

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – THURSDAY, MAY 18, 2023
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

NEW BUSINESS

1. Presentation of Request for an Additional Transit Driver Using Transit Trust Fund Program and Federal Transit Administration Section 5307 Funds- Senior Services Director Dawn Johnson

2. Presentation of Updated Stormwater Management Plan- Stormwater Manager Robbie Irvin

3. Presentation of Planning & Development Position Request- Planning & Development Director Sharon Farrell

4. Presentation of Board Appointments:
 - a. Georgia Mountains Regional Commission - Private Sector Appointee**
 - i. Kevin Herrit- *reappointment* (Term: July 2023 through June 2024)
 - b. Library Board**
 - i. Terri Barfield- *replacing Gail Smith* (Term: July 2023 through June 2027)
 - ii. Dr. Carroll Turner- *reappointment* (Term: July 2023 through June 2027)

5. County Manager Report

6. County Attorney Report

**A Voting Session meeting will immediately follow the Work Session meeting.*

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 706-344-3666, extension 44514. The county will make reasonable accommodations for those persons.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services-Transit

Work Session: 5-18-2023

Prepared By: Dawn Johnson

Voting Session: 6-1-2023

Presenter: Dawn Johnson

Public Hearing: Yes _____ No X

Agenda Item Title: Request to approve additional Transit Driver using Transit Trust Fund Program Grant and FTA 5307.

Background Information:

Dawson County Transit has always received funding from FTA 5311. We have received additional funding that will allow for us to hire another driver to our fleet. Dawson Transit has experienced exceptional growth over the last few years. There has not been an additional driver hired in the last 15 years. Future funding will come from FTA 5307 and 5311 with a local match.

Current Information:

Dawson County has been awarded TTFP Funds in the amount of \$23,565. Dawson Transit would like to add another full-time driver to meet the needs of our clients by adding a match of \$15,035. This total of \$38,600 would be used for the salary of the full-time driver, including fringe benefits. Dawson County has also been awarded a total of \$75,048 from FTA Section 5307 over the last 10 years that has been banked into an account. This funding will be used in transporting clients in our urban area and purchasing a used bus or leasing one.

Budget Information: Applicable: Not Applicable: Budgeted: Yes X No _____

Fund	Dept.	Acct No.			Requested	Remaining
	5540				\$15,035	

Recommendation/Motion: Approve request for an additional Transit Driver using TTFP and 5307 funds.

Department Head Authorization: Dawn Johnson

Date: 5-9-2023

Finance Dept. Authorization: VLN

Date: 5/10/23

County Manager Authorization: Vickie Neikirk

Date: 5/10/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

**GEORGIA DEPARTMENT OF TRANSPORTATION
TRANSIT TRUST FUND PROGRAM
FISCAL YEAR 2023 APPLICATION**

PROPOSED TRANSIT PROJECT DESCRIPTION

Legal Name of Applicant Organization		<u>Commissioner of Roads and Revenue Dawson County</u>
Physical Address		201 Recreation Rd Dawsonville, GA 30534
Mailing Address		25 Justice Way Suite 2313 Dawsonville, GA 30534
Organization Type		<input checked="" type="checkbox"/> County Government <input type="checkbox"/> City Government <input type="checkbox"/> Regional Commission <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Other (Specify) _____
Authorized Submitter (This should also be the person to whom questions about this application are to be directed)	Name	Dawn Johnson
	Title	Transit Director
	Phone #	706-344-3603
	Email	djohnson@dawsoncountyga.gov
E-Verify #		121844
Authorized Official who will Affix the Government's Seal and Execute the Contract	Name	Kristen Cloud
	Title	County Clerk
	Phone #	706-344-3500
	Email	kcloud@dawsoncountyga.gov
Designated Notary who will Notarize the Executing Official's Signature	Name	Natalie Johnson
	Title	Accounting and Budget Manager
	Phone #	706-344-3500
	Email	njohnson@dawsoncountyga.gov

Type of proposed TTFP project:	<input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital
Project Description: <ul style="list-style-type: none"> Describe the proposed TTFP eligible transit project(s). Indicate how the project complies with FTA requirements. Limit project description to two (2) pages. 	See Attached
Provide details certifying that TTFP funds will be additive and not supplant existing funds:	See Attached

PROPOSED PROJECT BUDGET

Provide a detailed project budget in the applicable columns/rows in the table below. TTFP funds must be additive and not supplant existing funds. Please double-click in the table to enter data in highlighted cells.

Proposed Project Budget	Description	Proposed Project Funds by Source			TOTAL
		TTFP Funds	Local Funds	FTA Funds	Total Cost
1	Employee Expansion	23,565.00	15,035	0	\$38,600.00
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
Total Proposed Budget		\$ 23,565.00	\$ 15,035	\$ 0	\$ 38,600.00

Attachment

4/14/2023

**Georgia Department of Transportation
Transit Trust Fund Program
SFY2023
Dawson County Transit**

Project Description:

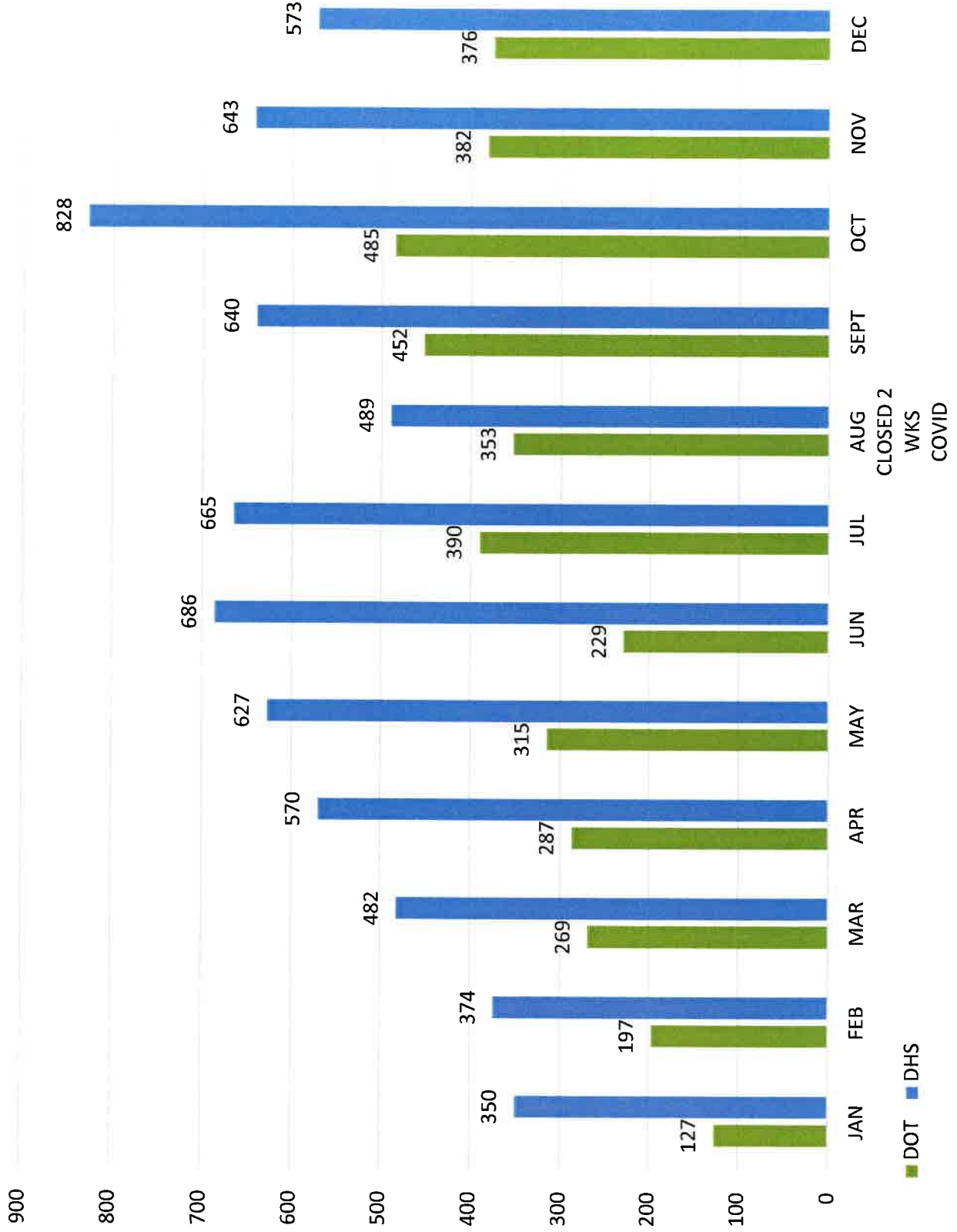
Dawson County Transit would like to expand our transit drivers by adding an additional (one) full time employee (driver). It has been difficult to meet rides on a daily basis due to the increase in need and also when a driver is out due to sickness or paid time off. Dawson County Senior Center staff has to fill in when needed.

Dawson County Transit has seen exceptional growth over the last few years due to the following:

- an increase in clients attending the Dawson County Senior Center, doctor appointments, grocery stores**
- new jobs at restaurants, grocery stores, and business located around the 400 corridors**
- student rides for those attending evening school in Dawsonville**
- clients attending evening clinic appointments**
- rides for special need clients attending day program**

Dawson County Transit will follow all FTA/GDOT rules, regulations, and requirements as we do with our 5311 Project including training and drug/alcohol testing.

DAWSON COUNTY TRANSIT 2022 RIDES





STATE OF GEORGIA

Charlie Sutlive
Chairman

Jannine Miller
Executive Director

April 5, 2023

Yvette G. Taylor, PhD
Region IV Administrator
Federal Transit Administration
230 Peachtree Street, NW
Suite 1400
Atlanta, GA 30303

RE: FY 2023 Split Letter - Atlanta UZA - FTA Section 5307 Urbanized Area Formula Program

Dear Dr. Taylor:

The Atlanta-region Transit Link Authority (ATL), as the Designated Recipient, in partnership with the Atlanta Regional Commission (ARC), as the Metropolitan Planning Organization (MPO), is pleased to announce the sub-allocation of the FY 2023 Section 5307 Urbanized Area and Section 5340 Growing States and High-Density States formula funds for the Atlanta UZA. The Section 5307 and Section 5340 formula funds are herein collectively referred to as "Section 5307".

On January 27, 2023, FTA posted the full year apportionment tables for Section 5307 funds. For FY 2023, the Atlanta UZA was apportioned a total of \$101,871,988 in Section 5307 funds. The ATL, as the Designated Recipient, is responsible for receiving and sub-allocating these funds to eligible recipients in the Atlanta UZA.

As identified in this Split Letter, the Designated Recipient authorizes the sub-allocation of Section 5307 funds to the Eligible Recipient(s) named herein. The undersigned agree to the Split Letter and the amounts sub-allocated to each Eligible Recipient. Each Eligible Recipient is responsible for its application to the FTA for use of Section 5307 funds and assumes the responsibilities associated with any award for these funds.

The Atlanta UZA sub-allocation apportionment tables are detailed below:

- **Table A** shows the FY 2023 FTA Section 5307 full balance funds sub-allocated to each eligible jurisdiction of the Atlanta UZA,
- **Table B** shows the FY 2023 FTA Section 5307 funds allocated to each eligible jurisdiction of the Atlanta UZA eligible to be used for operating assistance, and
- **Table C** shows the minimum/maximum thresholds of FY 2023 FTA Section 5307 funds allocated to the Atlanta UZA for Public Transportation Security Projects, Safety-Related Projects, ADA Paratransit Complimentary Service, and Associated Transit Improvements.



Atlanta-region Transit Link Authority

245 Peachtree Center Avenue, Suite 2200 / Atlanta, GA 30303

**ATL****ATLANTA-REGION
TRANSIT LINK
AUTHORITY**

STATE OF GEORGIA

Charlie Sutlive
*Chairman*Jannine Miller
*Executive Director***Table A:**

FY 2023 Atlanta UZA Sub-Allocation Table - Section 5307	
Eligible Recipient	Section 5307
Atlanta Regional Commission	230,352
Atlanta-region Transit Link Authority	691,056
Atlanta-region Transit Link Authority Xpress	6,562,586
Barrow County	61,592
Bartow County	81,788
Carroll County	117,897
Center for Pan Asian Community Services	82,983
Cherokee County	1,263,065
Cobb County	7,493,670
Coweta County	466,129
Dawson County	21,499
Douglas County	1,212,411
Fayette County	496,746
Forsyth County	992,641
Gwinnett County	7,664,647
Hall County	73,298
Henry County	1,248,250
Jackson County	33,247
Metropolitan Atlanta Rapid Transit Authority	67,571,765
Newton County	394,409
Paulding County	628,632
Pike County	903
Rockdale County	442,542
Spalding County	236,370
Three Rivers Regional Commission	67,650
Walton County	147,954
Unallocated – Job Access Component	3,587,906
Atlanta UZA Total	\$ 101,871,988





Charlie Sutlive
Chairman

Jannine Miller
Executive Director

Table B:

FY 2023 Atlanta UZA Available Operating Assistance (Op) 5307 (a) (2) (A) and (B)		
Eligible Recipient	Available Op 5307 (a) (2) (A)	Available Op 5307 (a) (2) (B)
Bartow	88,707	95,578
Center for Pan Asian Community Services	184,932	203,425
Cherokee County	335,408	368,949
Cobb County	4,176,539	4,594,193
Douglas County	652,681	717,949
Forsyth County	197,125	216,837
Gwinnett County	2,252,076	2,778,683
Henry County	502,136	552,350
Three Rivers Regional Commission	139,277	153,204
Total UZA Op	\$8,802,880	\$9,683,168

Table C:

FY 2023 Atlanta UZA Security, Safety-Related, ADA Paratransit Complementary Service, and Associated Transit Improvement Project Thresholds	
Security Projects	\$1,018,720
Safety-Related Projects	\$764,040
Paratransit Projects (ATL UZA Ceiling)	\$10,187,199
Associated Transit Improvement Projects (Report)	\$0





STATE OF GEORGIA

Charlie Sutlive
Chairman

Jannine Miller
Executive Director

The ATL, as the Designated Recipient for the Atlanta UZA, will coordinate the tracking and monitoring of these projects to ensure appropriate thresholds required within FTA Circular 9030.1E are met. The ATL will update FTA Region IV annually on the Region's progress towards meeting these threshold amounts and/or reporting requirements.

Should you have any questions or require further information, please feel free to contact me at (404) 893-3010 or jravenelle@ATLtransit.ga.gov.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Ravenelle". The signature is written in a cursive, flowing style.

