



**BOARD OF COUNTY COMMISSIONERS**

T. PAGE THARP GOVERNMENTAL BUILDING  
 102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

TUESDAY, FEBRUARY 28, 2023 AT 6:00 P.M.  
 T. PAGE THARP BUILDING  
 OPAL CANNON AUDITORIUM  
 WWW.LEE.GA.US

MEETING AGENDA  
 WORK SESSION

**COUNTY COMMISSIONERS**

Billy Mathis, Chairman	District 3
Luke Singletary, Vice-Chairman	District 2
Dennis Roland, Commissioner	District 1
Chris Guarnieri, Commissioner	District 4
George Walls, Commissioner	District 5

**COUNTY STAFF**

Christi Dockery, County Manager  
 Kaitlyn Good, County Clerk  
 Jimmy Skipper, County Attorney

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1. <b><u>INVOCATION</u></b> Reverend Anna Miller, First United Methodist Church of Albany, to lead invocation.	
2. <b><u>PLEDGE OF ALLEGIANCE</u></b>	
3. <b><u>CALL TO ORDER</u></b>	
4. <b><u>APPROVAL OF MINUTES</u></b> (A) Consideration to approve the minutes for the Board of Commissioners meeting for February 14, 2023.	A - G
5. <b><u>CONSENT AGENDA</u></b> NONE	
6. <b><u>NEW BUSINESS</u></b> (A) Recognition of employees' years of service.	1
(B) Mike Talley, Flint River Consulting, to address the Board regarding the NPDES Phase I MS4 Permit.	2 - 24
7. <b><u>PUBLIC HEARING</u></b> NONE	
8. <b><u>DEPARTMENTAL MATTERS</u></b> <b><u>Planning, Zoning &amp; Engineering</u></b> (A) Consideration to adopt a resolution granting final approval of Cypress Cove Subdivision Phase 3.	25 - 27
9. <b><u>CONSTITUTIONAL OFFICERS &amp; GOVERNMENTAL BOARDS/AUTHORITIES</u></b> (A) <b><u>Elections &amp; Registration</u></b> – Discussion of the need for additional storage, voting, and office space.	
(B) <b><u>Tax Commissioner</u></b> – Consideration to approve a quote from K&G Consulting, LLC for Georgia Tax Collection System (GA-TCS) software.	28 - 32
(C) <b><u>Utilities Authority</u></b> – Consideration to utilize \$1.2 million in ARPA funds for water system improvements.	33 - 46

10. **COUNTY MANAGER'S MATTERS**

(A) Updates on County projects. 47 - 52

(B) Consideration to adopt a Text Amendment for Chapter 38, Article VII, Division 3, adding Section 28-299.1 relating to post-development stormwater management and runoff reduction. *FIRST READING* 53 - 55

11. **COMMISSIONER'S MATTERS**

(A) Discussion of road resurfacing. 56

12. **UNFINISHED BUSINESS**

NONE

13. **COUNTY ATTORNEY'S MATTERS**

NONE

14. **EXECUTIVE SESSION**

NONE

15. **PUBLIC FORUM**

*Citizens will be allowed to address the Board of Commissioners regarding any issues or complaints. Individuals should sign up prior to the start of the meeting.*

16. **ANNOUNCEMENTS**

(A) The next regularly scheduled County Commission Meeting is **Tuesday, March 14, 2023 at 6:00pm.**

17. **ADJOURNMENT**

**AGENDA MAY CHANGE WITHOUT NOTICE**

*Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and lifelong opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.*

Persons with special needs relating to handicapped accessibility or foreign language interpretation should contact the ADA Coordinator at (229) 759-6000 or through the Georgia Relay Service (800) 255-0056 (TDD) or (800) 355-0135 (voice). This person can be contacted at the T. Page Tharp Building in Leesburg, Georgia between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, except holidays, and will assist citizens with special needs given proper notice of seven (7) working days. The meeting rooms and buildings are handicap accessible.





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### COUNTY COMMISSIONERS

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Jimmy Skipper, County Attorney

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The Lee County Board of Commissioners met in a work session on Tuesday, February 14, 2023. The meeting was held in the Opal Cannon Auditorium of the Lee County T. Page Tharp Governmental Building in Leesburg, Georgia. Those present were Chairman Billy Mathis, Vice-Chairman Luke Singletary, Commissioner Chris Guarnieri, and Commissioner George Walls. Staff in attendance was County Manager Christi Dockery, County Attorney Jimmy Skipper, and County Clerk Kaitlyn Good. The meeting was also streamed on Facebook Live. Chairman Mathis called the meeting to order at 6:00pm.

### INVOCATION

Pastor Matthew Schluckebier, Life Church, led the invocation.

### PLEDGE OF ALLEGIANCE

The Board and the audience said the Pledge of Allegiance in unison.

### CALL TO ORDER

### APPROVAL OF MINUTES

- (A) Consideration to approve the Board of Commissioners meeting minutes for January 24, 2023.  
Commissioner Singletary made the **MOTION** to approve the Board of Commissioners meeting minutes for January 24, 2023. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Roland voting yea.

### CONSENT AGENDA

NONE

### NEW BUSINESS

NONE

### PUBLIC HEARING

NONE

### DEPARTMENTAL MATTERS

#### Parks & Recreation

- (A) Discussion of the 100 Acre Park property.  
Commissioner Singletary opened up the discussion by stating that he would like to see development on the



property and mentioned the construction of a perimeter road, parking, and grassing to start, with future development of community use fields (e.g. football, tennis, pickleball, baseball, etc.) and a large multipurpose building. Commissioner Roland added that he believed there was approximately \$3 million in SPLOST funds that could be used and supported getting the project started, citing the construction of a building, including perhaps offices, as well as the necessary fields for the Recreation programs, a pickleball court, and of course parking and roads.

Commissioner Singletary would like to work on an RFP for the engineering and architectural elements of the property. Some previous concept plans discussed at previous 100-Acre Committee meetings have included roads, access points, a camping area, trails, fields, and room for expansion. DNR is also to be working on the boat ramp this fall.

Commissioner Singletary and Parks & Recreation Director Jeremy Morey further described the potential multipurpose building stating it would have interchangeable flooring in which flooring could be laid for basketball season and then removed to allow for other activities such as agriculture shows, car shows, etc. The building (approximately 40 – 45,000 sq. ft.) could also have removable walls similar to that of garage doors, enabling the building to also become semi-open. A similar building in Americus was cited as an example. Mr. Morey also spoke on the growth of the Lee County recreation programs, adding that they need dedicated football fields, more baseball fields, and gym spaces for basketball.

Chairman Mathis asked Commissioner Singletary, Mr. Morey, and Ms. Dockery come together to meet and discuss the parameters of what should be included in the RFP and bring the item back to the Board for discussion.

#### **CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES**

- (A) **Probate Court – Consideration to approve a five (5) year Correctional Services Agreement between the Southwestern Judicial Circuit Misdemeanor Probation Department and the Probate Court of Lee County, Georgia.**

This item was tabled to give Probate Court staff additional time to review the document.

- (B) **Magistrate Court – Consideration to approve a five (5) year Correctional Services Agreement between the Southwestern Judicial Circuit Misdemeanor Probation Department and the Magistrate Court of Lee County, Georgia.**

- (C) **Superior Court – Consideration to approve a five (5) year Correctional Services Agreement between the Southwestern Judicial Circuit Misdemeanor Probation Department and the Superior Court of Lee County, Georgia.**

County Attorney Jimmy Skipper stated that he has reviewed all three (3) agreements presented. Chairman Mathis stated that while Probate Court staff would like more time to review the document, the agreements for Magistrate and Superior Courts were okay.

Commissioner Singletary made the **MOTION** to approve both a five (5) year Correctional Services Agreement between the Southwestern Judicial Circuit Misdemeanor Probation Department and the Magistrate Court of Lee County, Georgia and a five (5) year Correctional Services Agreement between the Southwestern Judicial Circuit Misdemeanor Probation Department and the Superior Court of Lee County, Georgia. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Roland voting yea.

- (D) **Tax Assessor – Consideration to approve the purchase of a MobileAssessor system.**

County Manager Christi Dockery stated that the Tax Assessor's Board had discussed and passed this at their latest meeting and were now asking the Board to fund this software that will enable staff to take photos of properties on site with an iPad, with that data transmitting back to the software at the office.

Commissioner Singletary made the **MOTION** to approve the purchase of a MobileAssessor system for \$13,148.50 with an annual \$3,700.00 maintenance fee to come from the Tax Assessor's Office departmental



budget salary line item. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

(E) **Tax Assessor – Consideration to approve a quote from K&G Consulting, LLC for their assistance with property revaluation appeals. HANDOUT**

County Manager Christi Dockery summarized the quote stating that the Tax Assessor's office has approximately 141 appeals remaining (out of 541) and K&G Consulting, LLC has offered to provide assistance. Appeals are analyzed on a day rate, with a fee of \$750.00 per day (prepping or on site). Under normal circumstances, 10 to 15 appeals per day can be evaluated. This fee covers all expenses. Ms. Dockery stated that the cost should be no more than \$11,000.00.

Commissioner Singletary made the **MOTION** to approve a quote from K&G Consulting, LLC for their assistance with property revaluation appeals with the cost to again come from the Tax Assessor's Office departmental budget salary line item. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

(F) **Tax Commissioner – Consideration to approve a quote from K&G Consulting, LLC for Georgia Tax Collection System (GA-TCS) software. HANDOUT**

County Manager Christi Dockery summarized the requested software adding that the current software is no longer supported. Chairman Mathis stated that Tax Commissioner had stated that this is the only software that would work. Per County finance policy, staff has also reached out for another quote; however, has not yet received it. County Manager Christi Dockery voiced support for the purchase, if that was the will of the Board.

Operating license and first year maintenance for GA-TCS will be provided for the sum of \$30,000.00. The operating license fee also covers the cost of converting the previous 7 years of system's data to the GA-TCS format. Additional years can be converted at a cost of \$750.00 per year. An annual support fee of \$15,000.00 will be assessed after the first full year of usage. The support fee covers all maintenance, upgrades and assistance by the K&G Consulting Services team.

Commissioner Singletary asked if every county utilizes this software, to which County Manager Christi Dockery replied that she was unsure but could find out a definite answer. Chairman Mathis asked that Ms. Dockery get with Tax Commissioner Susan Smith to gather more information about the current software and the details of the proposed software and come back to the Board.

Commissioner Guarnieri voiced concern over the following statement in the quote: "GA-TCS will be installed on the Tax Commissioners current hardware if the hardware and network are compatible with Microsoft SQL Server operations. If the hardware/network is not compatible, specifications will be provided for a system upgrade. System upgrades will be the responsibility of the County." Commissioner Guarnieri asked if staff could find out if the software is compatible the County's current hardware.

This item was tabled.

(G) **Utilities Authority – Consideration to approve the purchase of a meter and wastewater monitoring services from J.K. Duren Company, Inc.**

Utilities Authority General Manager Chris Boswell was present and discussed the purchase as it is meant for the Lee County Jail. In order to measure the wastewater, there has to be a special meter. Mr. Boswell cited how when the inmates wash cars, that water goes onto and into the ground and the County has to pay for that water. Chairman Mathis asked Mr. Boswell why the County is asked to pay for it instead of the Utilities Authority to which Mr. Boswell replied that it is the County Jail and the Utilities Authority doesn't own that water system, they just manage the system to help the County.

Mr. Boswell stated that this can be bid out, but the presented quote is approximately \$11,900.00. Commissioner Singletary asked the urgency of the project citing that anything typically of that projected cost would be bid out. Chairman Mathis confirmed that the cost was over the threshold. Mr. Boswell stated that



the Utilities Authority uses J.K. Duren Company to monitor their wells, but recommends the County put out a bid.

Commissioner Singletary made the **MOTION** to authorize staff to put out a bid for the purchase of a meter and wastewater monitoring services. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

- (H) **Utilities Authority – Consideration to utilize \$1.2 million ARPA funds for water system improvements.**  
Utilities Authority General Manager Chris Boswell stated that as the original grant for water/sewer was not approved, he and the Utilities Authority would like to utilize the \$1.2 million ARPA funds for an additional well, to be put out for bid.

Last May, the 11<sup>th</sup> well for the Authority went live; however, there is always a concern for the tendency for drought, citing a time in June during which all 11 wells were running. This leads to concerns that during severe drought times, there is not going to be enough water, especially with all the commercial and residential growth around the County (two-thirds of the Utilities Authority customers are in the southern region of the County). The cost for the last well was right at approximately \$1 million. This new well could potentially provide enough water for four to five years in the future.

Chairman Mathis wished to remind everyone that there will be more utilities needed and run to the Grand Island property within the next few years and suggested this money be saved until we know what that project may cost. The Board also discussed projects with Mr. Boswell that are covered by the bonds including a sewer extension, wastewater treatment plant, and the Grand Island property infrastructure. Chairman Mathis asked Mr. Boswell if he had brought this concept to the Utilities Authority and gotten prices, to which Mr. Boswell stated it had been discussed previously as part of the aforementioned grant application and how if the grant did not go through, the well would then become the number one priority.

This item was tabled.

- (I) **Consideration to appoint one (1) member to the Utilities Authority for a term of one (1) year. Appointment may be a commissioner to represent By Virtue of Office. Current term expired 01/31/2023. New term expires 01/31/2024.**

Chairman Mathis stated that Commissioner Walls had voiced that he would like to be appointed to this board.

Commissioner Singletary made the **MOTION** to appoint George Walls to the Utilities Authority for a term of one (1) year, expiring 01/31/2024. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Chairman Mathis voting yea.

## **COUNTY MANAGER'S MATTERS**

- (A) **Updates on County projects.**  
County Manager Christi Dockery discussed ongoing projects in the County: (1) The CDBG project at Palmyra Mobile Home Park is progressing; (2) the Landfill ramp project is completed and is expected to open soon; (3) the storage building for Parks & Recreation has been completed; and (4) the renovation at the gym is ongoing and nearing completion.
- (B) **Consideration to adopt an updated Resolution for the Purpose of Naming an Open Records Officer, an Alternate Open Records Officer, and for Other Purposes.**  
Commissioner Singletary made the **MOTION** to approve an updated Resolution for the Purpose of Naming an Open Records Officer, an Alternate Open Records Officer, and for Other Purposes for the purpose of naming Deputy County Clerk Payton Harris as the Alternate Open Records Officer to Open Records Officer/ County Clerk Kaitlyn Good. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.
- (C) **Consideration to approve a Build Agreement with Windstream Kinetic Fiber, LLC.**



County Manager Christi Dockery summarized the agreement, stating that this agreement is one more step in the process of approximately 4,600 residents receiving broadband internet access, an accomplishment hoped to be attained within the next two (2) years. This will be a \$21 million investment in the County. Windstream has already received some permits and had some engineering completed for the western side of the County. County Attorney Jimmy Skipper added that he has reviewed this document and is aware that Sumter EMC has also begun some prep work for the project as they have been within Sumter EMC easements.

