APPROVED

Pataula Charter Academy

Minutes

May Finance Meeting

Date and Time
Monday May 23, 2022 at 4:30 PM

Location
Spring Creek Conference Room

Meeting will be in the cafeteria of Spring Creek Charter Academy

Committee Members Present
C. Weathersby, G. Flowers, H. Worsley, K. Holley, R. Collins

Committee Members Absent
E. Austin, R. Beamon

Guests Present
L. Adkinson

I. Opening Items

A. Record Attendance

Rhonda Collins arrived at 4:45.

B. Call the Meeting to Order

C. Weathersby called a meeting of the Finance Committee of Pataula Charter Academy to order on Monday May 23, 2022 at 4:33 PM.

C. Approve Minutes

H. Worsley made a motion to approve the minutes from April Finance Meeting on 04-18-22.
G. Flowers seconded the motion.
The committee **VOTED** to approve the motion.

D. Approve Agenda

The following items were added to the Agenda:
II: K. Pataula Erosion Control Expenditure
G. Flowers made a motion to Approve the Agenda as amended.
H. Worsley seconded the motion.
The committee **VOTED** to approve the motion.

II. Finance

A. Pataula - Basketball Goals Vendor Selection

Cheryl presented the only bid received for the new basketball goals in the gym. It is from H.E. Hodge Company of $35,082 for the installation of 4 additional basketball goals in the gym at Pataula. This quote is $10,000 over what is in the budget but we have a $17,000 savings from the gym floor project. Cheryl is recommending the Committee award the bid to H.E. Hodge Company.
K. Holley made a motion to approve the bid of $35,082 from H.E. Hodge Company for the installation of 4 additional basketball goals in the gym at Pataula.
G. Flowers seconded the motion.
The committee **VOTED** to approve the motion.

B. Pataula - HVAC Maintenance Vendor Selection

Three bids were received for HVAC maintenance at Pataula. $25,000 was included in the FY 23 Budget for this item. Cheryl and Will Bruner, Maintenance Coordinator, have reviewed the bids received and are recommending we accept the bid from RHC for $24,684. We have used this company in the past, their response time and the fact that not all of the bid companies are familiar with our online system were factors in the recommendation.
G. Flowers made a motion to approve the Bid of $24,684 from RHC for HVAC Maintenance at Pataula.
K. Holley seconded the motion.
The committee **VOTED** to approve the motion.

C. Pataula - Scoreboard Vendor Selection

Three bids were received to supply softball and football scoreboards for the Athletic Complex at Pataula. We received a donation of $8,000 from Coke and $20,000 was budgeted for these additions. BSN submitted the lowest bid of $21,845.32 for two scoreboards. The committee discussed adding a baseball scoreboard at this time. This would increase the bid from BSN to $32,000; only $4,000 over budget. This price does not include install or wiring costs. Cheryl and Will Bruner are recommending the Committee approve the bid from BSN with the addition of a baseball scoreboard for a bid price of $32,000.
H. Worsley made a motion to approve the Bid from BSN to supply softball and football scoreboards for the Athletic Complex at Pataula; with the addition of a baseball scoreboard at the bid price of $32,000.
G. Flowers seconded the motion.
The committee **VOTED** to approve the motion.

D. Pataula - CPF Financial Reports

Through March 2022 with 72% of the budget spent PCA has a projected score of 90 on the CPF Financial Assessment .

E. Spring Creek -Plumbing Vendor Selection

One bid was received for plumbing needed to connect the new modular building at Spring Creek to existing sewer lines. Temples Weatherly submitted a bid of $10,500. We have used this company in the past at both PCA and SCCA. Cheryl is recommending we accept their bid.
G. Flowers made a motion to accept the bid of $10,500 from Temples Weatherly Plumbing to connect the new modular building at Spring Creek to the existing sewer lines.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

F. Spring Creek - Site Contractor Selection

Two bids were received for Site work needed for the new modular building at Spring Creek. Concrete Enterprises submitted a total price of $196,975.20 for grading, erosion control, piping and gravel. The quote from Concrete Enterprises had each category with a separate price. Buck Run Preserve submitted a price of $53,510.00 for grading, erosion control, and gravel. Their bid did not include piping. Cheryl contacted Concrete Enterprises to see if they were willing to accept a contract for piping only, with Buck Run Preserve doing the site work. Tom Draffin, our project manager, agreed with this plan as our best option with a saving of approximately $100,000. At meeting time Cheryl had not gotten a definitive answer from Concrete Enterprises. It was the recommendation to award contracts for piping and site work separately.
R. Collins made a motion to award the contract for Piping needed for set up of the new modular building at Spring Creek to Concrete Enterprises at a cost of $39,903.96; and to

award the contract for Site Work (Grading) needed to Buck Run Preserve at a cost of $53,510.00.
H. Worsley seconded the motion.
The committee **VOTED** to approve the motion.

G. Spring Creek - Septic System Vendor Selection

Two bids were submitted to install the septic system upgrade needed for the new modular building at Spring Creek. Mills Septic Tank's bid was not the lowest bid; however, this company installed and has maintained the existing system at Spring Creek since the beginning. They are familiar with our system and have obtained the licensing and permitting required by DPH. Our maintenance coordinator recommends we accept their bid.
R. Collins made a motion to approve the bid from Mills Septic Tank of $48,285.00 to install the septic system upgrade needed for the new modular building at Spring Creek.
G. Flowers seconded the motion.
The committee **VOTED** to approve the motion.

H. Spring Creek - Project Manager expense approval

Cheryl is requesting the approval of $20,000 in professional services expenses for the Project Management firm 4PM to oversee the install of the new modular building at Spring Creek. Tom Draffin has been the project manager for all Pataula Charter, Inc. construction. The additional layers of permitting required in the Bainbridge area makes his expertise necessary.
G. Flowers made a motion to approve $20,000 in expenses for the professional services of the Project Management firm 4PM to oversee the install of the new modular building at Spring Creek.
H. Worsley seconded the motion.
The committee **VOTED** to approve the motion.

I. Spring Creek - MOE Compliance Issue

Spring Creek did not meet maintenance of effort with FY 2021 Special Ed funds. This means that in FY 21 we spent less state/local funds on SPED students than we did in FY 2020. In March of FY 20 we received $81,000 in Federal SPED funds. Before we could budget how to spend this money, the school closed due to the Pandemic. We were advised to "carry over" the funding to the following year; this meant we had to spend this federal money before we could spend local/state money. This led to spending less state/local SPED money. This has never happened before with Pataula and Cheryl is working to ensure that we always meet MOE for Spring Creek. We had to return about $37,000 to the state.

J. Spring Creek - CPF Financial Reports

Through March 2022 with 67% of the budget spent SCCA has a projected score of 95 on the CPF Financial Assessment .

K. Pataula Erosion Control Expenditure

Due to erosion at the Athletic Complex and around the footers for the new grandstand - it was necessary to bring in rock to fix the problem. Cheryl is requesting approval for a $6,000 expenditure to Buck Run Preserve for rock and grading.
R. Collins made a motion to approve the expenditure of $6,000 to Buck Run Preserve for erosion control at the Pataula Athletic Complex.
H. Worsley seconded the motion.
The committee **VOTED** to approve the motion.

III. Closing Items

A. Adjourn Meeting

K. Holley made a motion to adjourn the meeting at 5:28.
G. Flowers seconded the motion.
The committee **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:28 PM.

Respectfully Submitted,
C. Weathersby