Jonathan Ravenelle
Transit Funding Director

CC: Jannine Miller, ATL
John Crocker, FTA
Robert Buckley, FTA
Rodney Williams, FTA
Anna Roach, ARC
John Orr, ARC



Dawson County	
Current FTA Section 5307 Formula Funds Balance	
March 2023	
	Total Federal Amount
FY2013 Allocation CR	\$ 6,443
FY2013 Allocation Final	\$ 6,943
FY2013 Residual Transfer	\$ (13,386)
Balance Forward	\$ -
FY2014 Allocation	\$ 14,188
FY2014 Residual Transfer	\$ (14,188)
Balance Forward	\$ -
FY2015 Allocation CR	\$ 9,374
FY2015 Allocation Final	\$ 4,707
FY2015 Residual Transfer	\$ (14,081)
Balance Forward	\$ -
FY2016 Allocation Final	\$ 13,955
FY2016 Adj - 5340	\$ 100
FY2016 Adj - 5340 Residual Transfer	\$ (100)
FY2016 Residual Transfer	\$ (13,955)
Balance Forward	\$ -
FY2017 Allocation CR	\$ 8,427
FY2017 Allocation Final	\$ 6,436
FY2017 Residual Transfer	\$ (14,863)
Balance Forward	\$ -
FY2018 Allocation	\$ 15,586
FY2018 Residual Transfer	\$ (15,586)
Balance Forward	\$ -
FY2019 Allocation	\$ 15,601
FY2019 Residual Transfer	\$ (15,601)
Balance Forward	\$ -
FY2020 Allocation	\$ 16,145
Balance Forward	\$ 16,145
FY2021 Allocation	\$ 16,341
Balance Forward	\$ 32,486
FY2022 Allocation CR	\$ 6,178
FY2022 Allocation Final	\$ 14,885
Balance Forward	\$ 21,063
FY2023 Allocation	\$ 21,499
Balance Forward	\$ 42,562

Summary:

Balance Through FY21 (Fast ACT)	\$ 32,486
Balance FY22 Forward (Bipartisan Infrastructure Law)	\$ 42,562
Total	<u>\$ 75,048</u>



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: May 18, 2023

Prepared By: R. Irvin

Voting Session: June 1, 2023

Presenter: R. Irvin

Public Hearing: Yes No

Agenda Item Title: Updated Stormwater Management Plan

Background Information:

Phase II Small MS4 permittees must submit an updated Stormwater Management Program (SWMP) that meets the requirements of the revised permit within 180 days of permit effective date no later than 6/4/23.

No major changes have been suggested.

Current Information:

Current SWMP was submitted to EPD mid-2019 and it was approved by the EPD on October 5, 2020.

Budget Information: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: Sharon O. Farrell

Date: 05/09/23

Finance Dept. Authorization: VLN

Date: 5/10/23

County Manager Authorization: Vickie Neikirk

Date: 5/10/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

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DAWSON COUNTY STORMWATER MANAGEMENT PROGRAM



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Appendix C – IDDE Ordinance

Appendix D – MS4 Outfall Inventory Form

Appendix E – IDDE Plan, Tracking Log, and Screenshot of Website

Appendix F – Post-Construction SOP

Appendix G – SWMP ERP

Appendix H – Erosion and Sediment Control Ordinance

Appendix I – Dawson County Litter Ordinance

Appendix J – Standard Operating Procedures for Dawson County SWMP

Appendix K – Erosion, Sedimentation & Pollution Control Plan Checklists

Appendix L – Construction Stormwater/ S & E Inspection Form

Appendix M – E & S Complaint Tracking Log

Appendix N – Stormwater Management Ordinance, 2015, Facility Inventory

Appendix O – Operation and Maintenance Inspection Report for Stormwater Systems

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Appendix R – Maintenance Inspection Report for Filtration Facility

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Appendix T – Maintenance Agreement

Appendix U – Structure Inspection and Maintenance Checklist

Appendix V – MS4 Waste Pickup

**Appendix W – Proposed Flood Management Project Water Quality Improvement
Worksheet**

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**Appendix Y – Existing Flood Management Project Water Quality Improvement
Worksheet**

Appendix Z – Municipal Facilities MS4 Inspection Checklist

Appendix AA – Code and Ordinance GI/LID Worksheet Form

Appendix BB- Dawson County Impaired Waters Plan and Map

Appendix CC—Green Infrastructure/Low Impact Development Program

Appendix DD—Map of MS4 Streets Cleaned and Tracking Sheet

Appendix EE—Inventory of Green Infrastructure

Appendix FF—Recycling Program

Appendix GG—Municipal Facility Inventory with Potential to Cause Pollution

1. INTRODUCTION

The document contained herein provides the specifications that will outline Dawson County, Georgia's plan to address the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) program. The activities shown herein are collectively known as Dawson County's (County) Stormwater Management Program (SWMP) to address the requirements of the State of Georgia (State) Department of Natural Resources (DNR) Environmental Protection Division (EPD) General NPDES Stormwater Permit No. GAG610000 (the Permit). The County has developed this SWMP in close consultation with the Permit and believes that the SWMP will serve as a valuable means of addressing the requirements of the Permit as well as addressing water pollution control in the County's streams and rivers. Please note this SWMP is designed to address the requirements of the Permit within the urbanized unincorporated area of Dawson County (see **Figure 1**) and does not represent the entirety of the County's overall Stormwater Management Program.

This SWMP has been divided into eight (8) major sections. The first six sections of the SWMP focus on the six minimum control measures that form the core of the NPDES Phase II MS4 program (labeled as subsections A-F of the Minimum Control Measures section in Table of Contents). They are as follows:

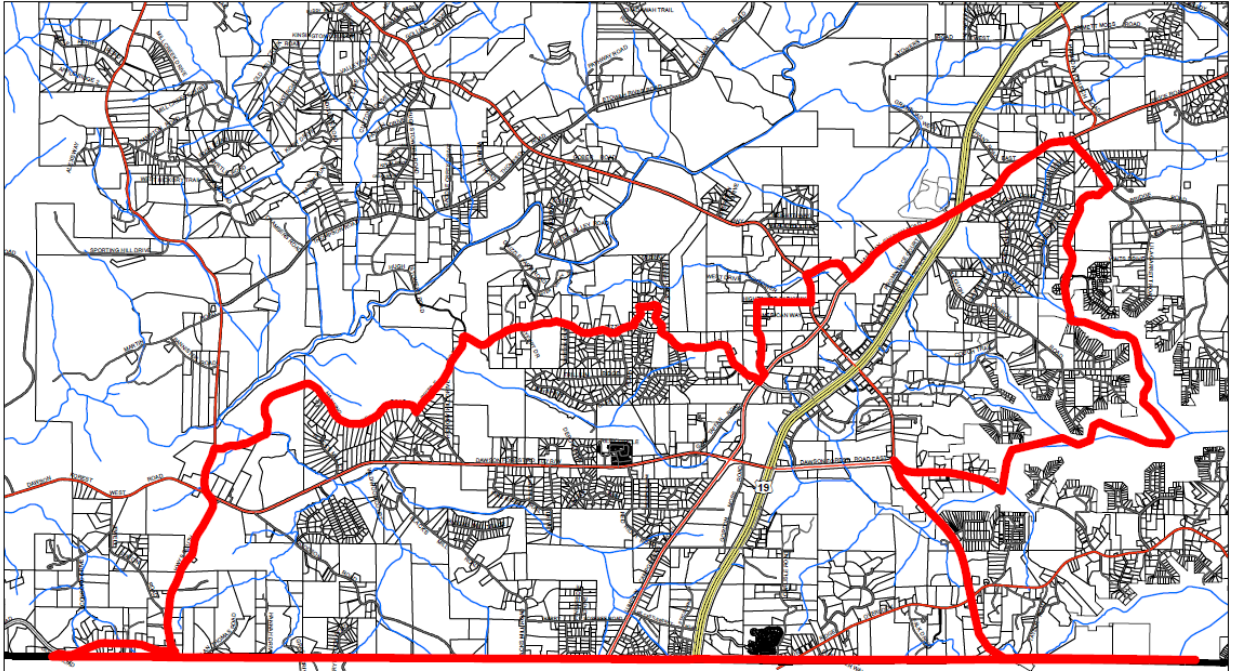
1. Public Education and Outreach on Storm Water Impacts
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination (IDDE)
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention /Good Housekeeping for Municipal Operations

Each minimum control measure contains multiple Best Management Practices (BMPs) or activities that will serve as the County's compliance strategy for meeting the requirements of the Permit.

The final two sections of the SWMP focus on the County's Enforcement Response Plan (ERP) and Impaired Waters monitoring/implementation plan. These two sections have not traditionally been part of the NPDES Phase II MS4 program but have been added as part of the latest Permit issuance.

FIGURE 1: Dawson County MS4 Area

Image courtesy of Dawson County GIS Department



2. GENERAL INFORMATION

- A. Name of small MS4: Dawson County
- B. Name of responsible official: Billy Thurmond
Title: Chairman, Board of Commissioners
Mailing Address: 25 Justice Way
Dawsonville, GA 30534
Telephone Number: 706-344-3500
- C. Designated stormwater management program contact:
Name: Robbie Irvin
Title: Stormwater Manager
Mailing Address: 25 Justice Way, Suite 2322
Dawsonville, GA 30534
Telephone Number: 706-344-3500
Email Address: rirvin@dawsoncountyga.gov
- D. Provide the river basin(s) to which your MS4 discharges:
Chattahoochee, Coosa
- E. Provide the latitude and longitude of the MS4 center (e.g. City Hall, County offices, MS4 mailing address) using Global Positioning System (GPS) –WG 84:
Latitude: _34.4129 N_ Longitude: _88.1435 W_

3. SHARING RESPONSIBILITY

- A. Has another entity agreed to implement a control measure on your behalf?
Yes _____ No (If no, skip to Part 4)

Control Measure or BMP:

1. Name of entity _____
2. Control measure or component of control measure to be implemented by entity on your behalf:

4. CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name: _____ **Date:** _____

Signature: _____ **Title:** _____

5. MINIMUM CONTROL MEASURES (MCM)

A. MCM- PUBLIC EDUCATION AND OUTREACH ON STORM WATER IMPACTS

BMP #A1 - Stormwater Educational Brochures

1. Target Audience:

The target audience will be the citizens of Dawson County.

2. Description of BMP:

Approximately 400 educational brochures related to the impacts of stormwater and illicit discharge will be made available in the lobby of the County Administration Office, 2nd floor of the Dawson County Government Center (for a sample brochure and bookmark, see **Appendix A**). Other brochures and bookmarks will be made available at the Recreation Center at Rock Creek Park. Generally, distribution of brochures and bookmarks will be limited to government buildings. However, the County may occasionally distribute brochures and materials at select Keep Dawson Beautiful and Stormwater events. The number of brochures and bookmarks distributed will be tracked by the County via an excel spreadsheet and reported to EPD in the Annual Report.

3. Measurable Goals:

- a. Approximately 400 total educational Stormwater and Illicit Discharge brochures and Bookmarks will be made available annually at public buildings including the Administration Office, 2nd floor of the Dawson County Government Center and Recreation Center at Rock Creek Park. Brochures and bookmarks will also be distributed at Keep Dawson Beautiful and Dawson County Stormwater annual events throughout the reporting period.
- b. The educational brochures and bookmarks will be revised annually to highlight, and update the citizens of Dawson County of the latest issues surrounding the county.

4. Documentation to be submitted with each Annual Report:

A report dictating the total number of educational brochures and bookmarks that were initially distributed at the beginning of the reporting period to the front of the Administration office, and Park and Recreation. This report shall include the number of brochures and bookmarks that were remaining the month before the reporting period has expired. The report will also include how many brochures and bookmarks were distributed during Keep Dawson County Beautiful and Dawson County Stormwater events.

5. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): December 2017
- c. Frequency of Actions (if applicable):
 - i. Annual update of educational brochures
 - ii. Restock brochures at static displays as necessary
- d. Month / Year of Each Action (if applicable):
 - i. December 2017 – Initial stocking of brochures at static displays was completed.
 - ii. 2023, 2024, 2025, 2026, 2027 – Update materials at static displays for residents as needed

6. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

7. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The County will report the number of brochures distributed as part of the County’s annual report due on February 15th of each year the Permit is in effect. Although not a direct indicator of water quality in the streams and rivers of the County, it is believed that education will have an intangible benefit on water quality and recording the number of brochures distributed will identify the effectiveness and efficiency of disseminating information to the public.

BMP #A2 - Stormwater Website

1. Target Audience:

For the purposes of this BMP, the target audience will be the citizens of Dawson County.

2. Description of BMP:

The County maintains a website for disseminating information to the public. Included on the County's official website is a Stormwater page (for screenshot of the Stormwater page, see **Appendix B**). This page will be maintained to include information about the County's Stormwater Management Program, Stormwater Utility, and other pertinent information. A citizen complaint contact number(s) will be listed and a link provided so that citizens can report illicit discharges, water quality issues, and erosion and sedimentation (E & S) violations. Additionally, an electronic link for reporting water quality and E & S violations will be included as well.

The website will be updated on an annual basis to provide new stormwater related information and links. The County's Information Technology Department tracks website 'hits' so that the County will be able to determine how many people visited the site.

The website address for the County Stormwater Management Program is:
<http://dawsoncounty.org/departments/dawson-county-public-works/stormwater-management/>

3. Measurable Goals:

- a. Each year of the Permit the webpage will be updated as needed.
- b. Each year the number of hits will be reported to monitor usage of the webpage.

4. Documentation to be submitted with each Annual Report:

- a. Screenshot of the updated stormwater webpage.
- b. Number of hits the webpage received during the reporting period.

5. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): December 2017
February 2015 – Initial webpage was placed on the County’s website
- c. Frequency of Actions (if applicable):
Annual Updates
- d. Month / Year of Each Action (if applicable):
 - i. February 2017 – Initial Webpage Deployed
 - ii. February 2023, 2024, 2025, 2026, 2027– Webpage Update

6. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

7. How will the permittee determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The County will report the number of website “hits” for each Permit year as part of the County’s annual report due on February 15th of each year the Permit is in effect. Although not a direct indicator of water quality in the streams and rivers of the County, it is believed that education will have an intangible benefit on water quality and recording the number of “hits” will identify the effectiveness and efficiency of disseminating information to the public. This BMP will be deemed to be effective if the website is updated with new information each year.

BMP #A3 - Stormwater Education in Schools

1. Target Audience:

For the purposes of this BMP, the target audience will be the school children of Dawson County.

2. Description of BMP:

Dawson County in conjunction with Keep Dawson Beautiful, will continue to work with local schools and education facilities to implement educational programs that will reach school children in Dawson County from elementary grades up to High School. Educational programs will likely include, presentations and other opportunities as they are identified in consultation with the schools and education facilities.

3. Measurable Goals:

- a. The County will conduct one education event per school year, demonstrating to all grade level children the signs of illicit discharge and the negative impact it has on the environment. These presentations will be updated annually to reflect the current stormwater hazards that surround the county.