Commissioner Guarnieri made the **MOTION** to approve a Build Agreement with Windstream Kinetic Fiber, LLC. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary and Commissioner Walls voting yea.

## **COMMISSIONER'S MATTERS**

### (A) **Discussion of stormwater fees.**

Commissioner Roland started the discussion by stating that for years, developers have been causing water to run onto other adjacent properties and the County has been charged with resolving the issues. Commissioner Roland suggests having the developers help pay to solve any issues that may come up, to not have the County take over the whole expense, citing outfalls to the creeks and culverts.

Stormwater Engineer Mike Talley, Flint River Consulting, stated that some government entities have implemented stormwater fees of a few dollars to citizens as a public utility. Mr. Talley added that EPD has changed stormwater requirements for developers, as the state has passed "runoff reduction". Runoff reduction requires developers to retain a certain amount of water onsite that will never leave the site and must be infiltrated the groundwater table (1 inch volume). This will reduce the amount of water that leaves the site; with a holding pond, the developers could limit the peak. As we move forward, the County has access to better data now with Lidar to allow for better monitoring of development projects.

Mr. Talley will come back to the Board at a future meeting to bring the Text Amendment corresponding with the referenced change to code.

### (B) **Discussion of the Lee County Medical Center project.**

Chairman Mathis stated that all questions or concerns should be directed to the Lee County Development Authority.

### (C) **Discussion of security in County offices.**

Chairman Mathis opened this discussion by stating that the Tax Commissioner's Office has requested additional cameras. Commissioners also brought up the need for cameras or other security concerns at a number of other County buildings. Chairman Mathis suggested that now would be a good time to address any security concerns and solutions at any County office or building. The Board advised County Manager Christi Dockery to speak with management staff and bring back any and all security concerns, solutions, and requests.

This item will be brought back for discussion at the next meeting.

## **UNFINISHED BUSINESS**

NONE

## **COUNTY ATTORNEY'S MATTERS**

### (A) **Consideration to adopt a text amendment to Chapter 58, Article I adding Section 58-18. Permitting and Construction of Duplexes and Single-Family Dwellings in Certain Previously Approved Subdivisions. FIRST READING**

County Attorney Jimmy Skipper summarized the amendment, stating the purpose of this amendment is to address an issue that has arisen pertaining to subdivisions having been approved years ago, stopping construction, and then starting back years later when the code had changed. This amendment will allow future construction of an existing subdivision that includes both single-family dwellings and duplexes to do so under



the code of the time in which the subdivision was initially approved. All state and local building codes will apply.

The first reading was conducted.

Commissioner Guarnieri made the **MOTION** to waive the second reading of the proposed text amendment. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary and Commissioner Walls voting yea.

Commissioner Guarnieri made the **MOTION** to adopt a text amendment to Chapter 58, Article I adding Section 58-18. Permitting and Construction of Duplexes and Single-Family Dwellings in Certain Previously Approved Subdivisions. Commissioner Singletary seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

(B) **Consideration to adopt a Resolution approving the plan of finance for the benefit of LCMC OPCO, LLC d/b/a Lee County Medical Center.**

County Attorney Jimmy Skipper summarized the resolution, stating that this resolution arose from the TEFRA Hearing the Hospital Authority recently had. The hearing is required before any local entity can issue tax-free bonds in favor of a particular tax-free entity, such as the Lee County Medical Center. The proposal is that the Hospital Authority will issue up to \$30 million in bonds to support the construction of the project. If approved, the Development Authority will issue the balance of the bonds, which is anticipated to be around \$160 million.

The TEFRA Hearing was held and the Hospital Authority adopted a resolution for the submission of a request to the Board to approve the plan of finance, which states that the Hospital Authority will issue up to the \$30 million in bonds. Mr. Skipper stated that this is not a bond resolution (we are not ready for this yet), just the next step in the process. The Board received everything from the Hospital Authority in reference to this resolution. Mr. Skipper clarified that this resolution is the Board's approval of the plan of finance, essentially agreeing that the Hospital Authority can issue the bonds. The Development Authority has gone through a similar process already.

Additionally, state law states that the county is not liable for the repayment of bonds issued by a county authority. An IGA will be completed between the Board and the Hospital Authority stating the county will pay those bonds on an annual rate over a 25 year period in connection with the \$30 million. There should not be an IGA with the Development Authority for those bonds.

Commissioner Singletary made the **MOTION** to adopt a Resolution approving the plan of finance for the benefit of LCMC OPCO, LLC d/b/a Lee County Medical Center. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** passed 4-1 with Commissioner Walls voting yea and Commissioner Roland voting nay.

## **EXECUTIVE SESSION**

NONE

## **PUBLIC FORUM**

*Citizens will be allowed to address the Board of Commissioners regarding any issues or complaints. Individuals should sign up prior to the start of the meeting.*

No citizens took part in the public forum.

## **ANNOUNCEMENTS**

- (A) The next regularly scheduled County Commission Meeting is **Tuesday, February 28, 2023 at 6:00pm.**

### **Special Announcement**



Chairman Mathis and the Board took a moment to recognize Veronica Johnson and the Elections and Registrations Office for being honored recently at the state level.

**ADJOURNMENT**

The meeting adjourned at 7:02PM.

Facebook video link: <https://www.facebook.com/leecountyga/videos/1109287970026861>

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DRAFT



**MEMORANDUM  
LEE COUNTY BOARD  
OF COMMISSIONERS**

**TO:** Honorable Board of County Commissioners  
**SUBJECT:** Employee Years of Service Recognition  
**MEETING DATE:** Tuesday, February 28, 2023

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Please recognize the following employees for their many years of service to Lee County:

- 5 years – George Hammond – Paramedic/Firefighter
- 10 years – Brenda Ferguson – Superior Court Deputy Clerk
- 10 years – Carnie Block III – Part Time Records Clerk
- 15 years – Joseph Clark – Major- Jail Division





**Memorandum**

**To:** Ms. Christi Dockery, County Manager  
**Cc:** Mr. Mike Talley, Engineer, Flint River Consulting  
**From:** Christina Dolan, NPDES Program Lead, Goodwin Mills Cawood (GMC)  
**Re:** 2022 – 2027 NPDES Phase II Permit (#GAG610000) Renewal  
**Date:** February 10, 2023

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The Georgia Environmental Protection Division (EPD) recently issued a revised National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) Permit (Permit No. GAG610000). This general permit became effective on December 6, 2022 and will remain in effect for five (5) years (until December 5, 2027). This permit replaces the preceding 5-year permit (the 2017-2022 Phase II MS4 Permit) and sets forth additional requirements and tasks that must be taken by Permittees and incorporated into revised Stormwater Management Plans (SWMPs) to protect water quality and reduce stormwater pollution discharges.

Prior to the permit's finalization, the Georgia EPD hosted two stakeholder meetings on March 25, 2022 and April 19, 2022 to discuss the proposed regulatory changes to the Phase II MS4 permit and also issued draft and revised draft permits which were publicly available for review and comment before finalization. The Georgia EPD also provided a formal response to comments and a Fact Sheet/Fact Sheet Addendum to summarize the permit reissuance process and permit changes. A final public meeting and hearing was held on September 29, 2022. Information about the Georgia EPD's permit re-issuance process, including links to Fact Sheets and other information issued by the Georgia EPD to summarize the permit revisions process, is available at <https://epd.georgia.gov/watershed-protection-branch/stormwater/municipal-stormwater>.

GMC attended the stakeholder meetings, public meeting and hearing, and reviewed the draft MS4 permit as well as the final MS4 permit. The table below includes a summary of significant program changes, and their anticipated impact, on Stormwater Management Programs and associated SWMPs. This summary is not intended to summarize all of the new and existing Permit requirements.



Page	Permit Section	Permit Modification	Anticipated Impact on SWMP
4	Part 1	Language changed from permittee being liable for permit compliance to permittee being liable for permit compliance <i>and</i> implementation of the Stormwater Management Program (SWMP).	Makes implementation of the SWMP enforceable.
5	Part 2	Comprehensive narrative reiterating Georgia's water quality standards was removed from the Permit and replaced with a reference to the State Water Quality Standards.	Ensures the most updated Georgia Water Quality Standards are referenced. It does not add numeric effluent limits, however, for stormwater discharges from MS4 outfalls.
7	Part 4.1	The old permit contained 5 requirements; an additional requirement was added to provide a description of the activity for each BMP.	Adds a description of the activity for each BMP listed in the SWMP.
8, 9	Tables 4.2.1 (a) and (b), BMP # 1	The old permit required only details of public education activities without listing documentation needs for the Annual Report (AR); the new permit requires documentation.	Clarifies that documentation of public education activities is required for the AR to demonstrate that Best Management Practices (BMPs) have been completed.
10, 11	Tables 4.2.2 (a) and (b), BMP # 1	The old permit required only details of public involvement / participation activities without listing documents needs for the AR; the new permit requires documentation.	Clarifies that documentation of public involvement / participation activities is required for the AR to demonstrate that BMPs have been completed.
12, 15	Tables 4.2.3 (a) and (b), BMP # 1	The old permit didn't provide a listing of IDDE ordinance requirements; the new permit clarifies specific IDDE ordinance requirements that were / are required.	Ordinance must be reviewed annually and include authority to conduct inspections and monitoring; control illicit discharges and connections; and control illegal dumping and spills into the MS4. Ordinance must also provide the authority to take legal action against illicit discharges and connections.
13-14, 16-17	BMP # 3	The old permit didn't define "update" in reference to the MS4 map and inventory; the new permit clarifies that these documents must be updated each reporting period.	Must update MS4 map and inventory each reporting period. Ensure the total number of outfalls in the annual report is the same as the total number of outfalls on the MS4 inventory.
13-14, 16-17	BMP # 3	New annual inspection minimum established for dry weather screening (MS4 outfall inspections) . At least one outfall must be screened every year; 100% of outfalls must be inspected during the 5-year permit cycle.	Permittees must screen at least one outfall each reporting period. All outfalls must be inspected within the current 5-year permit period. 5% of stream miles, or at least 1 geographic zone, must be walked every year and documentation included in the AR.
19	Table 4.2.4 (a) BMP # 1	Permit now requires an <u>annual</u> evaluation of the E&S ordinance to be performed.	Conduct annual review of E&S ordinance to ensure ordinance is permit compliant and addresses construction site wastes.
20, 22	Table 4.2.4 (a) and (b) BMP # 2	Old permit required site plan review to follow GSWCC procedures; new permit requires procedures listed in SWMP to	Ensure SWMP includes the GSWCC procedure for plan review of erosion sedimentation pollution control plans (ESPCP) and that all



Page	Permit Section	Permit Modification	Anticipated Impact on SWMP
		be followed and for 100% of land disturbing activity projects to be reviewed unless exempted by GESA.	<p>projects which qualify as a land disturbing activity are properly reviewed and approved.</p> <p>Local issuing authorities (LDAs) must provide a list of all land disturbing activity (LDA) permits issued during the reporting period and non-LIAs must include a statement that this BMP is implemented by the EPD.</p>
20, 22-23	Table 4.2.4 (a) and (b) BMP # 3	The old permit required implementation of construction site inspection procedures; the new permit adds additional requirements.	<p>The SWMP must now include GSWCC construction site inspection procedures. Permittees must follow Georgia's Manual for Erosion and Sediment Control regarding inspection frequency, documentation requirements, and prioritization.</p> <p>The AR must now include a table or list containing any construction sites which were active during the reporting period with the number of inspections conducted and <u>dates of each inspection for each site</u>.</p>
21, 23	Table 4.2.4 (a) and (b) BMP # 3	The old permit required that enforcement procedures be implemented for E&S violations; the new permit requires enforcement on 100% of violations and that the amount of any fines be reported.	<p>Permittees must now ensure all E&amp;S violations are subject to the enforcement procedures outlined in the E&amp;S ordinance.</p> <p>Fines issued as a result of E&amp;S violation enforcement must be tracked and reported.</p>
21, 23	Table 4.2.4 (a) and (b) BMP # 6	The old permit required a list of certifications held by MS4 staff; the new permit requires documentation.	The AR must now include documentation of all certifications of MS4 staff.
25-26	Part 4.2.5.1	The old permit allowed for stormwater management design to remove 80% of post development TSS; the new permit removes this option.	All stormwater management systems must be designed to retain the first 1 inch of rainwater. If they can't, you must document this on plans and require the system to remove at least 80% of TSS from the remaining 1.2 inches of rain.
28	4.2.5.3	The old permit required continual evaluations of codes and ordinances to determine if they impeded the use of green infrastructure. The new permit requires a comprehensive evaluation of codes and ordinances in the first year of the permit and Permittees must submit the findings of that evaluation with the first annual report. However, the permit has established a 10,000 population threshold cutoff for this requirement; permittees designed as having a population below 10,000 by the EPD do not have to meet this requirement.	Permittees designated as having a population >10,000 must conduct a comprehensive review of ordinances and codes; prepare a summary report that provides a schedule for any needed changes, and include that report in the AR due on or before February 15, 2023. In subsequent years, Permittees must provide a Status Report re: permit changes and must also conduct a comprehensive evaluation of codes (permittees may reference the 2023 evaluation if there were no changes and certifies no changes were needed). If there are changes, Permittees must complete a new comprehensive evaluation report.



Page	Permit Section	Permit Modification	Anticipated Impact on SWMP
29, 35	4.2.5 (a) and (b), BMP # 1	The old permit did not establish a frequency for evaluating the post-construction ordinance. The new permit requires the post construction ordinance to be evaluated <u>annually</u> .	Review the post-construction ordinance <u>annually</u> . Submit any ordinance revisions with the annual report.
30-31, 36-38	4.2.5 (a) and (b), BMP # 4	The new permit clarifies that the Permittee is required to maintain structures that it owns and that the Permittee must ensure maintenance is properly conducted for non-Permittee owned structures that the Permittee is required to inspect (privately-owned, non-residential structures and publicly-owned structures not owned by the Permittee). Maintenance agreements and records must be submitted of maintenance activities conducted.	Permittees should execute and track maintenance agreements on any private structures and/or public, non-permittee owned structures and submit documentation of maintenance agreements with the AR. Maintenance activities must be tracked and documentation submitted with the AR.
33-34	Table 4.2.5 (a), BMPs # 7 and 8	The old permit combined the inspection and maintenance programs for GI/LID. The new permit <u>splits</u> this into two separate BMPs and expands upon maintenance program requirements and documentation needed for the AR.	Permittees should review the specific requirements related to the GI/LID maintenance program in the SWMP. Include list and documentation of any action taken to inspect and ensure maintenance of privately owned GI/LID structures and non-Permittee owned public structures as well as Permittee-owned structure. Provide number of permittee owned structures and documentation of maintenance performed during each reporting period.
43, 47	Tables 4.2.6 (a) and (b), BMPs # 2 and # 3	The old permit required 100% of structures to inspected at least once in the 5 year permit cycle; the new permit requires at least 5% of structures to be inspected annually and that 100% of structures be inspected during the 5-year permit cycle. Additionally, documentation of inspections must be provided.	Conduct inspections every year during the permit and ensure at least 5% of inventories structures are inspected each year. Inspection records must be kept and provided with the AR.
43, 48	Tables 4.2.6 (a) and (b), BMPs # 5	The new permit adds additional requirements for the annual stormwater training program that Permittees must provide for stormwater staff.	Training documentation must now include a description of employee categories being trained, training methods, topics covered or agenda, and provide documentation that training occurred. Training must be conducted annually.
44, 48	Tables 4.2.6 (a) and (b), BMPs # 7	The old permit required new flood management projects to be assessed for water quality impacts; the new permit requires that those assessment procedures be included in the SWMP.	Describe procedures in the SWMP for assessing flood management projects, provide a list of plans reviewed and note any plans which are identified in the assessment process for projects with improved pollutant reduction.
52	Part 4.4.2	The old permit required monitoring but did not include the revised bacteria water quality standard; the new permit includes additional requirements for bacteriological monitoring in	If Permittees have waterways within their jurisdiction that are impaired for bacteria, ensure the new bacteria sampling standards are implemented. Fecal coliform is no longer the preferred bacteria indicated; instead, test for either <i>E. coli</i> or



Page	Permit Section	Permit Modification	Anticipated Impact on SWMP
		accordance with the new Bacteria Sampling Strategy approved by Georgia in 2022.	enterococci (depending on your geographic location). Calculate 4 geomeans throughout the year, 2 between the months of May – October and 2 between the months of November – April. Geomeans consist of 4 samples collected at least 24 hours apart but within a span of 30 days.



