

TO: FINANCE, AUDIT AND ADMINISTRATION COMMITTEE

FROM: MR. KEN RIVERS, CHAIRMAN, FINANCE, AUDIT AND ADMINISTRATION
COMMITTEE
THREE RIVERS REGIONAL COMMISSION

SUBJECT: MINUTES OF FINANCE, AUDIT AND ADMINISTRATION COMMITTEE MEETING

The Finance, Audit and Administration Committee held a meeting at 12:01 p.m. on Thursday, August 24, 2023 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers presided over the meeting; he called the meeting to order and welcomed the members. The roll call was taken and the following individuals attended:

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County
Mr. Terry Nolan, Non-Public Member, Butts County
Mr. Dustin Koritko, Council Member (Mayor Pro Tem), City of Newnan
Mr. Doug Hollberg, Mayor, City of Griffin
Mr. John Rainwater, Lt. Governor's Appointee

Council Members in Attendance

Ms. Kathy Knowles, Non-Public Member, Heard County
Ms. Charlene Glover, Mayor, City of Greenville

Staff Present

Mr. Mark Butler, Executive Director (via Zoom)
Ms. Kim Bennett, Finance Director
Ms. Mandy Nicholson, Human Resources Director
Ms. Jan Perez, Executive Administrator
Ms. Jeannie Brantley, Planning Director/Interim Transit Operations Manager
Mr. Paul Jarrell, Senior Planner
Ms. Stephanie Wagner, Planner
Mr. Tommy Kennedy, Transit Program Director

APPROVAL OF THE JUNE 22, 2023 AND JUNE 28, 2023 SPECIAL CALLED MEETING MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the June 22, 2023 and June 28, 2023 Special Called Meeting minutes. Mr. Terry Nolan made the motion to approve the June 22, 2023 (regular meeting) minutes and June 28, 2023 Special Called Meeting minutes; it was seconded by Mr. Dustin Koritko and carried unanimously.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked for a motion to approve the agenda. Mr. Koritko made the motion to approve the agenda; it was seconded by Mr. John Rainwater and carried unanimously.

REVIEW OF EXECUTIVE DIRECTOR'S JUNE AND JULY EXPENDITURES (action item)

Committee Chair Rivers presented this portion of the agenda. He advised the members that the Executive Director's expenses for June were \$0.00 and his July expenses were \$481.54 for an office chair and digital subscriptions. **FORMAL ACTION: Committee Chair Rivers asked for a motion to approve the Executive Director's June and July expenditures. Mr. Rainwater made the motion to approve the Executive Director's June expenditures in the amount of \$0.00 and July expenditures in the amount of \$481.54 for an office chair and digital subscriptions. Mr. Nolan seconded the motion. Committee Chair Rivers asked if there were any questions; hearing none, he called for the vote and the motion carried unanimously.**

FY'22 AUDIT EXPLANATION

Ms. Kim Bennett, TRRC's Finance Director, presented this portion of the agenda and advised that it was for informational purposes only. She gave a brief background on the two (2) findings from the FY'22 audit. Ms. Bennett advised that procedures have been in place for several years to prevent these types of findings from happening. Previous Finance staff did not fully communicate with the auditor concerning journal entries and when they were placed into the accounting software system. TRRC has a stable Finance staff and Ms. Bennett has been in contact with the auditor about the reconciliation process for FY'22; there is good communication between the Finance staff and the auditor with both parties aware of journal entries, information placed into the accounting software system, etc. Ms. Bennett advised the committee that the auditor will be in the office on October 2, 2023 to begin the FY'23 audit.

APPROVAL OF REVISED FY'23 BUDGET (action item)

Ms. Bennett presented this portion of the agenda. A copy of the Revised FY'23 Budget was provided to the committee members and the full council for their review. Ms. Bennett advised that she delayed presenting this topic since she wanted to give the committee and council actual numbers for the revised FY'23 budget. Committee Chair Rivers asked if there were any questions; Ms. Bennett answered questions from a committee member. **FORMAL ACTION: Mr. Nolan made the motion that the Revised FY'23 Budget be adopted as presented; Mr. Rainwater seconded the motion. Committee Chair Rivers asked if there were any questions; hearing none, he called for the vote and the motion carried unanimously.**

CONTRACTS WITH THE CITY OF THOMASTON FOR THE DEVELOPMENT OF AN URBAN REDEVELOPMENT PLAN (action item)

Ms. Jeannie Brantley presented this portion of the agenda. She advised the committee that the TRRC Planning Department staff assisted the City of Griffin with their own Urban Redevelopment Plan. In the past, Chairman Doug Hollberg, Mayor of the City of Griffin, has complimented the Planning Department staff several times concerning the plan that was developed for Griffin. The City of Thomaston has requested the TRRC Planning Department staff assist with the development of an Urban Redevelopment Plan. According to the contracts, TRRC will receive compensation in the amount of \$30,000 from the City of Thomaston; the contracts are in effect from August 1, 2023 to April 30, 2024. Ms. Brantley answered questions concerning the Urban Redevelopment Plan, which area in Thomaston would be affected by the plan, etc. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Contracts with the City of Thomaston for the Development of an Urban Redevelopment Plan; Mr. Koritko seconded the motion. Committee Chair Rivers asked if there were any questions; hearing none, he called for the vote and the motion carried unanimously.**

APPROVAL OF AUTHORIZING RESOLUTION FOR THE FY'25 5304 PROJECT APPLICATION (action item)

Ms. Brantley presented this portion of the agenda. She advised that the Planning Department will complete an annual application for the Georgia Department of Transportation (GDOT) 5304 Program, which is due on September 30, 2023. The 5304 Project involves activities in coordination with the Georgia Transit Authority, as well as development of Transit Development Plans, which serve as tools to assess the needs, cost and effectiveness of the transit program for respective counties. During FY'25, the Planning staff will focus on Upson County and its needs. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Authorizing Resolution for the FY'25 5304 Project Application; Mr. Koritko seconded the motion. Committee Chair Rivers asked if there were any questions; hearing none, he called for the vote and the motion carried unanimously.**

AUTHORIZATION FOR FILING TRANSIT GRANT APPLICATIONS (action item)

Mr. Tommy Kennedy presented this portion of the agenda. He advised the committee members that TRRC receives several grants to operate the Transit system and that it is now the time to apply for FY'25 grants, such as GDOT 5311 Rural Transit, GDOT Mobility Management, GDOT Transit Trust Fund Program, 5307 Transit and DHS (Department of Human Services) grants. Mr. Kennedy advised that the largest grant is the GDOT 5311 Rural Transit, which is due on September 30, 2023. Mr. Kennedy asked the members for their consideration in approving and authorizing the Executive Director to execute and file transit grant applications for FY'25. **FORMAL ACTION: Mr. Koritko made the motion to approve and authorize the Executive Director to execute and file Transit Grant Applications for FY'25. Mr. Nolan seconded the motion. Committee Chair Rivers asked if there were any questions; hearing none, he called for the vote and the motion carried unanimously.**

OTHER BUSINESS

There was nothing presented under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

Committee Chair Rivers advised that the Finance, Audit and Administration Committee will meet on Thursday, September 28, 2023 at 12:00 p.m.; more details will follow.

ADJOURNMENT

Mr. Nolan made the motion to adjourn the meeting; it was seconded by Mr. Koritko. Committee Chair Rivers adjourned the meeting.

Ken Rivers, Chairman
Finance, Audit and Administration Committee