4. Documentation to be submitted with each Annual Report:

- a. Material or presentations used for the educational programs presented to the school children.
- b. Total attendance of students in the classroom during the presentation submitted by the teachers involved.
- c. Photographs of the Stormwater Manager performing the presentation as well as a group photograph with the class.

5. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): December 2017
- c. Frequency of Actions (if applicable):
 - i. Dawson County will hold one educational event per year as required by the permit: 2023, 2024, 2025, 2026, 2027

6. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

7. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The County will report the number of school aged children that attended the events for each Permit year as part of the County’s annual report due on February 15th of each year the Permit is in effect. Although not a direct indicator of water quality in the streams and rivers of the County, it is believed that education will have an intangible benefit on water quality and recording the number of students reached will identify the effectiveness and efficiency of disseminating information to the public. The BMP will be deemed to be effective if at least two educational events are conducted with school children during the school year.

BMP #A4 – Stormwater/Environmental Facebook Page

1. Target Audience:

For the purposes of this BMP, the target audience will be the citizens of Dawson County.

2. Description of BMP:

Given the popularity of Facebook.com, the County has established an environmental page on Facebook in conjunction with Keep Dawson County Beautiful to assist in distributing information and updating the public on the activities of the County’s Stormwater Management Program. The County will update the Facebook page once a month with messages about the program such as information regarding upcoming events, photos of stormwater and or environmental issues around the county, stormwater and environmental projects that the County has completed, etc.

3. Measurable Goals:

- a. The County will update the Keep Dawson Beautiful Facebook page once a month.

4. Documentation to be submitted with each Annual Report:

- a. Screenshot of the County’s Facebook wall for the reporting period.
- b. The number of Facebook page updates will be tracked by the County and reported to EPD in the Annual Report.

5. Schedule:

- i. Interim Milestone Dates (if applicable): N/A
- ii. Implementation Date (if applicable): December 2017
- iii. Frequency of Actions (if applicable):
 - a. Monthly updates of the Dawson County Stormwater Facebook page
- iv. Month / Year of Each Action (if applicable):
 - a. December 2017 – Initial update of the Facebook page per the revised permit

6. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

7. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The County will report the number of updates to the page as part of the County’s annual report due on February 15th of each year the Permit is in effect. Although not a direct indicator of water quality in the streams and rivers of the County, it is believed that education will have an intangible benefit on water quality. The BMP will be deemed to be effective if Keep Dawson County Beautiful updates their Facebook page a minimum of one time (1x) per week and those updates are tracked and reported.

B. MCM- PUBLIC INVOLVEMENT/PARTICIPATION

BMP #B1 – Adopt-A-Mile Program

1. Target Audience:

For the purposes of this BMP, the target audience will be the citizens of Dawson County.

2. Description of BMP:

The County currently operates Adopt-A-Mile program to encourage volunteer groups to pick up trash along major roadways within the County. The County solicits volunteer participation in these programs by advertising the programs on the County website. As of 2019 there are 22 organizations that have participated in this program. Groups are asked to commit to cleaning up their adopted area four times a year. The County provides the roadside signage, vests and trash bags for volunteer groups. The public works department accepts and properly disposes of all waste collected by these groups.

3. Measurable Goals:

- a. Include and update information about the Adopt-A-Mile program on the County's website on an annual basis
- b. Record total number of groups, volunteers, volume of trash collected annually and include in annual report

4. Documentation to be submitted with each Annual Report:

Adopt-A-mile volunteer lists, tabulation of materials collected by each group, and photographs of participants

5. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: December 2017
- c. Frequency of Actions:
 - i. Report number of groups, volunteers, volumes collected and events – Annually
 - ii. Update information on website – Annually
 - iii. Provide supplies for the Dawson County Adopt-A-Mile – Annually
- d. Month/Year of each action:
 - i. February: 2023, 2024, 2025, 2026, 2027– Report number of groups, volunteers, and cleanup events
 - ii. 2023, 2024, 2025, 2026, 2027– Annually include/update information on program on website

6. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

7. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By quantifying and recording the amounts of trash and debris picked up annually, the County can conclude that the trash and debris was prevented from entering the County’s MS4 and thereby reducing a contributing factor to stormwater pollution.

BMP #B2 – Storm Drain Marking

1. Target Audience:

For the purposes of this BMP, the target audience will be the citizens of Dawson County.

2. Description of BMP:

The County will organize a stenciling event each year for volunteers and businesses to mark storm drain inlets with message that informs the public that illicit materials should not be placed in the inlet. The events will be open to any interested parties that wish to participate. The County will provide all materials, and County staff will be onsite while the inlets or basins are being marked to make sure they are marked correctly. These inlets are to be marked on county-maintained inlets and basins only. Selection of the inlets and basins will be approved by the Stormwater Manager prior to marking. This data of marked inlets will be collected and updated annually by Dawson County's GIS department

3. Measurable Goals:

- a. Dawson County will organize one event each year with the purpose of marking inlets and basins.

4. Documentation to be submitted with each Annual Report:

- a. Dawson County will report the number of participants and sign in sheets from the event held. These sign in sheet will also reflect the total number of drains marked
- b. Photographs of participants in marking event

5. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable):
 - i. November 2017 – Initial marking event
- c. Frequency of Actions (if applicable):
 - i. One annual event
- d. Month / Year of Each Action (if applicable):
 - i. 2023, 2024, 2025, 2026, 2027– One marking event per year

- ii. Please note that the specific date of each marking event will be scheduled based on available volunteers and weather considerations.

6. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

7. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Although not a direct indicator of water quality in the streams and rivers of the County, it is believed that education and public participation will have an intangible benefit on water quality. Marking of storm drains will also serve as a reminder to the public not to dump items in the storm drains which will likely reduce the amount of pollutants discharged to the County's streams and rivers. The BMP will be deemed to be effective if the County organizes at least one marking event during the reporting period.

BMP #B3 – Dawson County Recycling Program

1. Target Audience:

For the purposes of this BMP, the target audience will be the citizens of Dawson County.

2. Description of BMP:

The Keep Dawson Beautiful program currently manages in-house recycling programs for the County residents. The recycling program offers recycling for glass, plastic, paper, cans, cardboard, and tin. Dawson County provides for its citizens three recycling trailers at local Fire Stations and at Dawson County's transfer station located on Burt Creek Rd. to give the citizens the opportunity to properly dispose of recyclables. The County believes that this program provides a meaningful way of collecting recyclables to avoid disposal in landfills as well as reduce the potential that such materials will end up as litter in the County's MS4 system. A blank copy of records kept by Dawson County shown see (**Appendix FF**). These recyclables are picked up by Waste Management (a local commercial recycling company) on a weekly basis.

3. Measurable Goals:

The County will continue to provide three trailers for recycling opportunities to the public via Fire Stations. Additional recyclables are disposed of at Dawson County's Transfer Station.

4. Documentation to be submitted with each Annual Report:

The County will report the total amount of combined recyclables collected during the Permit year as part of the County's annual report due on February 15th of each year the Permit is in effect.

5. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): April 2017
- c. Frequency of Actions (if applicable):
 - i. On-going
- d. Month / Year of Each Action (if applicable):
 - i. On-going

6. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

7. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Given that much of the County's rights-of-way include ditches and drainage systems (i.e. MS4 components), removal of potential litter from the right-of-way prevents gross pollutants from entering the MS4 and being discharged to streams and rivers. By measuring the amount of litter collected at the recycling collection point, the amount of pollution that could have entered the County's streams and rivers can be determined. The BMP will be deemed effective if the County continues to provide recycling opportunities to the public via Fire Stations and a designated collection site at the Dawson County Transfer Station.

BMP #B4 – Shore Sweep

1. Target Audience:

For the purposes of this BMP, the target audience will be the citizens of Dawson County.

2. Description of BMP:

The County continues to support the Keep Dawson County Beautiful program, which hosts in conjunction with the Lake Lanier Association, an annual cleanup event for residents of the County and other Counties on Lake Lanier. The event collects various types of trash and debris accumulated throughout the year on Lake Lanier and its shorelines.

The event is staffed by County personnel who assist the volunteers in unloading the items recovered. Staff then deposits the items for disposal in County supplied roll off dumpsters for legal disposal. Total quantities of materials are tracked. The event is advertised on the County's website at least one month before the event is held in late September.

3. Measurable Goals:

- a. Advertise shore sweep event on County website and in monthly County update newsletter one month before event takes place
- b. Hold one shore sweep event annually

4. Documentation to be submitted with each Annual Report:

- a. Copies of event advertisements
- b. Tabulation total amount of materials collected during event
- c. Photographs and sign in sheets reflecting the total number of citizens and/or businesses who participated in the event.

5. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: September 2017
- c. Frequency of actions:
 - a. Advertise event - annually
 - b. Hold cleanup event – annually

- c. Record and report total quantities of materials collected during event - Annually
- d. Month/Year of each action:
 - a. August 2023, 2024, 2025, 2026, 2027– Advertise event
 - b. September 2023, 2024, 2025, 2026, 2027– Hold shore sweep event

6. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater/ Plan Review Manager)

7. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By recording the amounts of trash and debris collected annually by the event, the County can conclude that the trash and debris was potentially prevented from entering and polluting Lake Lanier. Hence, this BMP is effective in reducing pollution to stormwater.

C. MCM- ILLICIT DISCHARGE DETECTION AND ELIMINATION

BMP #C1 – Legal Authority

1. Description of BMP:

The County has implemented and will enforce an Illicit Discharge Detection and Elimination Ordinance (for a copy of the IDDE Ordinance see **Appendix C**) designed to prohibit non stormwater discharges to the County’s MS4 system and imposes sanctions for failure to comply with the ordinance. On an annual basis, the County will evaluate the IDDE Ordinance to determine if modifications are necessary that could potentially strengthen the IDDE Ordinance and ensure further compliance.

2. Measurable Goal:

Annually evaluate the IDDE ordinance, and if necessary, revise the ordinance.

3. Documentation to be submitted with each Annual Report:

If the ordinance is revised during the reporting period a copy of the revised ordinance will be submitted with the annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: April 2015
- c. Frequency of actions:
 - i. Evaluate the IDDE Ordinance - Annually
 - ii. Modify the IDDE Ordinance and implement the revisions – As necessary
 - iii. Report IDDE Ordinance review results to EPD in Annual Report - Annually
- d. Month/Year of each action:
 - i. April 2015 – Created the IDDE Ordinance
 - ii. Dec 2023, 2024, 2025, 2026, 2027– Evaluation of the IDDE Ordinance. If necessary, revisions to the ordinance.

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Through the process of annually evaluating the IDDE Ordinance, revising the IDDE Ordinance as necessary and reporting on the results of the evaluation to EPD, the County can ensure that this BMP is effective in reducing pollution to stormwater.

BMP #C2 – Outfall Map and Inventory

1. Description of BMP:

The County will create a map and database of all regulated outfalls in the MS4 area of the County. Each year, the County will update the map to reflect the addition of outfalls

from new infrastructure projects or developments. Additionally, the County will also remove outfalls that have been reclassified or removed. See **Appendix D** for the MS4 Outfall Inventory and Map.

2. Measurable Goals:

Annually update the outfall map and inventory

3. Documentation to be submitted with each annual report:

Updated outfall map and inventory, the number of outfalls added during the reporting period, and the total number of outfalls will be provided in each annual report

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Permit Implementation Date: December 2017
- c. Frequency of actions:
 - i. Map and database update - Annually
- d. Month/Year of each action:
 - i. May 2017 – Dec 2018 – Create MS4 outfall map and database
 - ii. Dec 2023, 2024, 2025, 2026, 2027– Update MS4 outfall map and database

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater/ Plan Review Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Determining where outfalls discharge is critical to preventing illicit discharges to Waters of the State and is a key component of screening (to be addressed in BMP #C3). Through knowledge of the system, the County believes that illicit discharges can be more effectively identified and addressed. Hence, this BMP is effective in reducing pollution to stormwater.

BMP #C3 – IDDE Plan

1. Description of BMP:

A plan has been developed and submitted to EPD for review and approval, see **Appendix E**. Once approved, the plan will be implemented with inspections of outfalls. The Dawson County inspection process will break up the county into 5 sectors making up 100% of the designated MS4 area. Each year 1 sector will be inspected and documented. Should a dry weather flow or an illicit discharge be detected, investigative procedures will be implemented and reported. For a more detailed description of the County's IDDE Plan including a copy of the County's IDDE Inspection and Dry Weather Screening (DWS) Form with step-by-step instructions for completing its MS4 Inspection Form see **Appendix E**. Any identified illicit discharge will be eliminated and reported in the annual report.

2. Measurable Goals:

- a. 100% of the total number of outfalls will be inspected within the 5-year permit term. One Sector of the county will be inspected annually totaling 5 sectors equaling 100%
- b. Dawson County will investigate 100% of all illicit discharges
- c. Dawson County will ensure that 100% of illicit discharge are eliminated

3. Documentation to be submitted with each Annual Report:

Completed outfall inspection forms, photographs when necessary, copies of laboratory analysis when necessary, copies of any issued citations when necessary.

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: April 14, 2015 (adoption of IDDE Ordinance by Dawson County). Revised Permit date: December 2017
- c. Frequency of actions:
 - i. 100% illicit discharges will be investigated over the term of the permit.
- d. Month/Year of each action:
 - i. Ongoing 2023, 2024, 2025, 2026, 2027– Source tracing of all illicit discharge detections

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The County believes that locating and removing illicit connections can improve water quality. By ensuring that 100% of illicit discharges are investigated and eliminated, the County can ensure that this BMP is effective in reducing pollution to stormwater.

BMP #C4 – Education

1. Description of BMP:

The County’s MS4 area currently has an urbanized area (UA) population of approximately 5,000. The population is very diverse and includes residential, commercial, retail, institutional and industrial customers. On an annual basis, the County will update a website (see Minimum Control Measure A, BMP #A2) that includes information on the current status of the County’s stormwater management program.

In order to ensure that the customer base is educated on the subject of illicit discharges, the County will devote a section of the stormwater website to illicit discharges. Illicit discharge related topics that will be discussed on the stormwater website will include providing a definition of illicit discharge, making customers aware that illicit discharges violate County ordinances and advising customers that illicit discharges can degrade water quality.

2. Measurable Goals:

- a. Annually update the website to include information on illicit discharges
- b. Annually track the number of hits received on the website

3. Documentation to be submitted with Annual Report:

- a. Screenshot of the updated stormwater webpage.

- b. Number of hits the webpage received during the reporting period.