VIA ELECTRONIC MAIL

Goodwyn Mills Cawood

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February 15, 2023

Christi Dockery, County Manager  
Lee County  
T. Page Sharp Governmental Building  
102 Starksville Avenue North  
Leesburg, Georgia 31763

**Re: Proposal to Assist with NPDES Phase I MS4 Permit Requirements**

Dear Christina:

Per request, Goodwyn Mills and Cawood, LLC (GMC), which merged with Ecological Planning Group several years ago, is very pleased to provide Lee County with a proposal to update the County's Stormwater Management Plan (SWMP) as required by the National Pollutant Discharge Elimination System (NPDES) Phase I Municipal Separate Storm Sewer System (MS4) Permit that took effect on December 6, 2022. This permit requires that the County revise the existing SWMP by or before June 4, 2023, to meet new permit requirements and submit it to the Georgia Environmental Protection Division (EPD) for review and approval. **For reference, please see the separate memo that GMC has prepared that summarizes the technical changes to the County's stormwater permit and impacts that these changes will have on the County's stormwater program.**

GMC specializes in assisting local governments with maintaining compliance with the requirements of the NPDES stormwater permit and developing and revising Stormwater Management Plans and associated programs. We've assisted cities and counties throughout the southeast and coastal Georgia with preparation of permit-compliant SWMPs and our staff has also performed field inspections, condition assessments, and developed GIS databases for numerous clients. GMC has assisted the County with their stormwater management program in various capacities over the years.

The following scope of work will ensure that the County remains compliant in a most cost-effective manner through the 2022-2027 permit cycle:

#### **SCOPE OF WORK**

##### **Task 1: Project Management**

GMC will work on behalf of the County as the liaison to the EPD as it relates to compliance with the NPDES tasks and program responsibilities addressed within this proposal. This may include conference calls and emails with EPD during the plan revision process. The task will also include general project management and up to (2) virtual meetings with the County and/or their designated representative, including an initial meeting to discuss the scope of the revisions and a follow-up meeting. GMC will also coordinate with the County throughout the plan revision process to discuss proposed revisions and solicit feedback on municipal procedures and ordinances.



### **Task 2: SWMP Update**

The EPD issued a new Phase I MS4 Medium Permit to the County on December 6, 2022 that will remain in effect until December 5, 2027. The permit requires the County to update the SWMP to meet the new permit requirements and submit it to EPD for review within 180 days (on or before **June 4, 2023**).

GMC will prepare a draft SWMP that incorporates new and/or modified Best Management Practices (BMPs) as required by the new permit. This will include a description of each activity, a measurable goal, how it will be measured and tracked, and a listing of documentation to be submitted to EPD with the Annual Report. GMC will also update the SWMP to include a description of how each program element required by the Permit will be implemented.

As part of this scope, GMC will also prepare and provide the County with copies of inspection checklists required by the permit that will be used to document inspections and/or evaluations for the following: 1) Municipal facilities 2) Public and Private ponds 3) Construction sites; and 4) Existing Flood Management Projects. Alternatively, the County may opt to use its own internal forms (or forms from other entities) if desired.

**Please note that the scope of work and associated costs and schedule for the SWMP revision assumes that the County will provide a copy of the most updated inventory and/or maps related to:**

- **Outfall Inventory and Map** (Section 4.2.3(a)(2) of the Permit);
- **Post-Construction Stormwater Management Structures Inventory for Ponds and Water Quality Vaults** (Section 4.2.4(a)(2) of the Permit);
- **Green Infrastructure** (Section 4.2.4(a)(6) of the Permit);
- **MS4 Structure Inventory and Map** (Section 4.2.6(a)(1) of the Permit); and
- **Municipal Facility Inventory** (Section 4.2.6(a)(9)(a) of the Permit).

GMC will prepare a draft SWMP for review by the County and will update it based on comments provided. GMC will prepare a final draft for submittal to EPD and will provide the County with one hard copy and one electronic copy of the submittal.

**This task will be considered complete upon submittal of the SWMP on or before June 4, 2023. GMC assistance with responding to future comments from EPD on the revised SWMP, submitted as part of this contract, will be handled as part of GMC's annual NPDES MS4 Compliance contract, on an hourly, as needed basis.**

### **Task 3: Preparation of Impaired Waters Plan (NEW)**

Based upon the 2022 Georgia's 305(b)/ 303 (d) Integrated Report data provided by the Georgia EPD, it appears the County will now be required to amend the current Impaired Waters Plan to include additional water quality monitoring for newly-designated Impaired Streams. The Impaired Waters Plan is considered an addendum to the SWMP and a revised Plan will need to be submitted with the SWMP in June to the EPD.

GMC will coordinate a meeting with the County and/or their designated representative to review the County's current outfall inventory (as provided by the County) and suggested BMPs, and prepare a revised Impaired Waters Plan for the County's review that meets the requirements of Section 4.4 of the County's MS4 Permit. We will update the draft Plan based on feedback from the County, time permitting, and submit the Plan to the EPD.

This task will be considered complete upon submittal of the Impaired Waters Plan on or before June 4, 2023. If there are additional comments provided by EPD on this future submittal, GMC can assist the County with addressing those comments as an hourly additional service in accordance with the Rate Schedule in Appendix B.

**SCHEDULE**

The schedule for the scope of work provided herein will be as established in the County's SWMP and as required by the NPDES Phase I MS4 Permit. A revised SWMP and a new Impaired Waters Plan will be submitted to the EPD no later than **June 4, 2023**.

**PROPOSED FEE**

GMC can implement the Scope of Work outlined above for Tasks 1-3 for the lump-sum budget of \$14,660. GMC will invoice the County monthly based on the percentage completed in accordance with the Terms and Conditions listed in Attachment A. If hourly services are performed, they will be billed based on the Standard Rate and Fee Schedule included in Attachment B upon request and approval in writing by Lee County.

Please note the scope of work described herein does not include revisions to any other plans other than the SWMP and Impaired Waters Plan, nor does this scope include costs for implementing other BMPs required by the SWMP and MS4 Permit.

**PROPOSAL ACCEPTANCE**

If this scope of work and fee proposal is acceptable, please sign and date below and forward one copy as our agreement and authorization to proceed. Please contact our office if you have any questions. We look forward to working with you on this most important project.

Sincerely,

**GOODWYN MILLS CAWOOD, LLC**



Ed DiTommaso, AICP, GISP  
Environmental Department Head

-----  
ACCEPTED BY

-----  
DATE

Attachments



## ATTACHMENT A – TERMS AND CONDITIONS

Lee County ("OWNER") wishes to engage Goodwyn Mills and Cawood, Inc. ("CONSULTANT") to provide professional consulting services to assist the County with National Pollutant Discharge Elimination System (NPDES) Phase I Municipal Separate Storm Sewer System (MS4) Permit compliance through the duration of its current NPDES Permit. The following summarizes the terms and conditions:

**ASSIGNMENT:** Neither party to this Agreement shall assign or transfer any rights under or interest in this Agreement without the prior written consent of the other party except that CONSULTANT may retain sub-consultants as CONSULTANT deems appropriate and CONSULTANT may make a collateral assignment of this Agreement to its lenders.

**DISPUTE RESOLUTION:** OWNER and CONSULTANT agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to this Agreement or breach thereof to mediation unless the parties mutually agree otherwise. Within fifteen (15) days of receipt by one party of notice of a dispute and demand for mediation from the other party, the parties shall jointly select a mediator and shall conduct mediation within (30) days of receipt by one party of notice of a dispute and demand for mediation from the other party. The cost of mediation shall be paid equally by both parties. The OWNER and the CONSULTANT further agree to require a similar mediation provision in all agreements with independent contractors and consultants, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

**RISK ALLOCATION:** In recognition of the relative risks, rewards and benefits of the project to both the OWNER and CONSULTANT, the risks have been allocated so that the OWNER agrees, to the fullest extent permitted by law, total liability of CONSULTANT to the OWNER, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total compensation received by CONSULTANT under this Agreement or to be received during the entire term of this agreement. Such causes include, but are not limited to, negligence, errors, omissions, strict liability, and breach of contract or breach of warranty.

**INDEMNIFICATION:** To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless OWNER, OWNER's elected officials, directors, partners, employees and agents from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CONSULTANT or CONSULTANT's officers, directors, partners, employees, agents and CONSULTANT's services under this Agreement. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless CONSULTANT, CONSULTANT's officers, directors, partners, employees, and agents from any and all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by OWNER, OWNER's officers, directors, partners, employees, agents and OWNER's consultants with respect to this Agreement or the Project. If the OWNER requests drawings furnished by electronic media, the OWNER shall sign an agreement specifically excluding CONSULTANT's liability from any use of such electronic media.

**STANDARD OF CARE:** The standard of care for all professional engineering and related services performed or furnished by CONSULTANT under this Agreement will be the care and skill ordinarily used by members of CONSULTANT's profession practicing under similar conditions at the same time and in the same locality. CONSULTANT makes no warranties, express or implied, under this Agreement or otherwise, in connection with CONSULTANT's service.

This Agreement is based on applicable laws, regulations, standards, and requirements as of its Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to OWNER's responsibilities or to CONSULTANT's scope of services, times of performance, and compensation.

**FAILURE TO PAY:** If OWNER fails to make any payment due CONSULTANT for services and expenses within 30 days after receipt of CONSULTANT's invoice, then amounts due CONSULTANT will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and CONSULTANT may, after giving seven days written notice to OWNER, suspend services under this Agreement until OWNER has paid in full all amounts due for services, expenses, and other related charges. OWNER waives any and all claims against CONSULTANT for any such suspension.

**TERMINATION:** The obligation to provide further services under this agreement may be terminated by either party upon thirty days written notice to the other party.

The OWNER agrees that the CONSULTANT is solely responsible for jobsite safety and warrants that this intent shall be made evident in the OWNER's agreement with the Contractor. The OWNER also agrees that the OWNER and the CONSULTANT shall be indemnified and shall be made additional insureds under the CONSULTANT's general liability insurance policy. The CONSULTANT and his personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

**UNUSUAL OR CONCEALED PHYSICAL CONDITIONS:** In the event CONSULTANT encounters concealed or unknown conditions of an unusual nature, differing materially from those ordinarily encountered in similar work, the OWNER agrees the CONSULTANT's scope of services, times of performance, and compensation shall be equitably adjusted.

**MISCELLANEOUS PROVISIONS:**

- a. **Notice:** All notices, requests, demands, tenders and other communications required or permitted hereunder shall be made in writing and shall be deemed to be duly given if delivered in person or mailed certified mail, return receipt requested, to the addresses set forth. Either party hereto may change the address to which notices, requests, demands, tenders and other communications to such party shall be delivered or mailed by giving notice to the other party hereto in the manner herein provided.
- b. **Waiver:** Any term or condition of this Agreement may be waived at any time by the party which is entitled to the benefit thereof, but such waiver shall only be effective if evidenced by a writing signed by such party. A waiver on one occasion shall not be deemed to be a waiver of the same or any other breach on another occasion.
- c. **Amendments:** This Agreement may be amended or modified only by a writing signed by both of the parties hereto.
- d. **Governing Law:** The validity and effect of this Agreement shall be governed, construed and enforced under the laws of the State of Georgia.
- e. **Entire Agreement:** This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter hereof and there are no representations or understandings between the parties except as provided herein.
- f. **Section Headings:** Section headings contained in this Agreement are solely for convenience of reference and shall not affect the meaning or interpretation of this Agreement or of any term or provision hereof.
- g. **Time:** Time shall be of the essence in this Agreement.
- h. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall be considered one and the same agreement.
- i. **Construction of Agreement:** No provision of this Agreement shall be construed against or interpreted to the disadvantage of any party hereto or thereto by any court or other governmental



or judicial authority by reason of such party having or being deemed to have structured or dictated such provision.

- j. No Third-Party Beneficiary: This Agreement shall be binding upon, inure solely to the benefit of, and be enforceable by only the parties hereto, their respective successors and permitted assigns, and nothing in the Agreement, express or implied, is intended to or shall confer upon any person, other than the parties hereto, their respective successors and permitted assigns, any rights, remedies, obligations or liabilities of any nature whatsoever.

