

**HIGHWAY 78 COMMUNITY IMPROVEMENT DISTRICT (CID)
REGULAR BOARD MEETING
Snellville City Hall
February 28, 2007**

Attendees

Board Members:

Ken Shiver	James Corcoran	Jimmy Norton
Dwight Harrison	Gary Custar	Forrest Adair

Brett Harrell, Executive Director; Rockie Sapp, Executive Assistant; Bill Gower, Treasurer

Absent: Kenny King, Dean Robinson

Special Guests: Jeff Timler, Jessica Roth and Alison Starnes, City of Snellville; Jimmy Adams, Eric Tatum, Jay Winter and Callie W. Kaiser, PBS&J; Brock Smith, Gwinnett County Economic Development; Nick Masino, Gwinnett Chamber; Diane Maier, Angel Fielder, Dave McMullen, Nathan Fleming and Abby Headrick, redpepper; James Pugsley, Gwinnett County Planning; Wayne Currie, Solid Rock Development; Muriel Costabile and Nancy Acker, Residents at Villas; MB Strickland, HOA Lake Lucerne; Denise Lawton, Snellville Resident

Call to Order

Board Chairman Adair called the regular meeting to order at 2:02 pm. Mr. Adair invited Board Members and guests to introduce themselves.

Julie Dowdy presented the CID Board with a Clean Air Campaign Partnership Certificate.

MINUTES

Approval of Meeting Minutes

Mr. Custar motioned to approve, seconded by Mr. Norton, the January 24, 2007 Meeting Minutes – unanimously approved.

Discussion Items

Authorize Chairman to execute PMAs with Gwinnett DOT – Brett Harrell included a detailed memo in the Board meeting binders explaining a proposed agreement with the Gwinnett DOT that would allow the CID to act as project manager for the various U.S. 78 corridor improvements. Mr. Harrell recommended that the Board authorize the Chairman to execute the agreement between the Highway 78 Community Improvement District and Gwinnett County for various U.S. 78 corridor improvements. Mr. Harrison motioned to approve and Mr. Norton seconded – unanimously approved.

Authorize Chairman to engage Gresham Smith & Partners for the Rockbridge to Davis Project – Mr. Harrell recommended the Board authorize the Chairman to execute and agreement with Gresham Smith and Partners for the Rockbridge to Davis parallel access route in the lump sum

amount of \$259,674.27. Gresham Smith and Partners prepared a scope of services and cost proposal for the parallel circulator route extending from Rockbridge Road to Davis Road. Ken Shiver motioned to approve seconded by Mr. Harrison – unanimously approved.

Authorize Chairman to engage PBS&J for the Pedestrian Bridge project – PBS&J prepared a scope of services and revised cost proposal for the Pedestrian Bridge crossing the Yellow River. Mr. Harrell recommended the Board authorize our Chairman to execute a work order with PBS&J for the Pedestrian Bridge at the Yellow River project in the amount of \$162,979.51. Mr. Custar motioned to approve seconded by Mr. Shiver – unanimously approved.

Authorize Chairman to engage Smith & Howard, CPAs for annual audit – Bill Gower stated that each year the Highway 78 Community Improvement District engages an outside auditing firm to examine our financial records. Mr. Gower recommended that the Board authorize the Chairman to execute the engagement letter with Smith & Howard, PC to prepare our 2006 Annual Audit for a cost not to exceed \$7,500. Mr. Custar motioned to approve seconded by Mr. Harrison – unanimously approved.

Public Relations – The redpepper firm presented the Board with the proposed new CID brand/identity. The new identity, that was voted on and approved by the subcommittee was, “evermore CID”. The Board was shown a PowerPoint presentation and given detailed reasons why this identity was chosen. redpepper provided examples of ads, signage, letterhead and merchandise for the Board. Chairman Adair asked for a motion to approve the new identity. Mr. Norton motioned to approve seconded by Mr. Custar – unanimously approved. Mr. Shiver was not present.

Approve Bookkeeping/Accounting expenditure – Board Chairman Forrest Adair requested the Board support a monthly expenditure of \$250 as partial compensation for the ongoing financial management services provided by Bill Gower. Mr. Adair said that he had discussed this with the Executive Director Brett Harrell and he supported the action. Mr. Adair informed the Board that Mr. Gower had provided twice monthly check writing, processing of accounts payable, reconciliation of monthly bank statements, monitoring of accounts receivable, investment recommendations for surplus funds and numerous other financial management and oversight tasks. Mr. Adair motioned to approve seconded by Mr. Harrison – unanimously approved.

Discussion Items

Park Place Activity Center – Rockie Sapp gave a brief description of the first Public Meeting for the Park Place Activity Center Study that was held on January 29, 2007. She gave a list of future meeting dates for the study and encouraged the Board to attend and invite any other business/property owners located along the corridor.

CID Alliance – Chairman Adair shared with the Board his reaction to attendance at several recent CID Alliance meetings Mr. Adair recommended the Board reconsider support for the 12 principles articulated by the Alliance regarding transportation funding. After further discussion

the Board authorized the Chairman to instruct the Executive Director to send a letter to the Alliance in support of the 12 principles.

City of Snellville Economic Development Update - Ali Starnes, Economic Development for City of Snellville, handed out two documents for the Board to review including the welcome letter in which the CID is mentioned that is given to new businesses in Snellville and an outline of her presentation. Ms. Starnes listed several properties and businesses located along the corridor that she has been in contact with and what their status/future plans are. She finished her presentation with a short question and answer with the Board.

Board Reports

Chairman's Remarks – Mr. Adair shared with the Board three topics resonating from a recent meeting with our sister CIDs and Commissioners Beaudreau and Green, Crime in our area is low; however. First, he expressed concern for migrating crime and asked the Board to be ever aware. Second, he reminded the Board that the CIDs reauthorization would be approaching soon and that the CID would be the first in the county to undergo reauthorization. Third, Mr. Adair again mentioned the importance of transportation funding.

Treasurer's Report – Mr. Gower provided the Board the CID's monthly Checkbook Statement and Balance Sheet. The January statement was provided

Staff Reports – Mrs. Sapp reported briefly on the progress of both the maintenance and security team.

Executive Director's Update – Mr. Harrell referred to his monthly report included in the Boards Meeting notebooks and provided details and activities on many topics including funding, public relations and economic development. He gave updates on the Park Place Activity Center, Partnership Gwinnett and Tax Allocation District just to name a few. Mr. Harrell informed the Board that the number of parcels left to be acquired by the Georgia DOT is now eight!

Announcements

Next Meeting: March 25, 2:00 pm Snellville City Hall

Park Place Activity Center PMT Meeting: March 2, 9:30 am 1925 Glen Club Drive

Park Place Activity Center Core Team Meeting: March 2, 11am 1925 Glen Club Drive

Park Place Activity Center Business Owner Meeting: March 6, 9:30am 1925 Glen Club Drive

Park Place Activity Center Community Workshop: March 15, 1pm-9pm & March 17, 9am-1pm
1925 Glen Club Drive

Public Comments

Recess

By acclamation, the meeting was adjourned at **4:02 p.m.**