4. Schedule:

- 1. Interim Milestone Dates (if applicable): N/A
- 2. Implementation Date (if applicable):
April 2015 – Initial webpage will be put up on the County’s website. Permit revised December 2017
- 3. Frequency of Actions (if applicable):
Annual Updates
- 4. Month / Year of Each Action (if applicable):
 - i. April 2015 – Initial Webpage Deployed
 - ii. April 2023, 2024, 2025, 2026, 2027– Webpage Update

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The County will report the number of website “hits” for each Permit year as part of the County’s annual report due on February 15th of each year the Permit is in effect. Although not a direct indicator of water quality in the streams and rivers of the County, it is believed that education will have an intangible benefit on water quality and recording the number of “hits” will identify the effectiveness and efficiency of disseminating information to the public. The BMP will be deemed to be effective if the website is updated with new information each year.

BMP #C5 – Complaint Response

1. Description of BMP:

The County has created a citizen IDDE complaint contact number and website so citizens can report potential illicit discharge violations and water quality issues. Once an IDDE complaint has been submitted on our County website or via citizen walking in at the courthouse, the complaint is logged in an excel database including the complainants name, telephone number, and address of suspected illicit discharge. These complaints

are investigated by Dawson County Stormwater Manager within 3 business days. The complainant is then notified within 48 hours of inspection to discuss the results and findings and if any enforcement action was taken. If enforcement action was indeed taken this illicit discharge will be re inspected within 5 days. A copy of the spreadsheet form to be used for this BMP activity is also included in **Appendix E**, and a screenshot of the County's citizen IDDE complaint website are also included in this appendix.

2. Measurable Goals:

- a. Investigate 100% of complaints within 3 business days of receipt

3. Documentation to be submitted with Annual Report:

Annual IDDE complaint database, copies of work orders generated by specific IDDE complaints, screenshot of website IDDE complaint form

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: December 2017
- c. Frequency of actions:
 - i. Database update – As calls are received
 - ii. IDDE complaint investigation – As calls are received
 - iii. Report number of IDDE complaints received and status of IDDE complaint in annual report - Annually
- d. Month/Year of each action:
 - i. Ongoing: 2023, 2024, 2025, 2026, 2027– Investigation and documentation of IDDE complaints

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By ensuring that 100% of the IDDE complaints received by the County are investigated and resolved as necessary, the County ensures that this BMP is effective in reducing pollution to stormwater.

D. MCM- CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

BMP #D1 – Legal Authority

1. Description of BMP:

Dawson County is a Local Issuing Authority and remains in compliance with the Georgia Erosion and Sediment Control Act (GESA) of 1975 as amended. Accordingly, the County continues to implement and enforce an E & S Ordinance (**Appendix H**) designed to require erosion and sediment controls at construction sites and imposes sanctions for failure to comply with the ordinance. The E & S Ordinance was approved by Division E&S Unit on September 24, 2018, so that it is consistent with the language of NPDES Permit No. GAG610000. In addition, the County has implemented and enforces a litter ordinance (**Appendix I**).

2. Measurable Goal:

Dawson County will annually evaluate and revise the E&S and litter ordinances as necessary.

3. Documentation to be submitted with each Annual Report:

If the ordinances are revised during the reporting period, then it will be submitted with the annual report

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: September 24, 2018
- c. Frequency of actions:
 - i. Evaluate the E & S Ordinance - Annually
 - ii. Evaluate the Litter Ordinance - Annually
 - iii. Modify the E & S Ordinance and implement the revisions – As necessary to meet compliance with GAEPD

- iv. Modify the Litter Ordinance and implement the revisions – As necessary to meet compliance with GAEPD
- v. Report Ordinance review results to EPD in Annual Report - Annually
- d. Month/Year of each action:
 - i. Dec 2018, 2019, 2020, 2021, 2022– Evaluation of the E & S Ordinance and litter provisions of the Water Resources Protection Ordinance

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Determination of BMP effectiveness in reducing pollution to stormwater: Through the process of annually evaluating the Ordinances, revising the Ordinances as necessary and reporting on the results of the evaluation to EPD, the County can ensure that this BMP is effective in reducing pollution to stormwater.

BMP #D2 – Site Plan Review Procedures

1. Description of BMP:

Dawson County is a Local Issuing Authority and remains in compliance with the Georgia Erosion and Sediment Control Act (GESA) of 1975 as amended. Accordingly, all developers are required to comply with the County’s E & S Ordinance and obtain a land disturbance Permit prior to the start of any land disturbing activities that will disturb one (1.0) or more acres of land.

Erosion, Sedimentation and Pollution Control Plans (ESPCP) are submitted to the County in an LDA Permit application. ESPCP plans are reviewed by GSWCC certified County staff against the E & S Ordinance and approved plan review checklists. Once an ESPCP is approved, the developer is issued an LDA Permit by the County and can commence with land disturbing activities.

The site plan review procedures are included within the County’s Standard Operating Procedures (SOPs), see **Appendix J** for site plan review SOP. Copies of the approved plan review checklists have been included in **Appendix K**.

2. Measurable Goals:

- a. Ensure 100% of plans are reviewed and comments are made within the state guidelines of 35 days or earlier

3. Documentation to be submitted with each annual report:

Plan review and LDA Permit logs

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: April 2015
- c. Frequency of actions:
 - i. Review ESPCP – For each plan submitted
 - ii. Issue Land Disturbing Activities Permits – For all approved ESPCPs
 - iii. Record number of plans reviewed and approved – Annually
 - iv. Report numbers of plans reviewed and approved - Annually
- d. Month/Year of each action:
 - i. Ongoing 2018, 2019, 2020, 2021, 2022– ESPCP review and approval

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By reviewing 100% of all ESPCPs for compliance with GESA and the County’s E & S Ordinance and issuing LDP’s to only those sites that received ESPCP approval, the adverse impacts to water quality resulting from sediment transport and deposition can be prevented. Hence, this BMP is effective in reducing pollution to stormwater.

BMP #D3 – Inspection Program

1. Description of BMP:

To ensure that all erosion and sediment control BMP's are implemented in accordance with the sites approved ESPCP, the County will inspect all construction sites for compliance. See **Appendix J** for the Dawson County Construction Site E&S Inspection Procedures SOP and **Appendix L** for the Construction Stormwater/ S & E Inspection Form. The purpose of the inspections is to ensure that structural and non-structural BMPs at active* construction sites are properly designed and maintained and that construction site waste is properly controlled.

*active meaning any open Land disturbance permit that has been issued by Dawson County within the designated MS4 area

2. Measurable Goals:

- a. Inspect 100% of active construction sites at a minimum once per week

3. Documentation to be submitted with each Annual Report:

The county will provide a list of active construction sites and E & S inspections conducted during the reporting period in each annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: April 2015
- c. Frequency of actions:
 - i. Inspections – 100% of active construction sites at a minimum once per week within the MS4 area
 - ii. Provide list of active construction sites and E & S inspections conducted during the reporting period in each annual report—annually.
- d. Month/Year of each action:
 - i. Ongoing 2023, 2024, 2025, 2026, 2027– Inspections conducted as described above

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By inspecting all active construction sites to ensure compliance with approved ESPCP's and ensuring that 100% of all enforcement activities are successful, the adverse impacts to water quality resulting from sediment transport and deposition can be prevented. Hence, this BMP is effective in reducing pollution to stormwater

BMP #D4 – Enforcement Procedures

1. Description of BMP:

The County has developed inspection and enforcement procedures for non-compliant discharges. For a more detailed description of enforcement procedures regarding E & S violations, the reader is directed to the ERP in **Appendix G** and the Erosion and Sediment Control ordinance in **Appendix H**.

2. Measurable Goal:

Dawson County will ensure enforcement on 100% of noted violations, these enforcement actions will follow the ERP and the E&S ordinances adopted by Dawson County.

3. Documentation to be submitted with each Annual Report:

Provide documentation of any enforcement actions taken during the reporting period in each annual report, including the number and type (e.g. Notice of Violation, Stop Work Order) and status (e.g. pending, resolved).

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: April 2015
- c. Frequency of actions:
 - i. Inspections – Conducted as described above
 - ii. Provide documentation of E & S inspections and any enforcement actions in the annual report - Annually
- d. Month/Year of each action:
 - i. Ongoing 2023, 2024, 2025, 2026, 2027– Inspections conducted as described above

5. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

It is the intent of this BMP to protect existing water quality. By ensuring that land disturbing projects are conforming to the requirements of GESA, the local E & S ordinance, and the site E & S plans, the County believes that this BMP will provide a significant safeguard against potential water quality impacts. This BMP will be deemed effective if construction sites are meeting the requirements of the County's E & S ordinance and site-specific erosion, sedimentation and pollution control plan. Sites found not to be in compliance will be cited (either verbally or in writing) and appropriate actions taken. A copy of the enforcement procedures implemented each Permit year will be included in the annual report.

BMP #D5 – Complaint Response

1. Description of BMP:

The County has developed an E & S complaint response procedure. Dawson County has an E&S complaint page on our website if citizens choose to submit complaints over the internet. Dawson County's website also includes a direct line number to the stormwater manager and other public works staff to submit a complaint. Citizens may also walk-in to the public works complex to submit a complaint at 60 Transportation Lane in Dawsonville. Procedures include, once a complaint is received by Dawson County, it will be logged into a excel spreadsheet including the complainants name, address, phone number, and location of complaint. A separate column will include date investigated and report. All complaints will be investigated within 3 business days of receipt, and a reinspection of the deficiency (if any) will be re-inspected within 5 business days. An example of the spreadsheet will be included that is used for this BMP activity, see **Appendix M**.

2. Measurable Goals:

- a. Investigate 100% of complaints within 3 days of receipt

3. Documentation to be submitted with Annual Report:

E & S excel complaint database, copies of any enforcement action generated by specific E & S complaints, screenshot of website E & S complaint form

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: April 2015
- c. Frequency of actions:
 - i. Database update – As calls are received
 - ii. E & S complaint investigation – Within 3 days of contact
 - iii. Report number of E & S complaints received - Annually
- d. Month/Year of each action:
 - i. Ongoing: 2023, 2024, 2025, 2026, 2027– Investigation of E & S complaints

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By ensuring that 100% of the E & S complaints received by the County are investigated and resolved as necessary, the County ensures that this BMP is effective in reducing pollution to stormwater.

BMP #D6 – Certification

1. Description of BMP:

GESA, as amended, requires that all construction site operators and all local government staff involved with E & S inspections or ECPCP review subject to the Construction General Permits (CGPs) receive training from the GWSCC on proper E & S control.

The County requires all of its E & S inspectors and plan reviewers receive this training. Current MS4 inspectors and plan reviewers will be required to retain GSWCC certification

2. Measurable Goals:

- a. 100% of MS4 staff involved in construction activities will retain GSWCC certification

3. Documentation to be submitted with each annual report:

Copies of staff certification cards, tabulation of MS4 staff certifications, certificates of completion of training if needed during the reporting year.

4. Schedule:

- a. Interim milestone dates (if applicable):
- b. Implementation Date: April 2014
- a. Frequency of actions:
 - i. Certify or recertify staff – If needed
 - ii. Report number and types of GWSCC certified staff in annual report - Annually
- b. Month/Year of each action:
 - i. Ongoing: 2017, 2023, 2024, 2025, 2026, 2027– GWSCC Certification

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Determination of BMP effectiveness in reducing pollution to stormwater: By ensuring that all County staff involved in site inspection and plan review activities are GSWCC certified and maintain that certification and requiring that all construction site operators are properly trained in E & S requirements, this BMP can provide a significant safeguard against potential water quality impacts. Hence, this BMP is effective in reducing pollution to stormwater.

E. MCM- POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP #E1 – Legal Authority

1. Description of BMP:

Dawson County staff drafted and proposed a Stormwater Ordinance “Regulating storm water management; to provide for enforcement and penalties; to provide severability; to repeal conflicting ordinances; and for other purposes” through public hearings. The County adopted the Georgia Stormwater Management Manual (GSMM) and the recommended site development practices listed in the manual via a Board of Commissioners vote on June 4, 2015 (see **Appendix N**).

2. Measurable Goal:

Annually evaluate the ordinance and revise the ordinance as needed

3. Documentation to be submitted with each Annual Report:

If the ordinance is revised during the reporting period, the County will submit a copy of the adopted ordinance with the annual report.

4. Schedule:

- a. Interim Milestone Dates: N/A
- b. Implementation Date: June 4, 2015 (adoption of GSMM, see **Appendix N**)
- c. Frequency of Actions:
 - i. One Time Action
- d. Month/Year of Each Action:
 - i. One Time Action

5. Person (Position) responsible for overall management and implementation of this BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The Georgia Stormwater Management Manual has been drafted with the intent to reduce pollution to stormwater by implementing structural and non-structural BMPs in new development and re-development. Comparing inspection results throughout the duration of the Stormwater Management Program will demonstrate the effectiveness of this BMP.

BMP #E2 – Inventory

1. Description of BMP:

Per the Permit, the County is required to develop an inventory of publicly-owned post-construction storm water management structures and those privately-owned structures designed after the adoption of the GSMM. As indicated in the description of BMP #E1 above, Dawson County adopted the GSMM on June 4, 2015 (see **Appendix N**). Thus, Dawson County has developed an excel database inventory of all publicly-owned post-construction stormwater management structures (e.g. detention / retention ponds, water quality vaults, infiltration structures) and all private residential and non-residential post construction stormwater management structures (within the urbanized area of the County) designed after June 4, 2015. (See **Appendix N**)

The database inventory shall include information on the number and type of structures, and ownership (i.e. publicly-owned, privately-owned). Private residential will be defined as a common development consisting of individually owned detached single-family residential homes.

Following development of the initial inventory, the County will update the inventory as new structures are completed or existing structures are identified that may have been missed in the initial inventory.

2. Measurable Goals:

- a. Annually update the database inventory as new structures are completed or additional structures are identified. Provide an updated inventory of post-construction storm water management structures, including those structures added during the reporting period in each subsequent annual report.

3. Documentation to be submitted with each Annual Report:

- a. Updated inventory database to be submitted with all other reporting period Annual Reports.

4. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): June 4, 2015
- c. Frequency of Actions (if applicable): Annual

- d. Month / Year of Each Action (if applicable):
 - i. On-going
 - ii. February 2017 – Develop and submit the initial inventory database
 - iii. December 2018 – Update the inventory database with new structures or existing structures identified in that year
 - iv. December 2019 – Update the inventory database with new structures or existing structures identified in that year
 - v. December 2020 – Update the inventory database with new structures or existing structures identified in that year
 - vi. December 2021 – Update the inventory database with new structures or existing structures identified in that year
 - vii. December 2022 Update the inventory database with new structures or existing structures identified in that year

5. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Maintenance of stormwater management control structures is critical to ensuring long term operation of the structures. As such, identification will assist the County in protecting water quality in streams and rivers from the stormwater impacts of the developments that these structures service. This BMP will be deemed effective if the County can maintain awareness of all recently constructed post construction stormwater management structures via the maintenance of an inventory of all County-owned

structures and all private residential and non-residential structures designed after the adoption of the GSMM (June 4, 2015). A copy of the updated inventory will be provided with the annual report each year.