ATTACHMENT B – 2023 RATE AND FEE SCHEDULE





**2023  
Standard Rate and Fee Schedule**

Standard Hourly Rates

Executive Vice President	\$ 300.00
Senior Vice President	\$ 250.00
Vice President	\$ 225.00
Senior Professional (Architect, Engineer Regional Technical Leader, Interior Design, Scientist, Project Manager)	\$ 250.00
Professional III (Architect, Engineer Design Manager, Interior Design, Scientist, Project Manager)	\$ 225.00
Professional II (Architect, Engineer State Technical Leader, Interior Design, Scientist, Project Manager)	\$ 200.00
Professional I (Architect, Engineer Design Coordinator, Interior Design, Scientist, Project Manager)	\$ 185.00
Senior Professional Staff (Architect, Project Engineer, Interior Design, Scientist, Assistant Project Manager)	\$ 160.00
Professional Staff III (Architect, Engineer Project Professional, Interior Design, Scientist)	\$ 135.00
Professional Staff II (Architect, Engineer Staff Professional, Interior Design, Scientist)	\$ 120.00
Professional Staff I (Architect, Interior Design, Scientist)	\$ 100.00
Senior Technical (Technical Spec., Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 160.00
Technical III (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 140.00
Technical II (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 115.00
Technical I (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 95.00
Intern/Co-op II (Architecture, Engineering, Interior Design, Environmental Sciences)	\$ 90.00
Intern/Co-op I (Architecture, Engineering, Interior Design, Environmental Sciences)	\$ 70.00
Executive Administrative Assistant	\$ 115.00
Administrative Assistant II	\$ 95.00
Administrative Assistant I	\$ 75.00
Surveying:	
Professional Land Surveyor	\$ 180.00
Survey Crew (four-man survey crew)	\$ 310.00
Survey Crew (three-man survey crew)	\$ 250.00
Survey Crew (two-man survey crew)	\$ 185.00
Field Tech III	\$ 105.00
Field Tech II	\$ 80.00
Field Tech I	\$ 65.00

Reimbursable Expenses

Travel Expenses	
Vehicle Transport	\$0.655 per mile
Travel/ Meals/ Lodging	Cost
Other Out-of-Pocket Expenses	Cost plus twenty percent
Sub-Consultant/ Sub-Contractors	Cost plus twenty percent
Sub-Consultant/Sub-Contractors reimbursable expenses	Cost plus twenty percent
Printing & Shipping	
Out of house reprographic services	Cost
In-House B&W reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House Color reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House B&W reprographic services (large format)	\$0.15/ sf
In-House Color reprographic services (large format)	\$0.20/ sf
GPS equipment	\$250.00 per day



VIA ELECTRONIC MAIL

Goodwyn Mills Cawood

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February 15, 2023

Christi Dockery, County Manager  
Lee County  
T. Page Tharp Governmental Building  
102 Starksville Avenue North  
Leesburg, Georgia 31763

**Re: Proposal to Assist with Additional Stormwater Professional Services**

Dear Christi:

Per request, Goodwyn Mills and Cawood, LLC (GMC), which merged with Ecological Planning Group several years ago, is very pleased to provide Lee County with a proposal to assist the County with additional tasks required by the National Pollutant Discharge Elimination System (NPDES) Phase I Municipal Separate Storm Sewer System (MS4) Permit that took effect on December 6, 2022. This permit requires that the County revise the existing Stormwater Management Plan (SWMP) and other plans and documents by or before June 4, 2023, to meet new permit requirements and submit them to the Georgia Environmental Protection Division (EPD) for review and approval. **GMC has prepared a separate proposal to update the County's SWMP to meet permit requirements as requested, and this proposal has been prepared to provide additional services that may be of interest to the County to ensure permit compliance. For additional information about permit requirements, please see the separate memo that GMC has prepared that summarizes the technical changes to the County's stormwater permit and impacts that these changes will have on the County's stormwater program.**

GMC specializes in assisting local governments with maintaining compliance with the requirements of the NPDES stormwater permit and developing and revising SWMPs and other associated programs, plans and ordinances. We've assisted cities and counties throughout the southeast and coastal Georgia with preparation of permit-compliant SWMPs and associated documents and our staff has also performed field inspections, condition assessments, and developed GIS databases for numerous clients. GMC has assisted the County with their stormwater management program in various capacities over the years.

The following scope of work will ensure that the County remains compliant in a cost-effective manner during the 2022-2027 permit cycle.



## SCOPE OF WORK

### Task 1: Code Ordinance Evaluations

The County's new 2022-2027 MS4 permit, as well as previous iterations of the Permit, requires the County to develop and implement an ordinance(s) that addresses the following:

- **Illicit Discharge/Illegal Dumping:** Conduct inspections and monitoring, control illicit discharges and connections, and control illegal dumping and spills into the MS4. The ordinance must include the authority to take legal action to eliminate illicit discharges and connections (Section 4.2.3(a) of the Permit).
- **Erosion and Sedimentation (E&S):** Annually evaluate and modify, if needed, the E&S ordinance to comply with the County's Permit. Ensure either the E&S, litter, or another ordinance requires construction site operators to control waste at the construction site, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste (Section 4.2.4(a) of the Permit).
- **Post-Construction Stormwater Management:** Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State and local law. This includes the adoption of new performance standards stipulating that "stormwater management system shall be designed to retain the first 1.0 inch of rainfall on the site, to the maximum extent practicable: no later than December 6, 2020." Must also ensure that the ordinance(s) adopt the most recent version of the GSMM, CSS, and/or local design manual.
- **Green Infrastructure:** Section 4.2.5(a)(1) of the new permit also requires the County to complete an annual evaluation of its ordinances to determine if they impede Green Infrastructure / Low Impact Development (GI/LID) practices and also ensure that the ordinance(s) adopt the most recent version of the GSMM, CSS, and/or local design manual.

The EPD has stated in separate documentation that the preferred method for the ordinance evaluation is to use either the Center for Watershed Protection's Code and Ordinance worksheets (COW) or the EPA Scorecard (or an equivalent that is comparably as or more comprehensive) during the first year of the 2022-2027 permit period to complete and document the ordinance review. During stakeholder meetings held by the EPD to discuss the upcoming permit changes, the EPD emphasized that ordinance reviews that were conducted prior to 2022 (even if COW forms were used) will not be accepted and that a comprehensive review must be completed at least once between 2022-2027. Thereafter, the County must conduct an annual review of the ordinance and report upon ordinance changes as required by the new MS4 Permit.

As part of this task:

- GMC will provide one review of the relevant ordinances, for compliance with the County's NPDES Phase II MS4 Permit. This will include a review of the County's ordinances related to illicit discharge prevention; stormwater management; post-construction stormwater management requirements, and erosion & sedimentation (E&S) as well as other relevant ordinances related to stormwater management, site plan review, litter prevention, etc. GMC will provide summary memo that identifies potential code ordinance changes that the County may submit as required documentation for the Annual Report submittal.
- Using the most recent version of the EPD-recommended "Code and Ordinance Worksheet," GMC will evaluate a subset of codes that is selected by the County Engineer or GMC will share and discuss this worksheet with the County Engineer and/or designated representative. GMC will provide completed forms and a summary

memo that identifies potential code ordinance changes that the County may submit as required documentation for the Annual Report submittal.

### **Task 2: Illicit Discharge Detection & Elimination (IDDE) Plan Update**

GMC will make the minimum required edits to the County's existing IDDE Plan to meet newly-added permit requirements. These updates are anticipated to be minor because there were no other substantive regulatory changes to the permit. This involves potentially changing the "minimum inspection frequency" requirements listed in the current IDDE plan for dry weather screening and stream walks. The remainder of the IDDE Plan will be submitted "as is" to the GA EPD for review and approval with the revised SWMP. Once a final draft has been completed and approved by the County, it will be submitted to EPD with the SWMP update. **Please note, GMC assistance with responding to future comments from EPD on the County's IDDE, submitted as part of this task, will be handled as an out-of-scope, hourly service upon request for assistance by the County in accordance with the Rate Schedule provided in Appendix B.**

Alternatively, upon request, GMC can also perform a comprehensive review of the entire IDDE Plan to ensure compliance with previous and current requirements of the MS4 Permit and provide inspection checklists and source tracing documentation, if desired. GMC will provide an estimated cost to the County separately if the County requests a comprehensive review of the Plan.

### **Task 3: ERP Update**

As required by Section 4.3 of the new MS4 permit, GMC will review the County's existing ERP to ensure the ERP meets newly-added permit requirements (this includes listing all of the enforcement actions, penalties, and fees the County has the authority to assess based on current codes). These updates are anticipated to be minor because there were no other substantive regulatory changes to the permit. Once a final draft has been completed and approved by the County, it will be submitted to EPD with the SWMP update. **Please note, GMC assistance with responding to future comments from EPD on the County's ERP, submitted as part of this task, will be handled as an out-of-scope, hourly service upon request for assistance by the County in accordance with the Rate Schedule provided in Appendix B.**

Alternatively, upon request, GMC can also perform a comprehensive review of the entire ERP to ensure compliance with previous and current requirements of the MS4 Permit and that the ERP follows the format the EPD has required (organization by "type of inspection/potential enforcement instead of organization by "ordinance."). GMC will provide an estimated cost to the County separately if the County requests a comprehensive review of the ERP.

### **Task 4: GI/LID Plan Update**

GMC will review the County's existing GI/LID Plan to ensure it meets newly-added permit requirements (this includes amending the inspection frequencies and including additional maintenance program information).

The EPD has designed the County as a community with a population greater than 10,000 by the EPD and the new Permit lists additional requirements that require amendments to the County's existing GI/LID Plan.

If applicable, GMC also proposes to incorporate several revised GI/LID inspection forms. The University of Georgia Marine Extension and Georgia Sea Grant and the GMC recently developed visual-based inspection forms for the most common GI/LID structures in Coastal Georgia, including bioretention/bioinfiltration; permeable interlocking concrete pavement



and pervious concrete/porous asphalt. (EPD has approved use of these forms for other clients' GI/LID plans). The content on these forms is based on criteria from the GSMM, but they were enhanced with photos of good examples and potential issues and maintenance needs which makes use of these forms more "user friendly" and helps ensure a thorough and consistent inspection and condition assessment.

Once a final draft has been completed and approved by the County, it will be submitted to EPD with the SWMP update.

**Please note the following:**

- **The cost provided in this proposal assumes that the County previously prepared a permit-compliant GI/LID Plan and that the County will provide an updated GI/LID inventory that meets permit requirements that may be incorporated into the revised GI/LID Plan.**
- **GMC assistance with responding to future comments from EPD on the County's GI/LID Plan, submitted as part of this task, will be handled as an out-of-scope, hourly service upon request for assistance by the County in accordance with the Rate Schedule provided in Appendix B.**

**SCHEDULE**

The schedule for the scope of work provided herein will be as established in the County's SWMP and as required by the NPDES Phase I MS4 Permit. All tasks will be completed and documentation will be submitted to the EPD with the revised SWMP no later than **June 4, 2023**.

**PROPOSED FEE**

GMC can begin implementation of the Scope of Work outlined in this Proposal for Tasks 1-4 for an hourly, Not-To-Exceed (NTE) Cost of \$8,600 (Table 1). **However, please note that the scope of work listed in this proposal may not be completed once GMC has reached the NTE cost (i.e., GMC may not be able to complete the entirety of the services listed in this proposal if hourly costs reach the NTE).**

<b>Table 1: Proposed Fees</b>	
<b>Task</b>	<b>Hourly Cost</b>
Task 1: Ordinance Review	\$6,110
Task 2: IDDE Plan Update	\$1,550
Task 3: ERP Update	\$1,550
Task 4: GI/LID Plan Update	\$3,110
<b>Total Not-To-Exceed Cost:</b>	<b>\$12,320</b>

If this proposal is accepted, GMC will invoice the County monthly based on the hourly work completed in accordance with the Terms and Conditions listed in Attachment A and provide routine updates on the scope of work that has or will be completed under the existing hourly allotments. If additional hourly services are performed upon request by the County, they will be billed based on the Standard Rate and Fee Schedule included in Attachment B.

**PROPOSAL ACCEPTANCE**

If this scope of work and fee proposal is acceptable, please sign and date below and forward one copy as our agreement and authorization to proceed. Please contact our office if you have any questions. We look forward to working with you.

Sincerely,

**GOODWYN MILLS CAWOOD, LLC**

A handwritten signature in black ink, appearing to read 'Ed DiTommaso', with a stylized flourish at the end.

Ed DiTommaso, AICP, GISP  
Environmental Department Head

-----  
ACCEPTED BY

-----  
DATE

Attachments



## ATTACHMENT A – TERMS AND CONDITIONS

Lee County ("OWNER") wishes to engage Goodwyn Mills and Cawood, Inc. ("CONSULTANT") to provide professional consulting services to assist the County with National Pollutant Discharge Elimination System (NPDES) Phase I Municipal Separate Storm Sewer System (MS4) Permit compliance through the duration of its current NPDES Permit. The following summarizes the terms and conditions:

**ASSIGNMENT:** Neither party to this Agreement shall assign or transfer any rights under or interest in this Agreement without the prior written consent of the other party except that CONSULTANT may retain sub-consultants as CONSULTANT deems appropriate and CONSULTANT may make a collateral assignment of this Agreement to its lenders.

**DISPUTE RESOLUTION:** OWNER and CONSULTANT agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to this Agreement or breach thereof to mediation unless the parties mutually agree otherwise. Within fifteen (15) days of receipt by one party of notice of a dispute and demand for mediation from the other party, the parties shall jointly select a mediator and shall conduct mediation within (30) days of receipt by one party of notice of a dispute and demand for mediation from the other party. The cost of mediation shall be paid equally by both parties. The OWNER and the CONSULTANT further agree to require a similar mediation provision in all agreements with independent contractors and consultants, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

**RISK ALLOCATION:** In recognition of the relative risks, rewards and benefits of the project to both the OWNER and CONSULTANT, the risks have been allocated so that the OWNER agrees, to the fullest extent permitted by law, total liability of CONSULTANT to the OWNER, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total compensation received by CONSULTANT under this Agreement or to be received during the entire term of this agreement. Such causes include, but are not limited to, negligence, errors, omissions, strict liability, and breach of contract or breach of warranty.

**INDEMNIFICATION:** To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless OWNER, OWNER's elected officials, directors, partners, employees and agents from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CONSULTANT or CONSULTANT's officers, directors, partners, employees, agents and CONSULTANT's services under this Agreement. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless CONSULTANT, CONSULTANT's officers, directors, partners, employees, and agents from any and all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by OWNER, OWNER's officers, directors, partners, employees, agents and OWNER's consultants with respect to this Agreement or the Project. If the OWNER requests drawings furnished by electronic media, the OWNER shall sign an agreement specifically excluding CONSULTANT's liability from any use of such electronic media.

**STANDARD OF CARE:** The standard of care for all professional engineering and related services performed or furnished by CONSULTANT under this Agreement will be the care and skill ordinarily used by members of CONSULTANT's profession practicing under similar conditions at the same time and in the same locality. CONSULTANT makes no warranties, express or implied, under this Agreement or otherwise, in connection with CONSULTANT's service.

This Agreement is based on applicable laws, regulations, standards, and requirements as of its Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to OWNER's responsibilities or to CONSULTANT's scope of services, times of performance, and compensation.

**FAILURE TO PAY:** If OWNER fails to make any payment due CONSULTANT for services and expenses within 30 days after receipt of CONSULTANT's invoice, then amounts due CONSULTANT will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and CONSULTANT may, after giving seven days written notice to OWNER, suspend services under this Agreement until OWNER has paid in full all amounts due for services, expenses, and other related charges. OWNER waives any and all claims against CONSULTANT for any such suspension.

**TERMINATION:** The obligation to provide further services under this agreement may be terminated by either party upon thirty days written notice to the other party.

The OWNER agrees that the CONSULTANT is solely responsible for jobsite safety and warrants that this intent shall be made evident in the OWNER's agreement with the Contractor. The OWNER also agrees that the OWNER and the CONSULTANT shall be indemnified and shall be made additional insureds under the CONSULTANT's general liability insurance policy. The CONSULTANT and his personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

**UNUSUAL OR CONCEALED PHYSICAL CONDITIONS:** In the event CONSULTANT encounters concealed or unknown conditions of an unusual nature, differing materially from those ordinarily encountered in similar work, the OWNER agrees the CONSULTANT's scope of services, times of performance, and compensation shall be equitably adjusted.

