting Adjourned:	6:54 p.m.

John Daniell, Chairman — Date: 2-1-22

Holly Stephenson, County Clerk — Date: 2-1-22