BMP #E3 – Inspection Program

1. Description of BMP:

Dawson County will inspect 100% of the structures identified in BMP #E2. These structures will be inspected within the 5-year term, based on the permit. The inspection program will be implemented such that over the course of the Permit period all structures will be inspected at least once. Dawson County has divided the MS4 area into 5 sectors to establish a minimum threshold for inspections each year. At minimum one sector will be inspected per year, therefore Dawson county will meet the required 100% at the end of the permit cycle. The Post-Construction Inspection Procedures are included in **Appendix F – SWMP SOP for Post-Construction**. A copy of the inspection forms to be utilized in the inspection program are included in **Appendix P Maintenance Inspection Report for Stormwater Management Ponds**.

2. Measurable Goals:

- a. Dawson County will inspect 100% of the structures identified in BMP #E2. These structures will be inspected within the 5-year permit term.

3. Documentation to be submitted with each Annual Report:

Copy of inspections performed during the reporting period.

4. Schedule:

- A) Interim Milestone Dates (if applicable): N/A
- B) Implementation Date (if applicable): June 4, 2015
- C) Frequency of Actions (if applicable): Annual
- D) Month / Year of Each Action (if applicable):
 - i. 2018 – Inspect at least all MS4 Structures in Sector A
 - ii. 2019 – Inspect at least all MS4 Structures in Sector B
 - iii. 2020 – Inspect at least all MS4 Structures in Sector C
 - iv. 2021 – Inspect at least all MS4 Structures in Sector D
 - v. 2022 – Inspect at least all MS4 Structures in Sector E

5. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Maintenance of stormwater management control structures is critical to ensuring long term operation of the structures. As such, inspection will assist the County in protecting water quality in streams and rivers from the stormwater impacts of the developments that these structures service. This BMP will be deemed effective if the County can inspect every post construction stormwater management facility identified in BMP #E2 within a 5-year period. It is anticipated that the County will inspect at least approximately twenty percent (20%) or one sector of the designated MS4 area of the structures per year starting in 2017. Completing 100% inspections by the end of the permitted term. Documentation of the inspections will be included in each year's annual report for those years in which inspections were conducted.

BMP #E4 – Maintenance Program

1. Description of BMP:

Maintenance for Publicly owned post-construction stormwater management control structures identified in the Post-Construction Stormwater Management Structure Inventory Database will be performed by Dawson County Public Works Department. Routine Maintenance includes any vegetative maintenance (i.e. mowing, removal of invasive species, etc.) or appropriate litter and trash removal. If any vegetative or structural deficiencies are identified in a structure using the appropriate inspection report, see **Appendices O, P, Q, R & S**, then a work order will be generated by the staff foreman and given to the Public Works director to have the proper maintenance scheduled. The work order will be given to the Stormwater Manager and logged into the Municipal Facilities database included in each year's annual report. If the scope of the work is such that the work cannot be completed in a short period of time, then the project will be added to the County's capital improvements projects list.

All other private post construction stormwater structures will be maintained by the owner/operators of the site. A maintenance agreement will be referred to for the means by which a facility will be maintained. For a copy of Dawson County's Maintenance Agreement, see **Appendix T**. The County will retain copies of the maintenance agreements for all new structures completed on or after June 4th, 2015. A summary list of all the maintenance agreements will be included in each annual report. If a deficiency is noted during an inspection, then the County will notify the owner / operator by mail within 30 days of the finding of the deficiency, a copy of the results of the inspection, and suggested actions to take. A copy of the SWMP SOP for Post-Construction Maintenance **Appendix F**.

2. Measurable Goals:

a. For Publicly-Owned Structures

- i. Ensure that 100% of the county-owned ponds are maintained as needed

b. For Privately-Owned Structures

- i. Ensure that all maintenance agreements are obtained for all privately-owned structures constructed after June 4, 2015. Dawson County will notify 100% of private owners of the maintenance need by letter within 30 days of inspection.

3. Documentation to be submitted with each Annual Report:

- a. Spreadsheet documenting updated locations and dates of inspections of publicly owned structures and any maintenance that was performed
- b. Completed county work orders
- c. Summary of maintenance agreements and inspection reports for all post construction stormwater management control facilities completed after June 4, 2015.
- d. Copy of any letters to owners if any notification of maintenance were needed

4. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): June 4, 2015
- c. Frequency of Actions (if applicable): On-going
- d. Month / Year of Each Action (if applicable): On-going

5. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Maintenance of stormwater management control structures is critical to ensuring long term operation of the structures. As such, maintenance of these facilities will assist the County in protecting water quality in streams and rivers from the stormwater impacts of the developments that these structures service. This BMP will be deemed effective if the County maintains every post construction stormwater management facility owned / maintained by Dawson County within a 5-year period. These facilities will be identified as part of BMP #E2. Documentation of maintenance activities performed by the County on County owned ponds will be included in each year's annual report. Additionally, the County will include a summary of the maintenance agreements for those post construction stormwater management control facilities Permitted in that year.

BMP #E5 – GI/LID Program

1. Description of BMP:

In compliance with the Phase II MS4 permit effective December 17th 2017, existing permittees are required to develop and implement a Green Infrastructure/Low Impact Development program by February 15th 2020. (See **Appendix CC**) The purpose of this program is to implement during the plan review process to further encourage, track the use of, inspect, and maintain BMP's in the designated MS4 area. The objectives of the program are to:

- a) Evaluate the feasibility and site applicability of various GI/LID BMPs this can include (practices and structures) that best support stormwater management
- b) Develop an inventory of GI/LID structures within Dawson County's designated MS4 area, and identify procedures to track the addition of future applicable GI/LID BMPs
- c) Identify the most effective approach for integrating GI/LID into Dawson County's current stormwater and plan review program.

2. Measurable Goals:

- a. Annually revise GI/LID Program annually if needed.

3. Documentation to be submitted with each Annual Report:

- a. Excel spreadsheet database showing plan review meeting date, developer/company name, and feasibility report

4. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): February 15th 2020
- c. Frequency of Actions (if applicable): update database every plan review meeting scheduled
- d. Month / Year of Each Action (if applicable): N/A

5. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Dawson County encourages the use of all GI/LID structures and practices as recommended in the GSMM. The promoted use of GI/LID measures within the watershed of MS4 is expected to reduce the amount of contaminated runoff. This BMP will be deemed successful if the number of impaired streams is reduced in the designated MS4 area.

BMP #E6 – GI/LID Structures

- 1. **Description of BMP:** EPD encourages the use of GI/LID practices and approaches on both new and redeveloped sites. The County will establish and maintain an inventory of water quality related GI/LID structures located within the permitted area. Develop an inventory of water quality-related GI/LID structures located within the permitted area and at a minimum, constructed after the date of designation, including the total number of

each type of structure (e.g. bio swales, pervious pavement, rain gardens, cisterns, and green roofs). Dawson County will track the addition of new water quality-related GI/LID structures through the plan review process following the GI/LID program and ensure those structures are added to the inventory. For a copy of the initial inventory of structures (See **Appendix EE**) Provide annually an updated inventory, including those structures added during the reporting period, in annual reports.

2. Measurable Goals:

- a. Update the inventory once per year.

3. Documentation to be submitted with each Annual Report:

- a. Updated GI/LID inventory each year

4. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): June 4, 2015
- c. Frequency of Actions (if applicable): Annually for inventory
- d. Month / Year of Each Action (if applicable): On-going

5. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The County believes that GI/LID structures enhance water quality and thereby reduce pollution to stormwater. By developing and annually updating an inventory of these types of structures, the County can (1) ensure that the locations of these structures are known and (2) the County can ensure that long term maintenance of these structures is performed. Hence, this BMP is effective in reducing pollution to stormwater.

BMP #E7—GI/LID GI/LID Inspection and Maintenance Program

1. Description of BMP:

As directed by GAEPD, 100% of the total privately owned non-residential and publicly owned GI/LID BMPs are inspected within the 5-year period. (See **Appendix CC**) for a copy of Dawson County’s Green Infrastructure/ Low Impact Development Program. Dawson County will perform inspections of all publicly-owned GI/LID BMPs. Dawson County is responsible for verifying inspections for privately-owned non- residential BMPs as well as inspecting each privately-owned non-residential structure every 5 years. Per the Phase II MS4 permit requirements permittees must:

- a. Conduct inspections and/or ensure that inspections are conducted on 100% of the total privately owned non-residential and publicly owned GI/LID structures within a 5-year period, beginning in 2020. Provide the number and/or percentage of the total structures inspected during the reporting period in each annual report.
- b. Conduct maintenance on the publicly owned GI/LID structures, as needed, beginning in February 15th 2020. Provide the number and/or percentage of the total structures maintained during the reporting period in each annual report.

2. Measurable Goal:

- a. Inspect 100% of the Public and Private GI/LID BMPs within the designated 5-year period. Dawson County’s MS4 area has been broken into 5 sectors, at a minimum one sector of GI/LID structures will be inspected per year.
- b. Maintain 100% of publicly owned GI/LID structures designated within the MS4 area
- c. Enforce GI/LID maintenance for all privately owned structures

3. Documentation to be submitted with each annual report:

- a. All current executed maintenance agreements that have been submitted to the county.
- b. For publicly owned structures, provide an updated excel database representing number of structures maintained and percentages of structures maintained. Provide which structures have been inspected, sector of MS4 area, date of inspection, and if maintenance is required, any work orders.
- c. Provide any completed work orders during reporting period
- d. Inspection reports of each structure inspected as shown in the GI/LID Program
- e. For privately owned structures, copies of letters to owners notifying them of any maintenance. Any enforcement action taken by Dawson County will be documented in spreadsheet form and submitted with each year's annual report.

4. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): February 15, 2020
- c. Frequency of Actions (if applicable): annually update database every inspection, include inspection reports
- d. Month / Year of Each Action (if applicable): N/A

5. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Dawson County will determine this BMP successful if the number of impaired streams in the designated MS4 area are reduced. The county will make great efforts to ensure proper maintenance of these structures are in compliance with

the program and the GSMM. The use of these practices will result in reduced contaminated runoff into the MS4 system

BMP #8 – GI/LID Structure Maintenance Program

1. Description of BMP: Conduct inspection & maintenance of GI/LID structures according to the schedule described in the GI/LID program.

2. Measurable goal(s): 100% of GI/LID structures are inspected & properly maintained within a 5-year period _____

3. Documentation to be submitted with each annual report: _ Documentation of inspections, the number of structures and percentage of County-owned structures maintained, and documentation of activities by the County to ensure that GI/LID structures privately owned or publicly-owned by other entities are properly maintained

4. Schedule:

a. Interim milestone dates (if applicable): n/a _____

b. Implementation date (if applicable): 2023 _____

c. Frequency of actions (if applicable): n/a _____

d. Month/Year of each action (if applicable): n/a _____

5. Person (position) responsible for overall management and implementation of the BMP: Robbie Irvin, Stormwater Manager

6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: _ Proper inspection & maintenance of GI/LID structures

F. MCM- POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

40 CFR Part 122.34(b)(6) Requirement: The Permittee must develop and implement an operation and maintenance program that includes a training component with the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Using training materials available from the USEPA and other organizations as guidance, the Permittee must, as a part of this program, include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.

Response: Dawson County has developed several Best Management Practices (BMPs) to address the Permit conditions as well as ensure long-term mitigation of the impacts from municipal operations. The following pages outline each BMP and the goals / implementation schedules applicable to each activity.

The following BMPs are included as part of this MCM:

- BMP #F1 – MS4 Control Structure Inventory and Map
- BMP #F2 – MS4 Inspection Program
- BMP #F3 – MS4 Maintenance Program
- BMP #F4 – Street & Parking Lot Cleaning
- BMP #F5 – Employee Training
- BMP #F6 – Waste Disposal
- BMP #F7 – New Flood Management Projects
- BMP #F8 – Existing Flood Management Projects
- BMP #F9 – Municipal Facilities
- BMP #F10 – Roadside Litter Pickup Program

BMP #F1 – MS4 Control Structure Inventory and Map

1. Description of BMP:

The County will continue to maintain GIS based maps and inventory of all MS4 components owned or maintained by the County, see **Appendix HH**. At a minimum, the inventory and maps will include all of the following:

- a. Catch Basins

- b. Ditches (miles or linear feet)
- c. Detention / Retention ponds
- d. Storm drain lines (miles or linear feet)

As part of the inventory and MS4 maps, the County will include a summary of the totals of each MS4 component. Each year, the County will update the inventory and map as new structures are added or existing structures are removed or replaced. A summary of the total number of structures added / removed each year will be included in the annual report for that Permit year.

2. Measurable Goals:

- a. Annually update the inventory and pond maps as necessary.

3. Documentation to be submitted with each annual report:

An updated inventory and map, the total number of structures added, and total number of structures will be included in each year's annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: December 17th 2017
- c. Frequency of actions:
 - i. Annually
- d. Month/Year of each action:
 - i. December 2018,2019, 2020, 2021, 2022 – Updated MS4 Control Structure Inventory & Map

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Determination of BMP effectiveness in reducing pollution to stormwater: It is the intent of the BMP to protect existing water quality by ensuring that County staff is aware of all County owned and maintained storm drainage infrastructures. This awareness will aid the County in ensuring the long-term maintenance of the system.

BMP #F2 – MS4 Inspection Program

1. Description of BMP:

The County will continue to implement an MS4 inspection program. The County MS4 area has been divided into 5 sectors. One at least one sector will be inspected annually and then rotate to another sector the following year. This inspection schedule will result in 100% of the MS4 being inspected during a 5-year period. The MS4 structure will be inspected for evidence of sedimentation, debris, or structural defects. For step-by-step inspection procedures, see the SOPs in **Appendix J**. A copy of the Structure Inspection and Maintenance Checklist is included as **Appendix U**. Each year, the results of inspection will be recorded in a table format and provided in the annual report for that year.

Please note that MS4 control structures added to the County’s inventory after the inspections for that year have been completed will be inspected the following year if located in a previously screened area.

2. Measurable Goals:

- a. Dawson County will conduct inspections of the MS4 control structures so that 100% of the structures are inspected within a 5-year period

3. Documentation to be submitted with each annual report:

The inspection sector map and inspection checklists will be submitted with each annual report. The County will provide the number and percentage of structures inspected during the reporting period.

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: June 4th 2015
- a. Frequency of actions:
 - i. MS4 inspection - Annually
- b. Month/Year of each action:
 - i. 2018 – Inspect at least all MS4 Structures in Sector A
 - ii. 2019 – Inspect at least all MS4 Structures in Sector B
 - iii. 2020 – Inspect at least all MS4 Structures in Sector C
 - iv. 2021 – Inspect at least all MS4 Structures in Sector D
 - v. 2022 – Inspect at least all MS4 Structures in Sector E

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater/ Plan Review Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

It is the intent of the BMP to protect existing water quality. Through inspection of the MS4, the County will likely identify structural issues, illicit discharges, illegal connections and other concerns that may affect water quality in downstream water bodies.