**MISCELLANEOUS PROVISIONS:**

- a. **Notice:** All notices, requests, demands, tenders and other communications required or permitted hereunder shall be made in writing and shall be deemed to be duly given if delivered in person or mailed certified mail, return receipt requested, to the addresses set forth. Either party hereto may change the address to which notices, requests, demands, tenders and other communications to such party shall be delivered or mailed by giving notice to the other party hereto in the manner herein provided.
- b. **Waiver:** Any term or condition of this Agreement may be waived at any time by the party which is entitled to the benefit thereof, but such waiver shall only be effective if evidenced by a writing signed by such party. A waiver on one occasion shall not be deemed to be a waiver of the same or any other breach on another occasion.
- c. **Amendments:** This Agreement may be amended or modified only by a writing signed by both of the parties hereto.
- d. **Governing Law:** The validity and effect of this Agreement shall be governed, construed and enforced under the laws of the State of Georgia.
- e. **Entire Agreement:** This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter hereof and there are no representations or understandings between the parties except as provided herein.
- f. **Section Headings:** Section headings contained in this Agreement are solely for convenience of reference and shall not affect the meaning or interpretation of this Agreement or of any term or provision hereof.
- g. **Time:** Time shall be of the essence in this Agreement.
- h. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall be considered one and the same agreement.
- i. **Construction of Agreement:** No provision of this Agreement shall be construed against or interpreted to the disadvantage of any party hereto or thereto by any court or other governmental



or judicial authority by reason of such party having or being deemed to have structured or dictated such provision.

- j. No Third-Party Beneficiary: This Agreement shall be binding upon, inure solely to the benefit of, and be enforceable by only the parties hereto, their respective successors and permitted assigns, and nothing in the Agreement, express or implied, is intended to or shall confer upon any person, other than the parties hereto, their respective successors and permitted assigns, any rights, remedies, obligations or liabilities of any nature whatsoever.

ATTACHMENT B – FEE SCHEDULE





**2023**  
**Standard Rate and Fee Schedule**

Standard Hourly Rates

Executive Vice President	\$ 300.00
Senior Vice President	\$ 250.00
Vice President	\$ 225.00
Senior Professional (Architect, Engineer Regional Technical Leader, Interior Design, Scientist, Project Manager)	\$ 250.00
Professional III (Architect, Engineer Design Manager, Interior Design, Scientist, Project Manager)	\$ 225.00
Professional II (Architect, Engineer State Technical Leader, Interior Design, Scientist, Project Manager)	\$ 200.00
Professional I (Architect, Engineer Design Coordinator, Interior Design, Scientist, Project Manager)	\$ 185.00
Senior Professional Staff (Architect, Project Engineer, Interior Design, Scientist, Assistant Project Manager)	\$ 160.00
Professional Staff III (Architect, Engineer Project Professional, Interior Design, Scientist)	\$ 135.00
Professional Staff II (Architect, Engineer Staff Professional, Interior Design, Scientist)	\$ 120.00
Professional Staff I (Architect, Interior Design, Scientist)	\$ 100.00
Senior Technical (Technical Spec., Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 160.00
Technical III (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 140.00
Technical II (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 115.00
Technical I (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 95.00
Intern/Co-op II (Architecture, Engineering, Interior Design, Environmental Sciences)	\$ 90.00
Intern/Co-op I (Architecture, Engineering, Interior Design, Environmental Sciences)	\$ 70.00
Executive Administrative Assistant	\$ 115.00
Administrative Assistant II	\$ 95.00
Administrative Assistant I	\$ 75.00
Surveying:	
Professional Land Surveyor	\$ 180.00
Survey Crew (four-man survey crew)	\$ 310.00
Survey Crew (three-man survey crew)	\$ 250.00
Survey Crew (two-man survey crew)	\$ 185.00
Field Tech III	\$ 105.00
Field Tech II	\$ 80.00
Field Tech I	\$ 65.00

Reimbursable Expenses

Travel Expenses	
Vehicle Transport	\$0.655 per mile
Travel/ Meals/ Lodging	Cost
Other Out-of-Pocket Expenses	Cost plus twenty percent
Sub-Consultant/ Sub-Contractors	Cost plus twenty percent
Sub-Consultant/Sub-Contractors reimbursable expenses	Cost plus twenty percent
Printing & Shipping	
Out of house reprographic services	Cost
In-House B&W reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House Color reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House B&W reprographic services (large format)	\$0.15/ sf
In-House Color reprographic services (large format)	\$0.20/ sf
GPS equipment	\$250.00 per day

## Planning, Zoning & Engineering

Joey Davenport, Interim Planning Director/ Co Assistant County Manager/ Chief Building Official  
Randy Weathersby, GIS Manager

Tel 229-759-6000 102 Starksville Avenue N [www.lee.ga.us](http://www.lee.ga.us)  
Leesburg, GA 31763



### MEMORANDUM

**TO:** Honorable Board of County Commissioners

**SUBJECT:** SD22-021, Cypress Cove Phase III  
Accepting Deeds of Rights-of-Way, Easements, Roads and Water System Infrastructure

**DATE:** February 28, 2023

#### **BACKGROUND**

The Lee County Planning, Zoning and Engineering Department received a request for a final approval of Cypress Cove Phase III Subdivision. All legal work has been received and forwarded to the County Attorney and has been approved.

#### **RECOMMENDATION**

Staff is submitting Cypress Cove Phase III Subdivision and corresponding rights-of-way easements, roads and water system infrastructure for final acceptance by the Board of Commissioners on February 28, 2023. A two-year improvements guarantee is provided through an Irrevocable Letter of Credit.

#### **ATTACHMENTS**

Resolution  
Final Plat



**RESOLUTION**  
**GRANTING FINAL APPROVAL FOR CYPRESS COVE PHASE III SUBDIVISION**  
**(SD22-021) AND ACCEPTING DEEDS OF RIGHTS-OF-WAY, EASEMENTS,**  
**ROADS, AND WATER SYSTEM INFRASTRUCTURE**

**WHEREAS**, Kurt Lamon, has made an application for final approval of Cypress Cove Phase III Subdivision.

**WHEREAS**, Lee County Board of Commissioners staff has determined that all requirements for final approval have been met including legal and construction requirements.

**WHEREAS**, it is in the best interest of the citizens of Lee County that final approval for Cypress Cove Phase III Subdivision (SD22-021) be granted and that the Chairman and Board of Commissioners of Lee County accept all rights-of-way, easements, roads and water system infrastructure.

**WHEREAS**, it is resolved by and through the Chairman and Board of Commissioners of Lee County, Georgia that final subdivision approval is hereby granted to Cypress Cove Phase III Subdivision. Additionally, the Chairman and Board of Commissioners of Lee County, Georgia, hereby accepts those certain warranty deed of all rights-of-way, easements, roads and water system infrastructure.

This \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

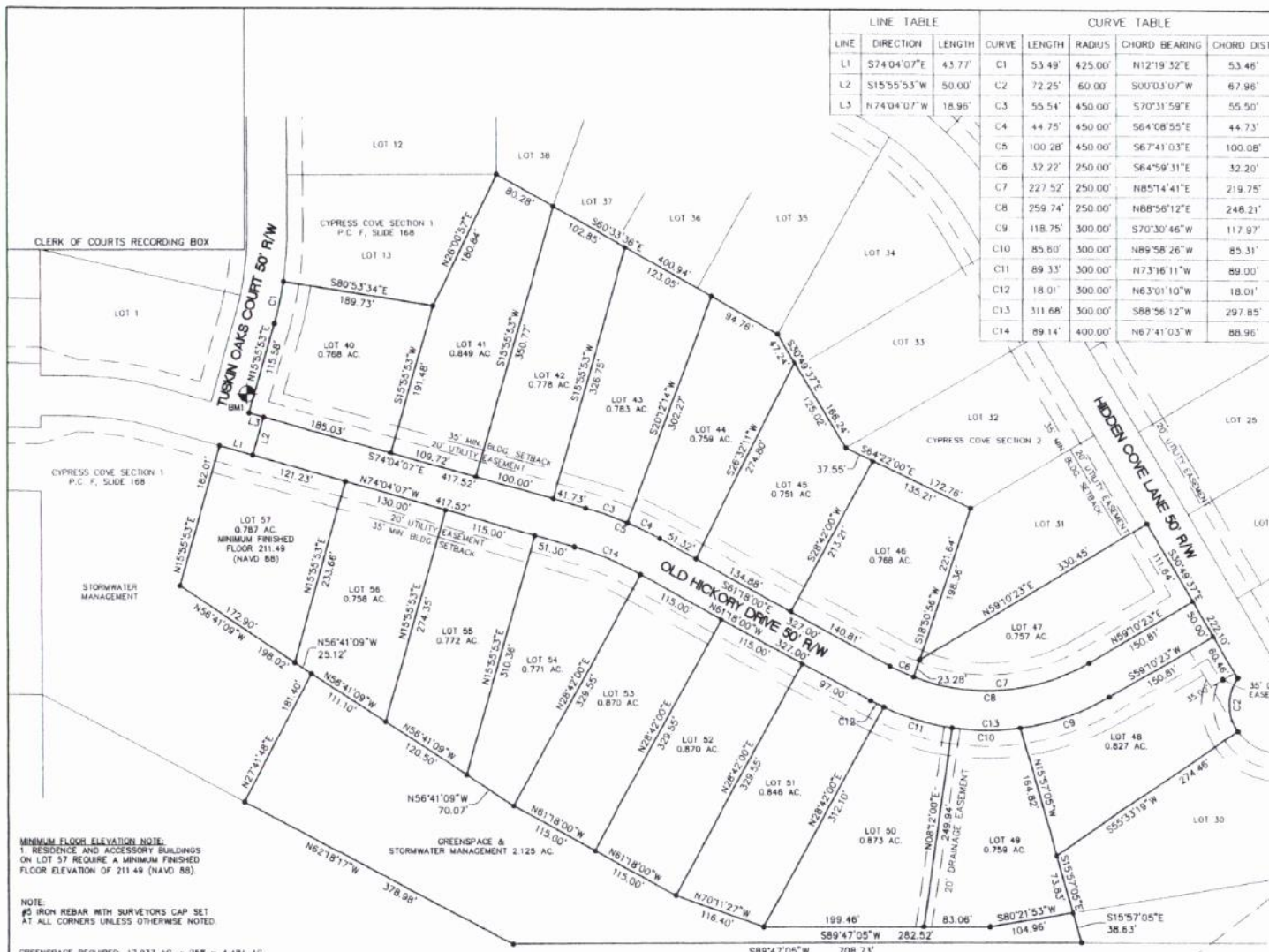
BOARD OF COMMISSIONERS  
LEE COUNTY, GEORGIA

By: \_\_\_\_\_

Billy Mathis  
Chairman

ATTEST: \_\_\_\_\_

Kaitlyn Good  
County Clerk



LINE TABLE			CURVE TABLE				
LINE	DIRECTION	LENGTH	CURVE	LENGTH	RADIUS	CHORD BEARING	CHORD DIST.
L1	S74°04'07"E	43.77'	C1	53.49'	425.00'	N12°19'32"E	53.46'
L2	S15°55'53"W	50.00'	C2	72.25'	60.00'	S00°03'07"W	67.96'
L3	N74°04'07"W	18.96'	C3	55.54'	450.00'	S70°31'59"E	55.50'
			C4	44.75'	450.00'	S64°08'55"E	44.73'
			C5	100.28'	450.00'	S67°41'03"E	100.08'
			C6	32.22'	250.00'	S64°59'31"E	32.20'
			C7	227.52'	250.00'	N85°14'41"E	219.75'
			C8	259.74'	250.00'	N88°56'12"E	248.21'
			C9	118.75'	300.00'	S70°30'46"W	117.97'
			C10	85.60'	300.00'	N89°58'26"W	85.31'
			C11	89.33'	300.00'	N73°16'11"W	89.00'
			C12	18.01'	300.00'	N63°01'10"W	18.01'
			C13	311.68'	300.00'	S88°56'12"W	297.85'
			C14	89.14'	400.00'	N67°41'03"W	88.96'



**SURVEYOR CERTIFICATION:**  
 AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

GENE W. WEBB SURVEYOR NO. 2923  
 LANIER ENGINEERING, INC.  
 GA. LAND SURVEYING FIRM NO. 991

DATE: 07/05/22

**MINIMUM FLOOR ELEVATION NOTE:**  
 RESIDENCE AND ACCESSORY BUILDINGS ON LOT 57 REQUIRE A MINIMUM FINISHED FLOOR ELEVATION OF 211.49 (NAVD 88).

**NOTE:**  
 #5 IRON REBAR WITH SURVEYORS CAP SET AT ALL CORNERS UNLESS OTHERWISE NOTED.

GREENSPACE REQUIRED: 17.937 AC. x 25% = 4.484 AC.  
 GREENSPACE PROVIDED = 2.125 AC. + 6.105 AC. EXCESS FROM SECTION 2 = 8.320 AC.

WETLANDS MAY BE PRESENT ON THIS PROPERTY. WETLANDS ARE PROTECTED BY FEDERAL LAW. BEFORE DISTURBING ANY AREA DESIGNATED AS A WETLAND, CONTACT THE U.S. ARMY CORPS OF ENGINEERS, REGULATORY BRANCH, P.O. BOX 888, SAVANNAH, GEORGIA 31402-0888.

BEFORE ANY BUILDING ACTIVITY BEGINS, THE LEE COUNTY HEALTH DEPARTMENT MUST APPROVE THE BUILDING SITE. AN INTENSIVE SOIL SURVEY WILL BE REQUIRED IN THE AREA OF CONSTRUCTION TO MAKE CERTAIN THAT SOILS PRESENT ARE SUITABLE FOR INDIVIDUAL SEWAGE SYSTEMS.

THE LEE COUNTY UTILITIES AUTHORITY HAS CONTROL OVER THE SUPPLY OF POTABLE WATER AND RECEIPT OF SANITARY SEWERAGE FROM ALL LANDS SUBDIVIDED AFTER 7-27-95. THE OWNER OF THIS SUBDIVIDED LOT WILL BE REQUIRED TO IMMEDIATELY CONNECT TO PUBLIC WATER AND SEWERAGE SYSTEMS WHENEVER EITHER BECOMES ACCESSIBLE.

THE SUBJECT PROPERTY IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% CHANCE ANNUAL FLOODPLAIN) AS SHOWN ON THE NATIONAL FLOOD INSURANCE PROGRAM'S FLOOD INSURANCE RATE MAP. COMMUNITY-PANEL NUMBERS 13177C02390 & 13177C02430, EFFECTIVE OF DATE OF SEPTEMBER 2, 2004.

**OWNER CERTIFICATION:**  
 THIS IS TO CERTIFY THAT I AM THE TRUE AND LAWFUL OWNER OF THE ADJACENT FOR THE OWNER OF THE PROPERTY PLATTED HEREON.

MARK GAVIN AND DAWN GAVIN  
 DEED BOOK 1562, PAGE 244

CYPRESS COVE HOLDING, LLC  
 KURT LAMON  
 P.O. BOX 859  
 LEESBURG, GA 31783  
 (229) 288-4278

APPROVAL:  
 APPROVED BY LEE COUNTY PLANNING AND ZONING.

JOE DAVENPORT  
 INTERM. PLANNING, ZONING AND ENGINEERING DIRECTOR

**SURVEY DATA**  
 E.O.C. FIELD: 1 IN 321.757  
 E.O.C. FIELD: 1 IN 20.456  
 ANGULAR ERROR: 04" PER ANGLE POINT  
 ADJUSTED BY: COMPASS RULE  
 EQUIPMENT USED: TOPCON GTS 223  
 REFERENCE DEED(S): D.B. 2119 PG. 200

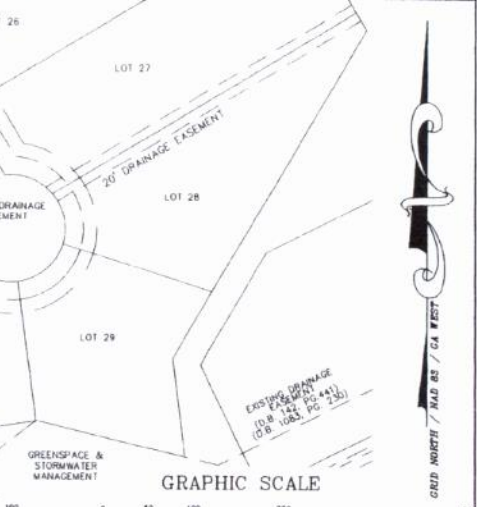
THE UNDERSIGNED SURVEYOR HAS NOT BEEN FURNISHED WITH A CURRENT TITLE OPINION OR ABSTRACT OF THIS PROPERTY OR MATTERS AFFECTING THIS PROPERTY. IT IS POSSIBLE THAT THERE ARE RECORDED DEEDS, UNRECORDED DEEDS, EASEMENTS, OR OTHER INSTRUMENTS THAT COULD AFFECT THIS PROPERTY.

ADJACENT PROPERTY OWNER INFORMATION OBTAINED FROM THE COUNTY TAX ASSESSORS OFFICE.

**BENCHMARK #1**  
 TOP OF FIRE HYDRANT  
 ELEVATION 214.87  
 (NAVD 1988)

PROPERTY IS ZONED R-1  
 FRONT YARD SETBACK - 35'  
 SIDE YARD SETBACK - 10'  
 REAR YARD SETBACK - 15'

THERE IS A 20' UTILITY EASEMENT PARALLEL AND CONTIGUOUS TO ALL PROPOSED STREET RIGHTS OF WAY.



**FINAL PLAT**  
**CYPRESS COVE SECTION 3**  
 PART OF LAND LOT 268, SECOND LAND DISTRICT  
 LEE COUNTY, GEORGIA

**LANIER ENGINEERING INC.**

1504 W. THIRD AVENUE ALBANY, GEORGIA 31707  
 (229) 438-0502 FAX (229) 438-0921

SURVEYED: MSH SCALE: 1" = 100' PROJ. NO: 180022 DATE: 05/17/22 SHEET NUMBER: 1 OF 1  
 DRAWN: DCC CHECKED: DWG: 180022 SEC3 SUR DATE: 06/23/16





by K&G Consulting Services, LLC

# GA-TCS Proposal Prepared for Susan Smith Lee County Tax Commissioner

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by K&G Consulting Services, LLC

## Contents

Application Information.....	3
Application Setup .....	4
Maintenance .....	4
Support Details.....	4
Contact Information .....	5
Cost of License & Support.....	5





by K&G Consulting Services, LLC

The following proposal is respectively prepared by K&G Consulting Services, LLC for the Lee County Tax Commissioners Office at the request of Susan Smith, the Tax Commissioner. The proposal provides general information regarding the functionality of GA-TCS (Georgia Tax Collection System), application setup, maintenance, support details and the cost of the license and support.

## Application Information

GA-TCS is a product of K&G Consulting Services, LLC with Gregg Reese and Tracy Thomas as leads in providing the development. Gregg and Tracy are instrumental in the operation and development of the WinGAP CAMA system used by 145 Georgia counties. They are both retired Department of Revenue Local Government Service agents with a combined experience of over 75 years in the Georgia ad valorem tax field. Their knowledge of ad valorem tax law combined with that of two other employees, Mark Loyd and Mark Lovett, who are former Local Government Services agents is unparalleled.

GA-TCS is built on a Microsoft SQL Server backend which allows the system to leverage the power of data handling under SQL Server. The use of Microsoft SQL Server, also, opens communication avenues with other applications such as WinGAP which is used in the Tax Assessors Office.

The application provides the full functionality that is required by the Tax Commissioners office in conjunction with system communication and seamless integration with the appraisal data in the Tax Assessors Office. GA-TCS is being built with direct input and guidance of interested Tax Commissioners around Georgia.

Functionality will include but not be limited to the following:

- Maintenance of ownership and addresses information for accounts
- Payment recording
- Access to billing history
- Bill creation and printing
- Daily reporting
- FiFa's
- Recording of intangibles
- General Ledger
- Bulit-in Accounting
- Distributions
- Audits
- Digest Creation
- 5-year history
- Escrow Account Maintenance
- Customized reporting functionality

K&G Consulting Services, LLC 02/02/2023



by K&G Consulting Services, LLC

- Document management
- Setup of Credit Card and Online Payments (optional)
  - K&G Consulting Services will provide a preferred vendor
  - County will have the option of contracting for this service through any other third party vendor

## Application Setup

GA-TCS will be installed on the Tax Commissioners current hardware if the hardware and network are compatible with Microsoft SQL Server operations. If the hardware/network is not compatible, specifications will be provided for a system upgrade. System upgrades will be the responsibility of the County.

## Maintenance

GA-TCS will be maintained and upgraded to meet the dictates of the Georgia Legislature. New concepts and ideas as presented by GA-TCS users will be integrated into the application on a continuous basis. Upgrading the application will be at the discretion of the County user.

## Support Details

K&G Consulting Services, LLC will be fully responsible for application support. Support will be provided primarily with remote services, email, telephone and text. Direct contact with support agents will be available throughout working hours. After-hour support will also be available on a scheduled basis. Onsite support will be provided when the situation dictates.





by K&G Consulting Services, LLC

## Contact Information

Gregg Reese  
5040 Ridge Rd  
Norwood GA 30821  
706-699-2286  
[gregg@gatcs.net](mailto:gregg@gatcs.net)

Tracy Thomas  
521 Bethlehem Rd  
Nahunta GA 31553  
706-834-7924  
[tracy@gatcs.net](mailto:tracy@gatcs.net)

## Cost of License & Support

Operating license and first year maintenance for GA-TCS will be provided for the sum of \$30,000.00. Invoicing will not occur until the system is installed and deemed functional by the user. The operating license will cover unlimited users. The operating license fee also covers the cost of converting the previous 7 years of system's data to the GA-TCS format. Additional years can be converted at a cost of \$750.00 per year.

Any costs charged by the previous vendor for data access and/or export are not covered under license and support. Such cost will be paid by the County.

An annual support fee of \$15,000.00 will be assessed after the first full year of usage. The support fee covers all maintenance, upgrades and assistance by the K&G Consulting Services team.

# Lee County Utilities Authority

George Walls

Chairman

Victor Stubbs

Vice-Chairman

Authority Members:

Johnny Barthlein

Art Ford

Levent Gokcen

Robert (Bob) Usry

Amy Addison

905 US Hwy 19 S  
Leesburg, GA 31763

Tel: (229) 759-6056

Fax: (229) 759-3319

CHRIS BOSWELL

General Manager

Tricia Holmes

Director of Administrative Operations

Ira Houston

Director of Field Operations

February 24, 2023

To: Lee County Board of Commissioners

From: Chris Boswell, Utilities Authority General Manager

CC: Chairman George Walls, Authority Board Members

Subject: \$1,119,057.77 Million American Rescues Act Funds for Water System Improvements Within Increase Population Application (State of Georgia)

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The referenced subject was discussed during the Lee County BOC meeting February 14, 2023. After the BOC meeting, the Authority Board met on February 16, 2023 to discuss the \$1,119,057.77 funds and why/how those funds should be spent on needed water and sewer projects.

A lengthy discussion was held about the necessity of a new water well, wastewater treatment plant repairs, U.S. Hwy 19 sewer project, and the Lee Medical Hospital water/sewer. Cost, funding, and Authority debt were also discussed.

Please see memo dated February 15, 2023 showing the current debt payment of the Authority.

Authority Board Members voted unanimously to have Authority General Manager to draft/send memo to Lee County BOC requesting the use of the \$1,119,057.77 to pay for Lee Medical Hospital water and sewer needs. This action will allow the Authority to direct its attention and funds toward a new water well, wastewater treatment plant repairs, and U.S. Hwy 19 sewer project.



## Chris Boswell

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**From:** Christi Dockery  
**Sent:** Wednesday, February 22, 2023 9:14 AM  
**To:** Kaitlyn Good  
**Cc:** Chris Boswell  
**Subject:** FW: RE:

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Boc will authorize approval of allocating ARPA funds for the use of water & sewer projects for the UA.

Christi Dockery  
Lee County Manager  
102 Starksville Avenue North  
Leesburg, Georgia 31763  
229-759-6000 Office  
229-759-6050 FAX  
[www.lee.ga.us](http://www.lee.ga.us)  
[cdockery@lee.ga.us](mailto:cdockery@lee.ga.us)



LEE COUNTY  
It's all about water here.

**From:** Christi Dockery  
**Sent:** Wednesday, February 15, 2023 2:14 PM  
**To:** Chris Boswell ([cboswell@lee.ga.us](mailto:cboswell@lee.ga.us)) <[cboswell@lee.ga.us](mailto:cboswell@lee.ga.us)>  
**Cc:** Kaitlyn Good <[kaitlyn.good@lee.ga.us](mailto:kaitlyn.good@lee.ga.us)>  
**Subject:** RE:

Hi Chris,

The funds available for the UA are \$1,119,057.77. Please use this figure for you memo to the BOC. If you will send us your memo by Feb. 23<sup>rd</sup> we will include in the 2/28/23 meeting.

We will send you what is remaining from SPLOST.

Thank you!

Christi Dockery  
Lee County Manager  
102 Starksville Avenue North  
Leesburg, Georgia 31763  
229-759-6000 Office  
229-759-6050 FAX  
[www.lee.ga.us](http://www.lee.ga.us)  
[cdockery@lee.ga.us](mailto:cdockery@lee.ga.us)

EI

# Lee County Utilities Authority

Chairman  
Victor Stubbs  
Vice-Chairman  
Authority Members:  
Johnny Barthlein  
Art Ford  
Levent Gokcen  
Robert (Bob) Ustry  
Amy Addison

905 US Hwy 19 S  
Leesburg, GA 31763  
Tel: (229) 759-6056  
Fax: (229) 759-3319

CHRIS BOSWELL  
General Manager  
  
Tricia Holmes  
Director of Administrative Operations  
  
Ira Houston  
Director of Field Operations

February 15, 2023

To: Utilities Authority Board Members  
From: Chris Boswell, Utilities Authority General Manager  
Subject: Current Debt payments

Prior to December 2022 the debt payment was \$145,143 monthly / \$1,741,716 annually

As of December 2022

US Bank	\$169,091 (Bond Payments increased 01/23)
GEFA	\$ 5,084 (Lovers Lane Well add to debt 12/22)
GEFA	\$ 4,135 (Solar Field)
<b>Total Debt Monthly</b>	<b>\$178,310</b>

Increase of \$33,167 per month with a yearly increase of \$398,004

Annual Debt Payments are now **\$2,139,717**



A-1


# Lee County Utilities Authority

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CHRIS BOSWELL  
General Manager  
Tricia Holmes  
Director of Administrative Operations  
Ira Houston  
Director of Field Operations

February 9, 2023

To: Lee County Board of Commissioners  
From: Chris Boswell, Utilities Authority General Manager   
Subject: \$1.2 million American Rescue Act Funds for Water System Improvements to Serve Increased Populations ARPA Application

---

This referenced application was not awarded. However, as southern Lee County continues growing the major concern that affects this growth is potable drinking water availability. A new water source (well) is needed. This new well would provide for the expected growth that will come in the future.

To explain the need for improvements within our water system to handle the demand of an increase in population see the attached ARPA Application.

The current water sources (wells) will not provide enough water for the growth that is coming. Therefore, the reference \$1.2 million should be spent on a new source (well) so that future growth water needs are met.

Thank you for your time.

Chris

A-2

**Chris Boswell**

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**From:** cgriffin@stillwaterseng.com  
**Sent:** Tuesday, September 13, 2022 11:48 AM  
**To:** Chris Boswell  
**Cc:** Christi Dockery  
**Subject:** ARPA Application for Drinking Water Increased Populations  
**Attachments:** Lee County Board of Commissioners ARPA Application 9-13-22.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Chris,

Attached is a summary of the application that was submitted on behalf of the Lee County Board of Commissioners and the Lee County Utilities Authority.

There were other items added in the application, but they are not important in reference to what your board would be interested in reviewing.

Please let me know if you have any questions.