BMP #F3 – MS4 Maintenance Program

1. Description of BMP:

The County will continue to implement an MS4 maintenance program. Maintenance activities will be based on the deficiencies identified during the MS4 inspection program developed in Minimum Control Measure BMP #F2. A copy of the Structure Inspection and Maintenance Checklist is included as **Appendix U**. Maintenance activities will be prioritized to coincide with the inspection sectors identified in BMP #F2 but will also be based on citizen complaints received via various reporting avenues as well as

identification of maintenance needs by County personnel. Once a maintenance issue has been identified, it will be addressed as follows:

- a. In-House Maintenance Routine maintenance such as sediment and debris removal, repair of MS4 structures, small to medium scale pipe replacement / repair and other maintenance items that the County is capable of performing in-house will be performed by the County's public works department. A work order for the maintenance activity will be generated and the progress of the work will be tracked until it has been completed. Upon completion of the maintenance work, the work order will then be closed.
- b. Contracted Maintenance/CIP List MS4 maintenance projects that are beyond the abilities of the County's public works department will be contracted out to qualified contractors or placed on the County's Capital Improvements Projects (CIP) list until funds become available to perform the work. These outsourced projects may include large scale replacement projects, pipe lining projects, closed circuit TV and pipe jetting services.
- c. The County will track all maintenance activities and report on the maintenance activities in the annual report.

2. Measurable Goals:

- a. Maintain 100% of structures identified as needing maintenance

3. Documentation to be submitted with each annual report:

A contracted work summary, MS4 maintenance log, drainage complaint log, and MS4 work orders will be submitted with each annual report. The County will provide the number of each type of structure maintained during the reporting period.

4. Schedule:

- a. Implementation Date: June 4th 2015
- b. Frequency of actions:
 - i. MS4 Maintenance – Annually
- a. Month/Year of each action:
 - i. Sector A MS4 Maintenance - 2018
 - ii. Sector B MS4 Maintenance – 2019
 - iii. Sector C MS4 Maintenance – 2020
 - iv. Sector D MS4 Maintenance – 2021

- v. Sector E MS4 Maintenance – 2022
- vi. Complaint Driven Maintenance - On-going 2023, 2024, 2025, 2026, 2027

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Determination of BMP effectiveness in reducing pollution to stormwater: It is the intent of the BMP to protect existing water quality. The County believes that addressing known issues within the MS4 will help to ensure that pollutants and sediment are prevented from entering local streams and rivers.

BMP #F4 – Street & Parking Lot Cleaning

1. Description of BMP:

Dawson County detainees from the Sheriff’s Office perform weekly road side pickups. For the purposes of this Permit, the area that this BMP will be reported on will consist of the unincorporated area of Dawson County as well as County maintained parking lots within the unincorporated areas of the County. The program will generally be designed to remove litter from streets and parking lots in the County at a minimum of once per year. Each year, the County will report the total amount of litter and trash removed during the Permit year and insert data into a spreadsheet reflecting the total amount of litter and trash removed during the reporting period. A tracking sheet and GIS map reflecting location and distances of annual cleanup streets, (see **Appendix DD**) these items will be included in the annual report due on February 15th of the following year.

After removal, waste is taken to the Dawson County Transfer Station (located at 946 Burt Creek Road, Dawsonville, GA. 30534).

2. Measurable Goals:

- a. Dawson County will clean approximately 1 mile of street annually

3. Documentation to be submitted with each Annual Report:

- a. Summary table reflecting the total amount of litter and trash removed during the reporting period, sheets and location of the streets and parking lots that were cleaned.
- b. Documentation of log sheets by County. And Sheriff's office Staff
- c. GIS map reflection of streets cleaned and distances of the street cleaned

4. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): April 2015
- c. Frequency of Actions (if applicable): Annually
- d. Month / Year of Each Action (if applicable): Jan 2023, 2024, 2025, 2026, 2027

5. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

It is the intent of this BMP to protect existing water quality. Given that much of the County's rights-of-way include ditches and drainage systems (i.e. MS4 components), removal of litter from the right-of-way and parking lots prevents gross pollutants (i.e. trash and litter) from entering the MS4 and being discharged to streams and rivers. By measuring the amount of litter removed from the roads, the amount of pollution that would have entered the County's streams and rivers can be determined. This BMP will be deemed effective if the County removes litter and trash from County maintained streets and parking lots on a quarterly basis and the quantities are reported each year in the annual report.

BMP #F5 – Employee Training

1. Description of BMP:

The County continues to implement a training program for new and existing employee's that teaches proper handling, storage and disposal methods for potentially polluting materials commonly encountered by the staff. The training program also includes information on regulatory issues as well as spill prevention and control. Training sessions will be held annually for all employees. New employees will be trained within 30 days of hiring. The number of employees trained every year will be documented through the use of sign in sheets

2. Measurable Goals:

- a. Hold one employee training program annually

3. Documentation to be submitted with each annual report:

Training session sign in sheet, training materials

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: April 2015
- b. Frequency of actions:
 - i. Training sessions for existing employees – Annually
 - ii. Training session for new employees – Within 30 days of hire and then annually
- c. Month/Year of each action:
 - i. Nov 2023, 2024, 2025, 2026, 2027– Hold training session

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By using training session sign in sheets to verify that 100% of all employees that come in contact with potentially polluting materials are annually trained, the County can conclude that this BMP is effective in reducing pollution to stormwater.

BMP #F6 – MS4 Waste Disposal

1. Description of BMP:

Dawson County will implement a program to identify the total amount of waste collected and disposed of within the designated MS4 area. Dawson County will identify how each waste stream is disposed of. Generally, the waste stream will be broken into the following categories.

- a. Trash & Litter from inlets, structures, and ditches
- b. Removal of silt from ditches

Each year, the total amount of materials disposed of will be documented as well as the manner in which it was disposed of. The total amount of materials disposed of will reflect activities only in the MS4. For example, the estimated pounds of trash and litter, etc. will be determined as well as determining the disposal agency that accepted the waste stream. All results will be documented in the annual report for each reporting period (see **Appendix V** for a copy of the form to be used for this activity).

After removal, waste from the MS4 is taken to the Dawson County Transfer Station (located at 946 Burt Creek Road, Dawsonville, GA. 30534) MS4 areas are cleaned up and maintained by the Public Works Department and Dawson County Community Service, which meets weekly. The Administrative Assistant collects this data from both departments each week totaling the amount of MSW obtained in the MS4 area, and sends this data to the Stormwater Manager which is then tracked and stored in the county's database

Measurable Goals:

- a. 100% of waste removed from the MS4 area will be disposed of at Eagle Point Landfill

2. Documentation to be submitted with each Annual Report:

- a. Summary table outlining the total amount of waste generated during the reporting period.

3. Schedule:

- a. Interim Milestone Dates (if applicable): N/A
- b. Implementation Date (if applicable): April 2015
- c. Frequency of Actions (if applicable): Annually
 - i. Month/Year of each action (if applicable): Dec 2018, 2019, 2020, 2021, 2022

4. Person (Position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

5. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

It is the intent of this BMP to protect existing water quality. Waste can ultimately reach streams and water bodies by way of contaminating stormwater runoff. These substances could potentially have an adverse effect on aquatic life and plants. As such, while water quality improvements or protection cannot be directly measured, it is the County's belief that this BMP will aid in protecting existing water quality. This BMP will be deemed effective if waste streams identified in this BMP are properly disposed of. As part of the annual report submitted each year, the County will provide an estimated amount of waste generated and the means of disposal for each waste.

BMP #F7 – New Flood Management Projects

1. Description of BMP:

All proposed projects will be assessed for water quality impacts and the feasibility of incorporating water quality enhancements into the proposed project. The step-by-step procedures that will be used for this activity are included in **Appendix W**. The

assessment will occur during the project design phase and will utilize the checklist included in **Appendix X**. The number of projects assessed annually will be tracked. All plans will be reviewed by the use of the GSMM.

2. Measurable Goals:

- a. 100% of all plans will be reviewed using the GSMM

3. Documentation to be submitted with each Annual Report:

Annually provide the number of plans reviewed where projects were assessed for water quality impacts during the reporting period

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: Jan 2015
- a. Frequency of actions:
 - i. Analyze all future County flood management projects – As necessary
- b. Month/Year of each action:
 - i. Jan 2023, 2024, 2025, 2026, 2027– Analyze all future County flood management projects for water quality impacts

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By ensuring that all proposed County flood management projects are assessed for water quality impacts and the feasibility of incorporating water quality enhancements into the project, the County can conclude that, if feasible, the inclusion of water quality enhancements into the project reduced stormwater pollution.

BMP #F8 – Existing Flood Management Projects

1. Description of BMP:

The County will assess one existing publicly owned flood management structure annually for potential retrofitting to address water quality impacts and the feasibility of incorporating water quality enhancements if funding is available. These enhancements include but are not limited to: (forebays, micro pools, etc.) For the step-by-step procedures and checklist that will be used for this assessment, see **Appendix Y**.

2. Measurable Goals:

- a. Annually assess at minimum one county owned structure

3. Documentation to be submitted with each annual report:

Documentation of any assessment and/or retrofitting activities will be submitted with the annual report.

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: Jan 2015
- c. Frequency of actions:
 - i. Analyze one existing flood management structure for water quality retrofit
- Annually
- d. Month/Year of each action:
 - i. 2023, 2024, 2025, 2026, 2027– Analyze one existing flood management structure for retrofit potential

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

By ensuring that at least one existing flood management structure is assessed for potential to incorporate a water quality components into a flood management structure that may not currently contain a water quality component, the County can conclude that, if

feasible, the inclusion of water quality enhancements into the existing flood management structure reduced stormwater pollution.

BMP #F9 – Municipal Facilities

1. Description of BMP:

The County will develop a municipal facility inventory that lists County owned facilities (see **Appendix GG**) which have the potential to contribute to stormwater pollution. Currently there is only a single facility that the county maintains. Following future development of a facility inventory, the inspection process will utilize the checklist included in **Appendix Z**. Any deficiencies noted will be addressed within 30 days. The facility will then be re-inspected to ensure the deficiency was corrected.

2. Measurable Goals:

- a. Annually update the inventory of municipal facilities with the potential to cause pollution.
- b. Dawson County will conduct inspections on 100% of the municipal facilities within the 5-year period, with at least 5% of the facilities inspected annually

3. Documentation to be submitted with each Annual Report:

- a. Annually update the inventory of municipal facilities
- b. Provide the inspection checklist worksheet of the identified facility

4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation Date: Jan 2015
- c. Frequency of actions:
 - i. Inspect each facility listed on the facility inventory - Quarterly
- c. Month/Year of each action:
 - i. Jan 2015 – Develop municipal facility inventory
 - ii. 2023, 2024, 2025, 2026, 2027

5. Person (position) responsible for overall management and implementation of the BMP:

Robbie Irvin (Stormwater Manager)

6. How the permittee will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Through documented routine inspections of municipal facilities, potential stormwater pollution sources can be identified and corrected to lessen the risk of causing downstream pollution. Hence, this BMP is effective in reducing pollution to stormwater.

6. ENFORCEMENT RESPONSE PLAN

A. Permit Requirement: The Permittee must develop and implement an ERP that describes the action to be taken for violations associated with the Permit and the SWMP. The ERP will detail the Permittee's responses to any noted stormwater violations, including escalating enforcement responses to address repeat and continuing violations. The plan must detail:

1. Names of ordinances providing the legal authority to undertake enforcement, including citation of specific ordinance sections.
2. Types of enforcement mechanisms and actions available, which the Permittee has the authority to use, such as:
 - a. verbal warnings
 - b. written notice of violations
 - c. citations
 - d. stop work orders
 - e. withholding plan approval or other authorizations
 - f. any other available enforcement mechanisms
3. Description of when each enforcement mechanism will be employed, including the path of escalation.
4. Time frames for each step, including investigation of noncompliance, sequence and use of enforcement mechanisms, corrective action plan by responsible party, re-inspection of site, etc.

5. Description of the methods to be used to track, either manually or electronically, instances of noncompliance, including such items as:
 - a. name of the owner/operator of facilities and/or the location or address
 - b. type of site (e.g. IDDE, construction)
 - c. description of non-compliance
 - d. description of enforcement action(s) used
 - e. time frames for each step (e.g. investigation, corrective action, re-inspection)
 - f. documentation of inspection and enforcement actions taken
 - g. documentation of referral to other departments or agencies
 - h. date of violation resolution

B. Response: Dawson County has developed the ERP and included it as **Appendix G**.

7. IMPAIRED WATERS

A. Population based on the 2010 U.S. Census: approximately 22,339

Permit Requirement: The permittee must identify any impaired waters located within its permitted area, using the latest approved 305(b)/303(d) List of Waters (<http://www.gaepd.org/Documents/305b.html>), which contain MS4 outfalls or are within one (1) linear mile downstream of MS4 outfalls. Also, the POC must be identified. For those impaired waters with or without an approved TMDL, (http://www.gaepd.org/Documents/TMDL_page.html), the permittee shall propose a Monitoring and Implementation Plan (Plan) addressing each POC. The permittee must annually check whether an impaired water within its permitted area has been added to the latest 305(b)/303(d) list. Newly listed waters must be addressed in the Plan and the SWMP must be revised accordingly. The permittee must report on all monitoring activities in subsequent annual reports. If a TMDL containing a waste load allocation specific to one or more of the permittee's outfalls is approved, then the waste load allocation must be incorporated into the SWMP. All previous and newly approved TMDLs within the permitted areas must be included in either the proposed Plan or a revision to the existing Plan. The Permittee must develop a Plan (see **Appendix BB**) to reduce the POC, including:

- Sample location, whether samples are collected instream (i.e. upstream and downstream), from outfalls during wet weather events, or a combination of both locations. If the permittee chooses to conduct outfall sampling and there are multiple outfalls located on an impaired stream, then the permittee may choose representative outfalls for sampling in place of sampling all outfalls;
- Sample type, frequency, and any seasonal considerations;
- A map (see **Appendix BB**) showing the location of the impaired waters, the monitoring location, and all identified MS4 outfalls located on the impaired waters

or occurring within one linear mile upstream of the waters (see **Figure 2**), or a schedule confirming the location of these outfalls; and