Thanks,

Chad Griffin



**CHAD GRIFFIN**  
Project Manager  
130 Veterinary Way - Unit 2  
Leesburg, GA 31763  
[cgriffin@stillwaterseng.com](mailto:cgriffin@stillwaterseng.com)  
office: 229-496-5700 cell : 229-894-1159  
fax: 229-231-3007



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**WATER SYSTEM IMPROVEMENTS – TO  
SERVE INCREASED POPULATIONS  
ARPA**

**PREPARED FOR THE:  
LEE COUNTY BOARD OF COMMISSIONERS**

**Lee County, Georgia**

**SEPTEMBER 9, 2022**

**Still Waters Engineering Project No.: L0203.003**

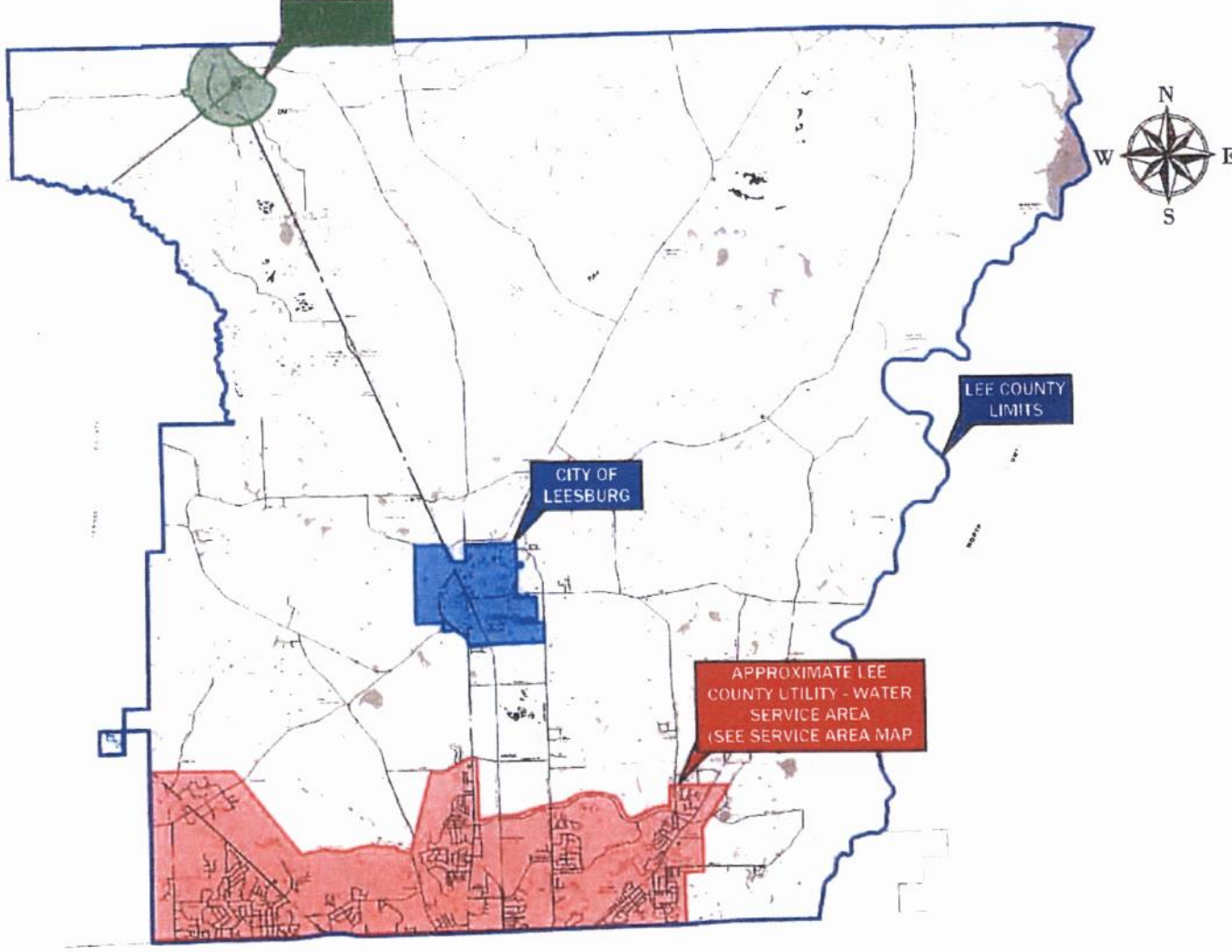



**Still Waters  
Engineering**

130 Veterinary Way, Unit 2  
Leesburg, GA 31763  
229-496-5700 office

[www.stillwaterseng.com](http://www.stillwaterseng.com)

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 <b>STILL WATERS</b> DESIGN • ENGINEERING • CONSTRUCTION	
CONCEPT LAYOUT WATER SYSTEM IMPROVEMENTS NEW 2,000,000 GALLON ELEVATED TANK, 1,000 GPM WELL, AND CHEMICAL FEED BUILDING LEE COUNTY UTILITY AUTHORITY ALL RIGHTS RESERVED	
CONCEPT LAYOUT ONLY NOT FOR CONSTRUCTION	
CONCEPT LAYOUT LEE COUNTY MAP	DATE: 11/17/17

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**PROJECT NEEDS**

The specific problems that the Lee County Utilities Authority are dealing with meet the eligibility requirements of 40 CFR 35.3520. The categories in which this project meets the eligible requirements are in the areas of treatment, storage, and source. The proposed project will include four infrastructure water system improvements that meet these needs. The first component is the installation of a 2.0-million-gallon composite elevated storage tank, the second component is a 1.0 million gallon per day production well and chemical feed treatment facility, the third component is a supervisory control and data acquisition (SCADA) system, and the fourth component is an emergency backup power supply (200 kW generator). Stated within this summary are the service area, future demand, existing facilities, and overall problems associated with the Lee County Board of Commissioners / Lee County Utilities Authority water system.

**SERVICE AREA**

The Lee County Utilities Authority currently provides water service to approximately 5,465 customers (approximate population of 14,235) and works under water system identification (WSID) number GA1770068. Some, but not all, residents within the County are provided public water service. In particular, the Lee County Utilities Authority only provides water service to areas in the southern portion of the County (south of Leesburg). The City of Smithville and the City of Leesburg also have their own public waters systems in Lee County. Residents, within the County that are not located adjacent to the Lee County public water system, City of Leesburg public water system or the City of Smithville public water system, are not provided public water service and must resort to using individual private wells or may be connected to one of several existing privately owned water systems in the County. Figure 1 on the attached Cost Effectiveness Analysis shows the area within Lee County serviced by the Lee County Utilities Authority.

18,832 see email from EPP → May 19, 2021



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**FUTURE WATER DEMAND**

Lee County is one of the fastest growing counties in Southwest Georgia. Lee County began a period of rapid growth in the 1980's and 90's that has continued to the present. The vast majority of the County's growth is focused on the southern portion of the county in close proximity to the City of Albany, which is in neighboring Dougherty County. This area of growth almost entirely overlaps the service area of the Lee County Utilities Authority. The City of Leesburg has also experienced a similar growth rate within its City Limits, but it's overall proportion of the population has remained steady at around 10% of the County's population. The City of Smithville and other unincorporated areas of Lee County have experienced much less growth than that experienced by the area served by the Lee Co Utilities Authority. Table 1 below shows historic and projected populations totals for Lee County.

**Table 1 - Historic & Projected Population Growth for Lee County, Georgia**

Data Source	Lee Co. Population	Lee Co. Annual Growth Rate
1990 Census	16,250	--
2000 Census	24,757	5.24%
2010 Census	28,298	1.43%
2017 ACS	29,216	0.46%
2018 Census Estimate	29,764	1.88%
2020 Census	33,163	1.72%
2022 Projected Population <sup>1</sup>	33,738	
2042 Projected Population <sup>1</sup>	48,416	

1. Projection assumes growth continues at 1.72% average annual rate based on growth between 2010 and 2020 Censuses.

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The above projections show a 43.5% population growth over the next 20 years. It is reasonable to assume that the Lee County Utilities Authority will experience a similar growth rate within its service area. At this growth rate the population of the service area would be expected to be 20,427 in 2042. Table 2 below shows historic and projected daily average water usage for Lee County Utilities Authority.

**Table 2 - Lee County 5-Year Water Use History & 20-Year Projection**

Year	Daily Avg Usage (MGD)
2017	1.38
2018	1.43
2019	1.62
2020	1.53
2021	1.47
2022	1.78
<b>*2042</b>	<b>2.55</b>

Notes: Data for 2022 is through the end of July.  
2042 Projection is based off 20 year population growth projection and the 2022 Daily Average Usage



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## EXISTING FACILITIES

The Lee County Utilities Authority currently has 11 wells capable of supplying water to its water distribution system with a permitted groundwater withdrawal capacity of 2.5 MGD annual average and 3.0 MGD monthly average. Although the Authority's permit allows withdrawal up to 3.0 MGD for a monthly average, this flowrate tests the practical limits of its system operations. In June of 2022 the daily average usage for the system was 2.63 MGD and the County had to initiate outdoor water usage restrictions to be able to keep up with demand. In order to keep up with this level of demand the Authority has to run all wells 12-15 hours per day. (Note emails between Chris Boswell with Utilities Authority and Lisa Myler of EPD documenting need for implementing water usage restrictions are attached as letters of support.) In the case of a mechanical or power failure at one of the Authorities larger capacity wells it would not be able to continue to supply adequate flow and pressure to its customers. During periods of peak water usage, there is not adequate water supply to ensure that demand can be met in a dependable manner. Also documented in the letter of support from Lisa Myler with EPD is an instance in the Summer of 2021 where low water pressure in the system caused a customer complaint to EPD. This situation will only be exacerbated over the next 20 years as the service area population continues to grow. As demand increases with population growth and the system is not able to meet it adequately, the frequency of customers experiencing pressure problems and inadequate supply will increase.

The Utilities Authority operates and maintains 4 elevated water storage tanks with a total storage capacity of 1,750,000 gallons. These include a single 1,000,000 gallon tank and three 250,000 gallon tanks. Recommended storage capacity for water distribution systems falls within the range of 1-2 days of average daily usage. The Authority's current storage capacity is below this range for the usage to date during the 2022 calendar year. The current recommended storage would be 1.78 - 3.56 million gallons based on 2022 usage. Over the next 20 years, based on population projections, that recommended storage needs are projected to grow to 2.55 - 5.10 million gallons.

In addition to the supply and storage capacity shortages the system is already experiencing, there are currently additional water supply needs in the community. The Authority is in the process of constructing a project to extend service to Palmyra Mobile Home Park. This will add 30 additional



customers (104 population) that are currently served by a privately owned water system. An industry, Woodgrain Millworks, recently experienced a failure with its water system and the Utilities Authority is in the process of extending water to serve them. Georgia EPD has also identified another private water system Weslo Estates (143 population), in the Utilities Authority service area experiencing water quality problems (nitrate and lead) that does not have the financial capacity to make the necessary improvements. The simplest, most cost effective solution for Weslo Estates would be to allow the Utilities Authority to serve those residents. There are also several other small privately owned systems within the Utilities Authority's service area that are likely to encounter the need for costly improvements in future years that may not be financially feasible for the owners. The Utilities Authority will likely be expected to take on the responsibility of serving many of these customers as well. The combination of population growth within the system and extensions to serve these customers will add to the already overburdened condition of the Authority's existing distribution system.

To meet the storage capacity needed currently and to meet reasonable future growth more storage capacity is needed. Based off Table 2 projections shown above a 2.0 million gallon elevated storage tank will meet the current needs and allow a reasonable amount of growth over the longevity of the elevated storage tank. The new amount of storage capacity for the water system will be 3.75 million gallons, which meet current and reasonable future growth capacity needs.

In addition to the water supply and storage capacity needs, the Utilities Authority is also in need of and upgraded SCADA system for remote control of well & treatment facility sites and monitoring of tank levels. The Authority's existing system does not encompass all of its existing well and tank sites and is antiquated. This setup does not allow effective and efficient control of the Authority's system and requires more resources and staff hours for repeated trips to well & treatment facility sites. A new SCADA system that incorporates all well and tank sites would allow for a much more efficient and economical operation of the system. A new SCADA system would help ensure wells are turned off prior to tanks reaching overflow levels, which will ensure water is not being wasted thereby conserving water as well as energy.

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The final need that Lee County Utilities Authority must address is the lack of adequate backup power supply for well and treatment facility sites. Most of the Authority's well and treatment facility sites do not have an emergency-standby generator. Some have the capability of being operated by a portable generator set, but the Authority does not have enough portable generator sets to operate all well sites. The Authority has determined that it is necessary to install a dedicated standby emergency generator at all future well sites including the currently proposed new well and water treatment facility site.

A-11

**Chris Boswell**

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**From:** Stevens, Linda <linda.stevens@dnr.ga.gov>  
**Sent:** Wednesday, May 19, 2021 1:13 PM  
**To:** Grubb, Lynne; Earley, Sean; Hope Dozier (crystalriverservices@yahoo.com)  
**Cc:** Ira Houston; Chris Boswell; Howell, Jay; Myler, Lisa  
**Subject:** Lee County Utilities Authority - 1770068

I recently completed a sanitary survey in Lee County. Their population has increased from 14,235 to 18,832, this moved them from 15 bacti samples monthly to 20 bacti samples monthly. The new schedule will take effect June 1, 2021. I have already notified Ira via phone. The inspection report and letter will be going out shortly.

Linda Stevens  
Environmental Specialist

Environmental Protection Division  
Southwest District Office  
2024 Newton Road  
Albany, GA 31701  
(229) 364-2237 Cell  
(229) 430-4144 Office  
(229) 430-4259 Fax  
Email: [Linda.Stevens@dnr.ga.gov](mailto:Linda.Stevens@dnr.ga.gov)







## MEMORANDUM

### LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners  
**SUBJECT:** County Updates

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#### 2021 CDBG

- Palmyra Mobile Home Park project
- Project application submitted June 4, 2021
- Pre-Application Public Hearing held September 22, 2020
- Recommended County match at \$100,000.00
- \$469,284.00 grant amount awarded to Lee County on September 27, 2021
- Kick-off Meeting – December 2021
- Chad Griffin, Still Waters Engineering, verified the property lines
- Final Design complete
- Deeds being drafted and easements to be requested from the property owner
- Utilities Authority approved easements on September 15, 2022
- RFP for Water Extension services published September 6, 2022
  - Bid Opening: October 11, 2022
  - BOC awarded bid on October 11, 2022 to Zane Grace Construction for a base bid of \$541,810.78
  - November 30, 2022: Pre-Construction Meeting held with the contractor, engineers, and representatives of DCA, the County, and the Utilities Authority
  - MHP owners have signed the easement documents.
- The bore at the intersection of Fussell Road and Palmyra Road has been completed.
- PVC watermain has been delivered to the project site
- Contractor has said that they will have a crew dedicated to the project on the week of March 6
- Still Waters Engineering is keeping up with days not on the project
- Completion date is expected to be by the June 22 deadline
- Lee County will be eligible for a FY 2023 CDBG project
  - The application procurement process could proceed.

#### Agricultural Complex

- Located on 100 acres on Leesburg Bypass — 231 State Route 3
- Proposed plans provided July 29, 2020
  - Including: A boating access point at the creek's edge, the agricultural complex, walking trails, and campsites
- Resolution adopted and lease agreement signed on September 22, 2020 with Georgia Department of Natural Resources for a Boat Ramp
  - Renewed January 11, 2022
  - Estimated Start Date: Fall 2023
  - DNR hired EMC Engineering to survey property for canoe/kayak ramp

- DNR staff notified us that the DNR Commissioner has signed the Boat Ramp agreement for the Lee County construction project
- Engineering design will begin in January 2023
- Feasibility study will be conducted by Valdosta State University
- Improvements to the Property
  - Renovation of Covered Building: New roof, fresh paint, picnic tables, electrical system, well
  - Bobby Donley, Lanier Engineering, provided proposed site plan
    - Proposal submitted to the BOC for review
  - Trails: ¾ mile walking trail that runs along a 46 foot high ridgeline above the Kinchafoonee Creek and has a seasonal view of the waterway
    - Eight (8) picnic tables as well as a number of trash cans have been placed along this trail on the creek side
    - Directional signs for the area ordered (i.e. Parking, No Parking, trail markers, boundary signs, etc.)
- Future Improvements
  - Defining the road
  - Rocking the area on top of the ridgeline for a parking area
  - Placing a gate at the trailhead so that the area can be closed to public for safety during high water events
- Planning/Designing Committee created by the Board at the May 11, 2021 meeting
  - **Committee Members:** Art Ford, Tim Sumners, Tom Sumners, Bobby Donley, Lisa Davis, David Dixon, Judy Powell, Commissioner Rick Muggridge, Commissioner Luke Singletary, County Manager Christi Dockery, Parks & Recreation Director Jeremy Morey, Chief Marshal Jim Wright
    - **First Meeting:** June 14, 2021
    - **Second Meeting:** November 15, 2021
    - **Third Meeting:** January 11, 2022

### 2020 Census Numbers

- Lee County: 33,179
- Smithville: 593
- Leesburg: 3,480

### 2021 Census Numbers

- Lee County: 33,411

### Commercial Land Development Permits

- Ace Hardware Store
- Action Building
- Artesian City Federal Credit Union
- Brittany Lakes 2
- Buck Run 5
- DeSoto Silicon Ranch Phase II & III
- Finish Line Storage 2
- Ledo Self Storage 2
- Oaklee Investment, LLC
- Quail Chase 7
- Woodgrain Millwork

### GIS

#### Road Layer

- Including road width, length, and speed limits

#### Utilities Mapping Project

- Purpose: To map all utilities in Lee County

- Includes water mains, water valves, water towers, fire hydrants, sewer lines, sewer manholes, sewer pump stations, fiber, gas, telephone, etc. as well as feature type, pipe size, pipe material, valve size, etc.
- Goal: To have an internet map in ArcGIS Online where utility workers can view utility maps on a tablet in the field.

### Gymnasium Renovation

- Project overseen by Bill Walter, Masonry Restoration Technologies & Services, LLC
- On December 14, 2021, the Board voted unanimously to allow the Courthouse Annex Window Sealant Project and the Gymnasium Window Replacement Project to be added to the existing contract for the Tharp Building Restoration Project for an estimated cost of \$56,840.00
- Fourteen (14) large window units, three (3) entrance door systems, glass for doors, wood door frames, and wood trim pieces have been installed.
- Completion of the two bathroom renovations in the front lobby
- Ongoing work on the ADA Handicap Chairlift
- Continued work on the front lobby and trim work
- Project is 90% complete

### Hospital

- Public Works staff completed a construction entrance road
- Preliminary designs were presented by Matthew Inman of EMC Engineering in January 2019
- Estimated Cost for Road: \$1,498,552.50 (SPLOST VII)
- Construction expected to take approximately 6 to 9 months
- All fees for LCMC land disturbance waived
- USACE permit for holding pond designs expires August 2022
- CON granted
- Phoebe has filed multiple objections
- Roadway Regrading Project
  - Matthew Inman, EMC Engineering, Project Engineer
    - SPLOST VII Funds
  - BOC awarded the bid on December 14, 2021 to **Oxford Construction** for \$453,585.00
    - Start Date: February 2022
    - Completion Date: June 2022
- August 2022: Georgia Department of Community Health approved modifications to the CON
  - Phase I Proposed Completion Date: December 15, 2022
  - Phase II Proposed Completion Date: March 15, 2024
- September 15, 2022: Development Authority Public Hearing
- September 26, 2022: Resolution Approving the Plan of Finance was adopted
- October 25, 2022: Financial planning agreements signed by the Lee County Development Authority (property owner) and Lee County Board of Commissioners for roads and water/ sewer/ stormwater infrastructure
- December 13, 2022: Resolution signed to activate a Hospital Authority
- December 22, 2022: Resolution signed appointing the five (5) initial members to the Housing Authority.
  - Bruce Houston, M.D.           3 year term
  - Jennifer Heyer               3 year term
  - Dana Hager                   2 year term
  - Randy Carr                   2 year term
  - Rick Muggridge              1 year term
  - Upon the expiration of the initial terms as set out above, all future appointees to the Board of the Hospital Authority shall serve staggered terms of three (3) years.
- February 2, 2023: First meeting of the Hospital Authority of Lee County

### LMIG Funds

- **FY2023**
  - Application Submitted October 18, 2022



- Roads: Lumpkin Road West, Quail Street, Northwood Drive, Stanley Street, Cannon Drive, Balmoral Drive, Elgin Court, Montrose Drive, Brittany Lakes Drive, Fairethorne Drive, Graves Springs Road, Heathridge Court, Hearthstone Drive, Sterling Drive, Pewter Court, Willow Lake Drive, Fair Oaks Court, Hickory Ridge Court, Cedric Street, Ravenwood Court, Maplewood Court, and Sportmans Club Road
- Funds Received from GDOT: \$627,424.76
  - Total, with 30% match from Lee County: **\$815,652.19**
  - BOC awarded bid on December 13, 2022 to Reeves Construction Company for \$1,977,781.35
- Reeves Construction Company has begun this project. Some delays due to asphalt plant temporarily closing.
- Estimated Completion: March 2023, weather permitting

### **Sidewalks**

- Georgia Department of Transportation, GDOT, has approved the City of Leesburg's request for funding assistance for sidewalks on State Route 3, State Route 32, and Firetower Road
- GDOT is committing up to \$304,000.00, or 70% of the project cost, whichever is less
- December 22, 2022: Board voted to pay the County's share of the cost for sidewalks on Firetower Road (\$13,500.00)
- Ongoing project

### **Smithville Road Bridge**

- Georgia Department of Transportation, GDOT, plans to replace the bridge over the Muckaloochee Creek on Smithville Road
- Construction and Maintenance Easements received from adjoining property owners
  - To be recorded at Superior Court
- Estimated Start Date: 2023

### **Speed Limit Ordinance**

- Approved by BOC at April 26, 2022 meeting
- Staff has submitted documents to GDOT
- Requested DOT examine Old Leesburg Road/State Route 133
- Awaiting GDOT review and approval

### **SPLOST VII**

- Collection: October 1, 2019 - September 30, 2025

### **SPLOST VIII**

- Possible Ballot Year: November 2024

### **Storm Drainage Repair/ Holding Ponds**

- Lumpkin Road
  - BOC approved a contract with Lanier Engineering to survey in March 2020
    - Survey completed June 2020
    - BOC currently reviewing plans and options
- Liberty Holding Pond (Doublegate)
  - BOC approved a contract with engineer Mike Talley to design
  - BOC approved a contract with Lanier Engineering to survey in February 2019
  - Under review

### **TSPLOST**

- Collection: April 1, 2019 - March 31, 2024

### **TSPLOST II**

- Joint meeting held Tuesday, June 21, 2022 at 5:00pm
- Voters approved continuation of TSPLOST II - November 8, 2022 Election
- Collection: April 1, 2024 – March 31, 2029

## Westover Extension

- DOT project
- Will connect Westover Road and Ledo Road at Capstone Connector
- Oxford has begun work
- Erosion control measures are have been established.
- Rough grading will begin in a few weeks
- Staff is working with DARTS on signal and safety issues for Ledo Road intersection.
- Estimated Completion Date: December 2024

## RFPs and RFQs

### Open

#### Indigent Defense Services for Magistrate Court

- Bid Opening: February 23, 2023
- Results to be brought to the Board on March 14, 2023

### Recently Awarded

#### 2023 LMIG Road Projects

- Roads: Lumpkin Road West, Quail Street, Northwood Drive, Stanley Street, Cannon Drive, Balmoral Drive, Elgin Court, Montrose Drive, Brittany Lakes Drive, Fairethorne Drive, Graves Springs Road, Heathridge Court, Hearthstone Drive, Sterling Drive, Pewter Court, Willow Lake Drive, Fair Oaks Court, Hickory Ridge Court, Cedric Street, Ravenwood Court, Maplewood Court, and Sportmans Club Road
- December 5, 2022: Addendum 1 submitted to contractors and published online
- Bid Opening: December 13, 2022
- BOC awarded bid on December 13, 2022 to **Reeves Construction Company** for \$1,977,781.35
- Estimated Completion: March 2023

#### Water System Improvements (2021 CDBG- Palmyra MHP)

- Overseen by Chad Griffin, Still Waters Engineering
- Bid Opening: October 11, 2022
- BOC awarded bid on October 11, 2022 to Zane Grace Construction for a base bid of \$541,810.78

#### Storage Building for Parks and Recreation

- Approved by BOC at August 23, 2022 meeting
- Pre-Bid Meeting: September 22, 2022
- Bid Opening: September 29, 2022
- BOC awarded bid on October 11, 2022 to Daniel Aluminum Company for \$99,999.99
- Completion Date: February 2023

#### Residential and Commercial Curbside Garbage Services

- Pre-Bid Meeting: August 9, 2022
- Bid Opening: August 23, 2022
- BOC awarded bid on August 23, 2022 to **Express Disposal** for an annual savings of \$144,885.12
- Previous Bid Opening: June 7, 2022
- Results brought before the Board on June 28, 2022
  - Bids rejected
- Services to begin May 2023

## Future

### Telecommunications Tower

- Approved by BOC at September 13, 2022 meeting
- To be located at Fire Station 4
- Will increase Public Safety radio coverage in the County
- Staff writing RFP documents
- Projected Bid Opening: April 2023

### Courthouse Window Coverings

- Approved by BOC at May 25, 2021 meeting
- Pre-Bid Meeting: October 18, 2022
- Project to be reopened at a future date
- Projected Bid Opening: TBD

### LED Lighting in the Fire Stations

- Previous Pre-Bid Meeting: September 20, 2022
- Previous Bid Opening: October 19, 2022
- Results brought to the Board on October 25, 2022
  - Bids rejected
- Bid documents to be reviewed and revised
- Project to be reopened at a future date
- Projected Bid Opening: TBD

### LED Lighting in all County Buildings

- Approved by BOC at March 23, 2021 meeting
- Projected Bid Opening: TBD

### ADA Compliant Website

- Staff writing RFP documents
- Projected Bid Opening: TBD

### County Building Painting Services

- Approved by BOC at March 23, 2021 meeting
- Staff writing RFP documents
- Projected Bid Opening: TBD

### Flooring Services for County Buildings

- Approved by BOC at April 27, 2021 meeting
- Staff writing RFP documents
- Projected Bid Opening: TBD

### Extended Sewer Installation on Hwy 19

- Approved by BOC at June 22, 2021 meeting
- Staff writing RFQ documents
- Projected Bid Opening: TBD



**AN ORDINANCE TO AMEND CHAPTER 38, ARTICLE VII, DIVISION 3 OF  
THE CODE OF ORDINANCES OF LEE COUNTY, RELATING TO POST-  
DEVELOPMENT STORMWATER MANAGEMENT, SO AS TO ADOPT A  
NEW CODE SECTION RELATING TO RUNOFF REDUCTION, WHICH  
NEW CODE SECTION SHALL BE DESIGNATED AS CHAPTER 38, ARTICLE  
VII, DIVISION 3, SECTION 38-299.1, AND FOR OTHER PURPOSES**

---

BE IT ORDAINED by the Board of Commissioners of Lee County, Georgia, and it is hereby ordained by authority of the same, that Chapter 38, Section VII, Division 3 of the Code of Ordinances of Lee County is hereby amended by adopting a new section, to be designated as Chapter 38, Article VII, Division 3, Sec. 38-299.1, which shall provide as follows:

**Sec. 38-299.1. Runoff Reduction.**

(A) All projects, unless exempt according to the criteria below, that meet one or more of the following criteria shall provide runoff reduction volume as outline below.

1. Increases the peak rate of runoff from the site by more than one (1) cubic foot per second for a ten-year frequency storm;
2. Involves the creation of 5,000 square feet or more of impervious cover, or that involves other land development activities of one (1) acre or more;
3. Redevelopment (excluding routine maintenance and exterior remodeling) that creates, add, or replaces 5,000 square feet or greater of new impervious surfaces or that involves land disturbing activity of 1 acre or more;
4. Any new development or redevelopment, regardless of size, that meet the definition of a stormwater hotspot;
5. New and redevelopment if land development activities that are part of a subdivision or other common plan of development and the sum of all associated impervious surface area or land disturbing activities that are being developed as of such development meets or exceeds the thresholds in 1 and 2 above; or
6. Linear transportation projects that exceed the threshold in (1) or (2) above.

(B) Exempt projects may include land disturbing activity conducted by local, state, authority, or federal agencies, solely to respond to an emergency need to protect life, limb, or property or conduct emergency repairs, disturbance for trench utility work, disturbance for implementing or repairing stormwater management or environmental restoration by local, state, or federal authorities, and installations or modifications to existing structures solely to implement Americans with Disabilities Act (“ADA”) requirements.

(C) The runoff volume generated by the first 1.0" of rainfall shall be retained on-site using runoff reduction methods, to the maximum extent possible. A stormwater management system is presumed to comply with this criterion if:

1. It includes green infrastructure practices that provide for the interception and evapotranspiration, infiltration, or capture and reuse of runoff, that have been selected, designed, constructed and maintained in accordance with the Georgia Stormwater Management Manual; or constitutes an alternative practice responsibly designed and documented by a professional engineer to reproduce the intent of the Georgia Stormwater Management Manual; and

2. It is designed to provide the amount of runoff reduction from the runoff generated by the first 1.0" of rainfall as specified in the latest edition of the Georgia Stormwater Management Manual.

3. The applicant shall prioritize stormwater management measures used to meet the runoff reduction standard in the following order:

a) Vegetated infiltration BMPs: bioretention, stormwater planters, enhanced swales, stormwater wetlands, etc.

b) Infiltration practices installed underground, specifically dry wells, modified french drains, and similar practices.

c) Permeable pavements.

d) Green roofs, rainwater harvesting and reuse, and lined bioretention or lined stormwater planters.

4. If it is infeasible to apply the stormwater runoff reduction standard on part or all of the project site, documentation shall be included with the site plan review documents. Documentation can include, but is not limited to: geotechnical reports, site constraints, or historical constraints.

5. If the runoff reduction standard listed above can be met using runoff reduction methods, then Sec. 38-300 (Water Quality) is satisfied and no further water quality treatment is required.

6. If the runoff reduction standard listed above cannot be met, then the 1.2-inch rainfall event must be treated per Sec 38-300 (Water Quality).

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this ordinance shall become effective at midnight on the date that it is adopted by the governing body of Lee County.

SO ORDAINED, effective this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**Board of Commissioners  
of Lee County, Georgia**

By: \_\_\_\_\_  
Billy Mathis, Chairman

Attest: \_\_\_\_\_  
Kaitlyn Good, County Clerk

ACTION TAKEN

FIRST READING: \_\_\_\_\_

SECOND READING: \_\_\_\_\_

DATE OF ADOPTION: \_\_\_\_\_





**MEMORANDUM  
LEE COUNTY BOARD  
OF COMMISSIONERS**

**TO:** Honorable Board of County Commissioners  
**FROM:** Danny Keener, Public Works Director  
**SUBJECT:** Roads with high cost maintenance proposed to be resurfaced  
**MEETING DATE:** Tuesday, February 28, 2023

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<u>Name</u>	<u>Miles</u>	<u>Width</u>
Creek Isle Drive	0.529	24
Creekview Drive	0.945	21
Muckalee Lane	0.342	21
Pineview Drive	0.366	20
Cambridge Road	0.61	22
Berkeley Road	0.70	22
Halifax Place	0.132	20
Aylesbury Place	0.10	20
Argyll Place	0.104	22
Warrington Road	0.26	22
Margate Drive	0.421	
New York Road	5.26	
Fussell Road	2.22	
Forrester Parkway	5.35	
Pinewood Road	5.96	

The above list of roads are a draft proposal of a few residential and connector roads that are high maintenance for Public Works crews. Public Works staff will continue to refine this list over the next few months.