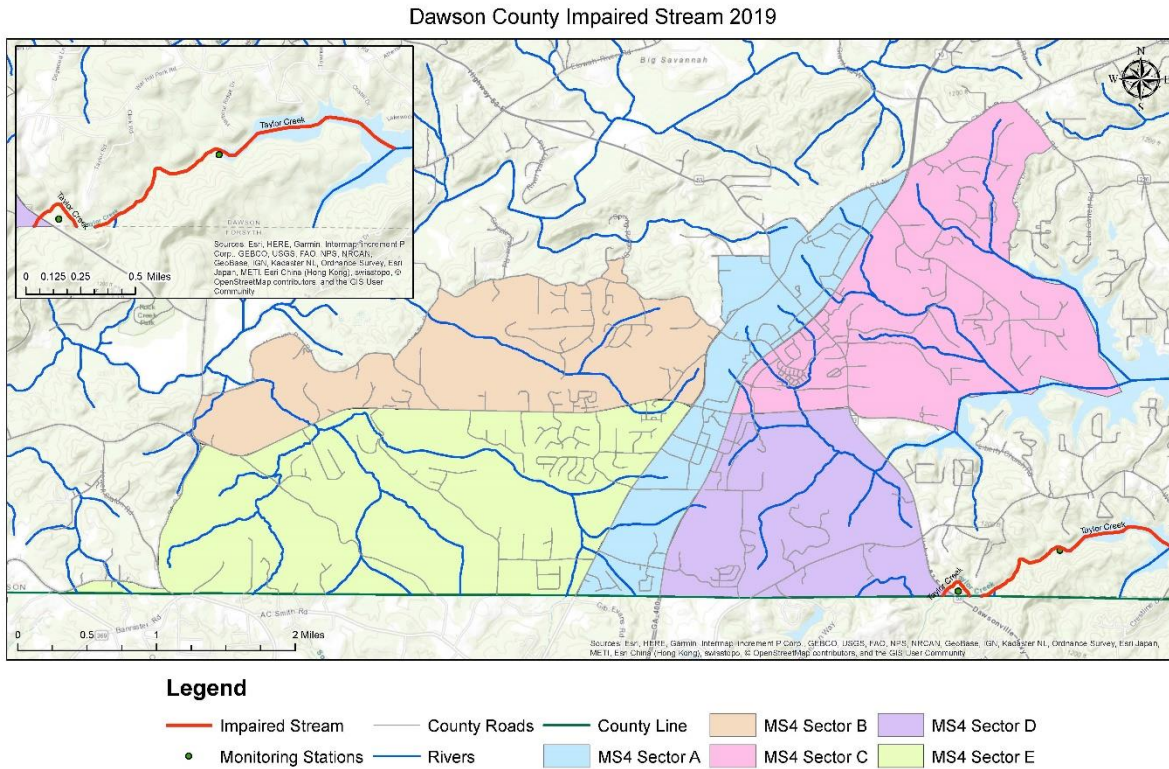
- Description of proposed BMPs to be used to control and reduce the POCs.

B. Response: Dawson County will develop the Plan (see **Appendix BB**) and submit a copy of the document to EPD for approval with the annual report due 4 (four) years from the date of designation as an MS4. Said designation occurred March 7th, 2014. Following approval of the Plan, the Plan will be implemented and a copy of the document will be included as an Appendix.

C. Final completion date/date of submittal to EPD: _____

FIGURE 2: List and Map of Impaired Waters including outfalls

(See Appendix BB)



APPENDIX A

SAMPLE DAWSON COUNTY STORMWATER EDUCATIONAL BROCHURE

APPENDIX B

SCREENSHOT OF THE DAWSON COUNTY STORMWATER MANAGEMENT WEBSITE

APPENDIX C

IDDE ORDINANCE

APPENDIX D

MS4 OUTFALL INVENTORY FORM

APPENDIX E

IDDE PLAN AND DRY WEATHER SCREENING CHECKLIST

APPENDIX F

SWMP SOP

APPENDIX G

SWMP ERP

APPENDIX H

EROSION AND SEDIMENT CONTROL ORDINANCE

APPENDIX I

DAWSON COUNTY LITTER ORDINANCE

APPENDIX J

STANDARD OPERATING PROCEDURES FOR DAWSON COUNTY SWMP

APPENDIX K

EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLISTS

APPENDIX L

CONSTRUCTION STORMWATER/ S & E INSPECTION FORM

APPENDIX M

E & S COMPLAINT PROCEDURES

APPENDIX N

STORMWATER MANAGEMENT ORDINANCE, 2015

APPENDIX O

OPERATION AND MAINTENANCE INSPECTION REPORT FOR STORMWATER SYSTEMS

APPENDIX P

MAINTENANCE INSPECTION REPORT FOR STORMWAER MANAGEMENT PONDS

APPENDIX Q

MAINTENANCE INSPECTION REPORT FOR ENHANCED SWALES/GRASS CHANNELS/FILTER STRIPS

APPENDIX R

MAINTENANCE INSPECTION REPORT FOR FILTRATION FACILITY

APPENDIX S

MAINTENANCE INSPECTION REPORT FOR INFILTRATION TRENCHES

APPENDIX T

MAINTENANCE AGREEMENT

APPENDIX U

STRUCTURE INSPECTION AND MAINTENANCE CHECKLIST

APPENDIX V

MS4 Waste Pickup Form

APPENDIX W

PROPOSED FLOOD MANAGEMENT PROJECT WATER QUALITY IMPROVEMENT WORKSHEET

APPENDIX X

FLOOD MANAGEMENT PROJECT DESIGN CHECKLIST

APPENDIX Y

EXISTING FLOOD MANAGEMENT PROJECT WATER QUALITY IMPROVEMENT WORKSHEET

APPENDIX Z

MUNICIPAL FACILITIES MS4 INSPECTION CHECKLIST

APPENDIX AA

CODE AND ORDINANCE GI/LID WORKSHEET FORM

APPENDIX BB

DAWSON COUNTY IMPAIRED WATERS PLAN AND MAP

APPENDIX CC

GI/LID PROGRAM

Appendix DD

MAP OF MS4 STREETS CLEANED AND TRACKING SHEET

Appendix EE

INVENTORY OF MUNICIPAL FACILITIES

Appendix FF

RECYCLING PROGRAM



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Planning & Development**

Work Session: May 18, 2023

Prepared By:

Voting Session: May 18, 2023

Presenter: Sharon O. Farrell, Director

Public Hearing: No

Agenda Item Title: Position Request Dev. Services II

Background Information:

The Planning & Development department requests one additional full-time Development Services Representative II; pursuant to direction from the Board of Commissioners to monitor the permitting and economic activity and then return to request to fill positions held in abeyance during the budgeting process of 2022. Permit activity has kept pace and is expected to continue. The economic position of the county was presented on the May 4, 2023, BOC agenda.

Current Information:

The paygrade of the position is 16; starting salary of \$44,495. The focus of this position is single-family residential development. To provide the expected level of service to our customers this position shall: perform plan check of residential projects for compliance with applicable land use codes; final for zoning stipulations and landscape requirements; advise the public regarding the development and permitting processes; work directly with home owner/builder clients regarding the construction and inspection process; review sign permit applications; and assist in the issuance of building permits as necessary and review land use permits for compliance.

Budget Information: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	
	7410	391000-785				

Recommendation/Motion: Approval to budget and advertise for a Development Services II (Land Use)

Department Head Authorization: Sharon O. Farrell

Date: 05/01/23

Finance Dept. Authorization: VLN

Date: 5/10/2023

County Manager Authorization: Vickie Neikirk

Date: 5/10/2023

County Attorney Authorization: n/a

Comments/Attachments:



MEMORANDUM

To: Mayors, County Commission Chairmen, City and County Managers, City and County Clerks

From: Heather Feldman, GMRC Executive Director

Date: May 4, 2023

Re: Appointment or Reappointment of Private Sector Members of the GMRC Council

Pursuant to the GMRC Bylaws, each county within the Georgia Mountains Regional Commission (GMRC) has one Private Sector Appointee on the GMRC Council. All GMRC private sector appointments must be certified annually by the full council. This will be done at the June 29, 2023 Council Meeting which will be held in Blairsville, GA. Per Article IV, Section I.C. *“Appointees should be active members of the business or professional community represented and shall be capable of representing the broad private sector business interests of the county from which he or she is appointed”*.

We encourage the county and its cities to jointly agree on the appointee. I encourage you to discuss with each other and the appointee of your intentions. If we do not hear differently, we assume that you do not plan to change your current appointment, so it is very important that you notify GMRC of your intentions. The appointment form is attached, and should be returned, by email, to Gina Kessler by Monday, **June 5, 2023**. Should you have any questions, please contact Gina Kessler at 770-538-2607 or gkessler@gmrc.ga.gov.

Current private sector appointees are:

<u>County</u>	<u>Appointee</u>
Banks	Vicki Boling
Dawson	Kevin Herrit
Franklin	Leslie McFarlin
Habersham	Ken Schubring
Hall	Deborah Mack
Hart	Bill Chafin
Lumpkin	Rebecca Mincey
Rabun	Doug Wayne
Stephens	James Addison
Towns	Denise McKay
Union	Mitch Griggs
White	Susan Cremering



MEMORANDUM

To: Gina Kessler, GMRC Executive Assistant
From: _____
Re: Appointment for _____ County's Private Sector Appointee

The County and its City(s) have agreed to appoint or reappoint _____ as our Private Sector Representative on the GMRC Council to serve from July 1, 2023 to June 30, 2024

County or City Official

Position

Attest

Date

Please return to gkessler@gmrc.ga.gov no later than June 5th.

DAWSON COUNTY BOARD OF COMMISSIONERS
APPLICATION FOR APPOINTMENT TO COUNTY
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

Board or Authority Applied for Dawson County Library Board

Name Terri Barfield

Home Address 496 Zoe Murphy Road

City, State, Zip Dawsonville, GA. 30534

Mailing Address (if different) Same

City, State, Zip Same

Telephone Number _____ **Alternate Number** N/A

Fax Telephone Number N/A

E-Mail Address _____

Additional information you would like to provide:

As a member of the Wee Library organization, I was delighted to learn that there was an opportunity to apply to join the Dawson County Library Board. My parents and siblings relocated to Dawsonville from Atlanta over twenty years ago. During that time, I have been working at The Savannah Country Day School as the Director of Admissions and Financial Aid. Even though my permanent residence has been in Savannah, GA, I had enjoyed having a home in Dawsonville for the past fifteen years. I am transitioning to retirement from The Savannah Country Day School and will spend a majority of my future time in Dawsonville. I would be honored to be considered as a member of the Dawson Country Library Board. I am passionate about reading and education. If you have questions or would like me to share my resume, please let me know. Thank you for your consideration of my application.

Signature Terri Barfield **Date** 04/31/2023

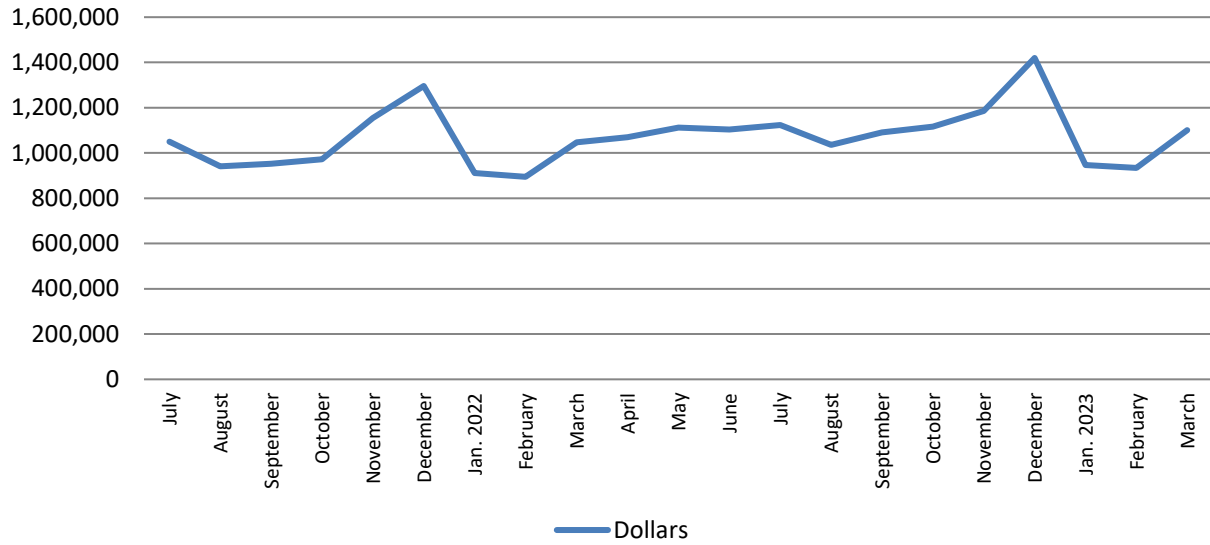
Please note: Submission of this application does not guarantee an appointment.

Return to: **Dawson County Board of Commissioners**
 Attn: County Clerk
 25 Justice Way, Suite 2313
 Dawsonville, GA 30533
 (706) 344-3501 FAX: (706) 344-3889

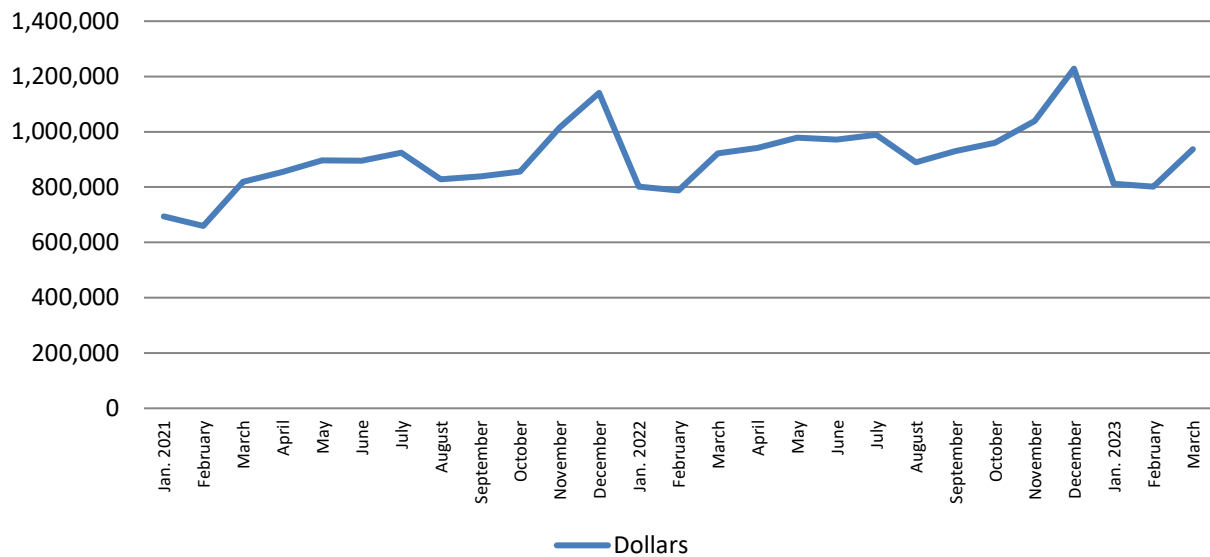


Key Indicator Report
April 2023

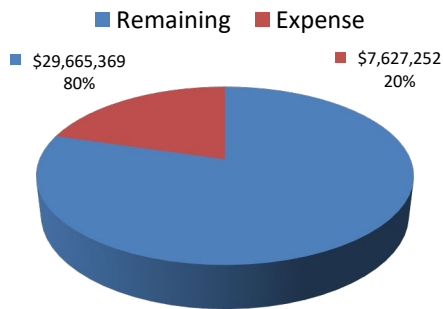
SPLOST VII COLLECTION CHART



LOST COLLECTION CHART

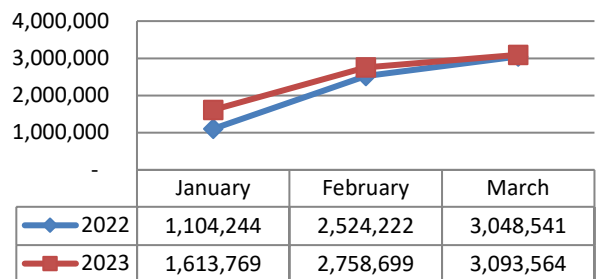


Budget

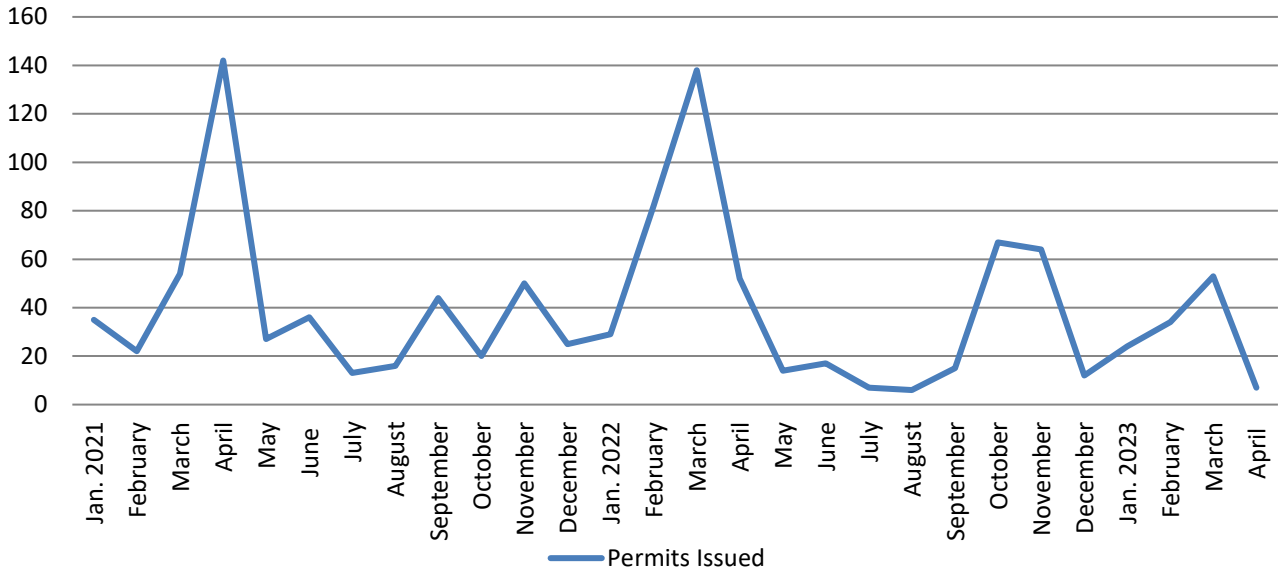


Through 03/31/2023

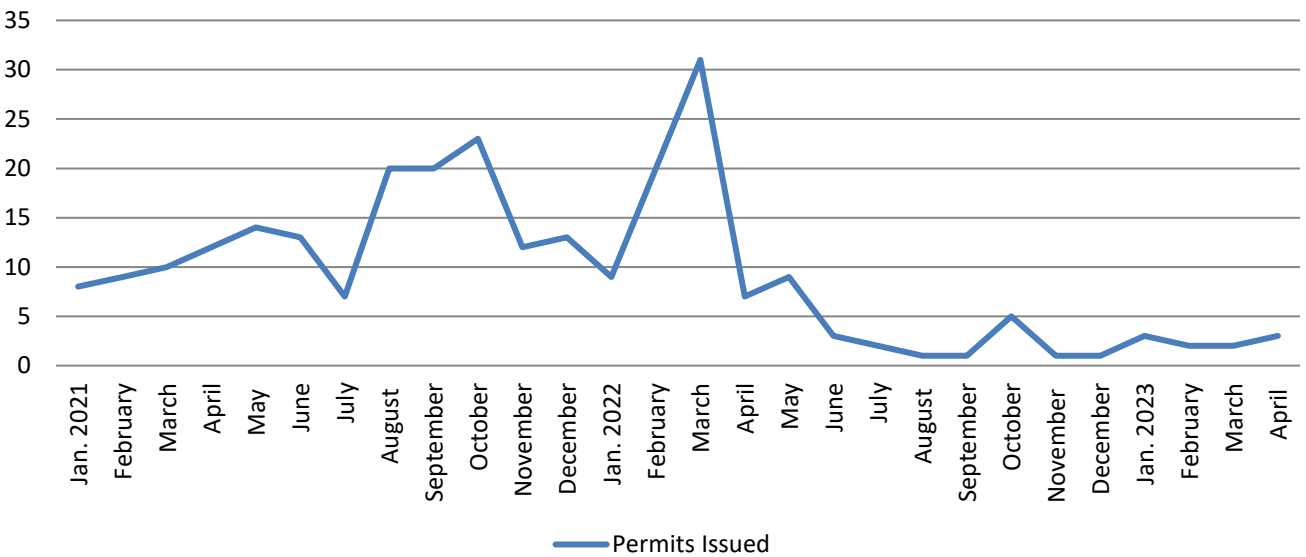
All Revenue Per Month



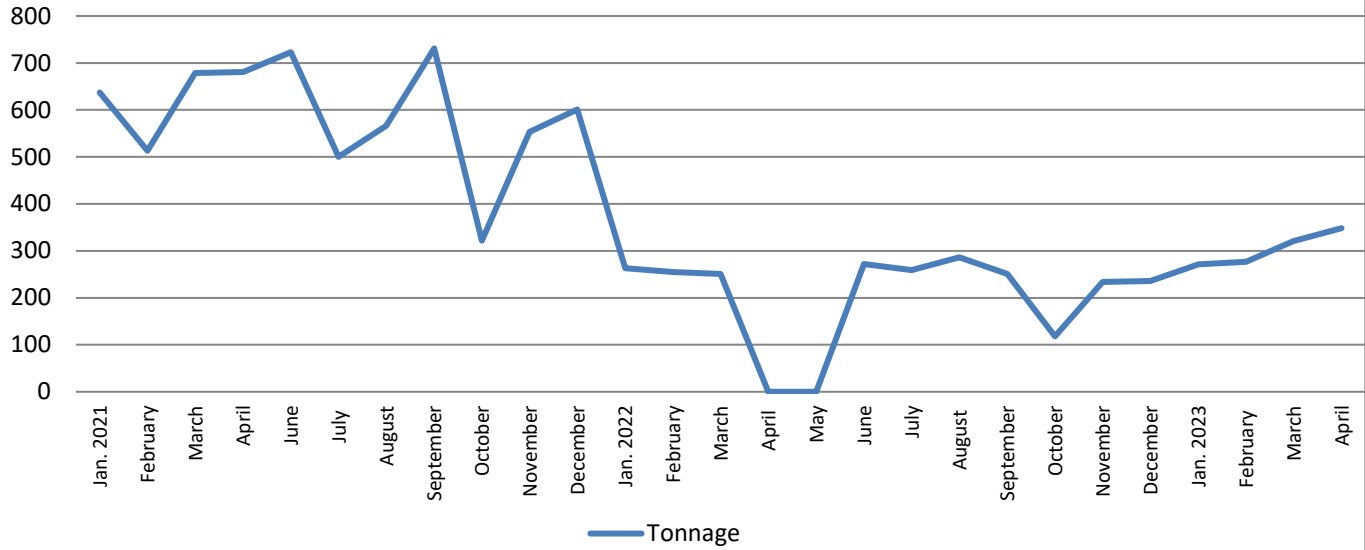
SINGLE-FAMILY HOME BUILDING PERMITS ISSUED



COMMERCIAL BUILDING PERMITS ISSUED

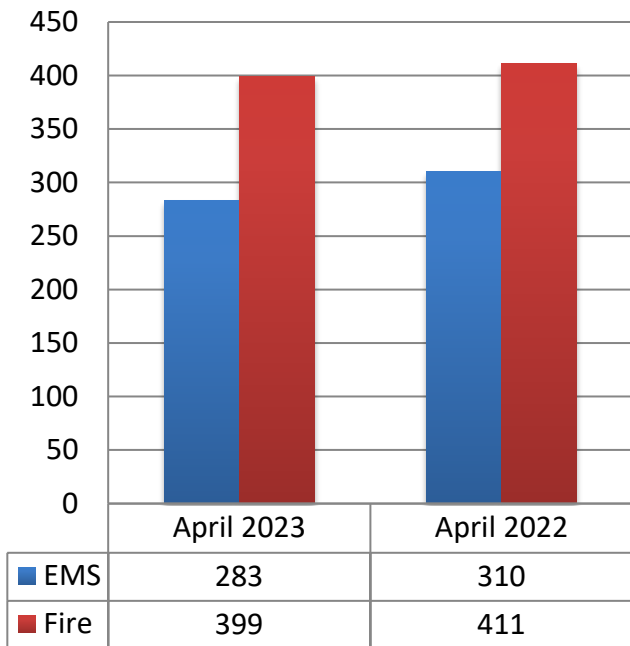


TRANSFER STATION TONNAGE COLLECTION

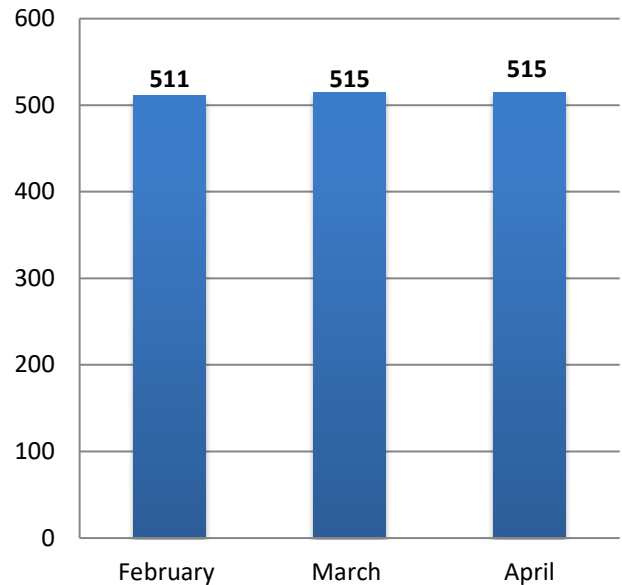


**No Transfer Station Tonnage Collection Report submitted for April or May 2022.*

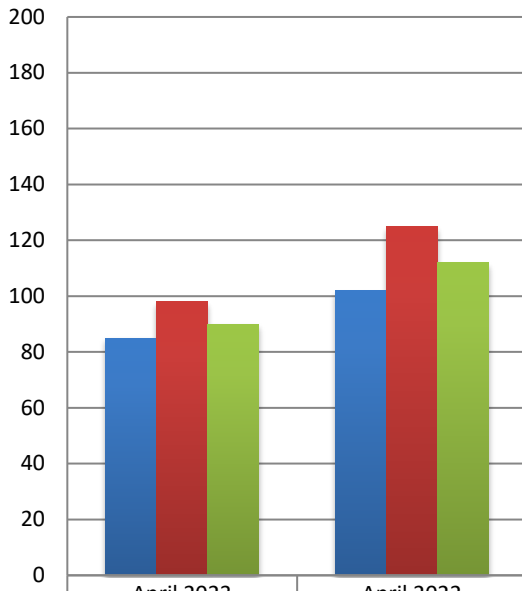
EMS/Fire Calls for Service



Number of County Employees

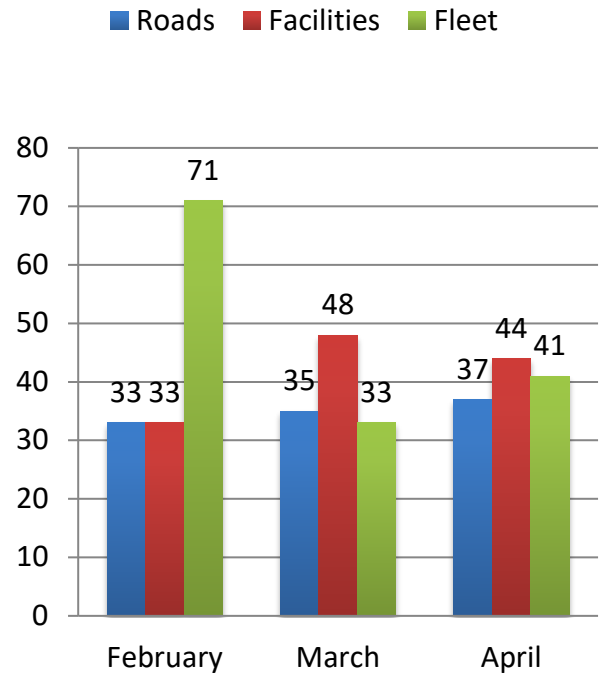


Inmate Population



	April 2023	April 2022
Lowest Daily Count	85	102
Highest Daily Count	98	125
Daily Average	90	112

Repair Requests





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – April 2023

- **New Applications/Transfers In: 498**
- **Changes/Duplicates: 1088**
- **Cancelled/Transferred Out: 53**
- **Total Processed: 1639**

HIGHLIGHTS

Voter Registration Projects:

- Process daily voter registration applications, returned mail and necessary changes.
- GARVIS (new voter registration system) continues to be a work in progress with periodic updates and zoom meetings.
- Continuing the journey of daily processing and interaction with State for updates/corrections with GARVIS; sending REIF tickets with feedback; continual learning curve.
- Voter Services Specialist acclimating well to processes necessary for the position
- April is Georgia High School Voter Registration Drive month. On April 25, 2023 at Dawson County High School seven students registered.

Elections Projects:

- 2023 Election Calendar:

Municipal General/Special Election	November 7, 2023
Qualifying	August 21-25, 2023
Advanced Voting	October 16 – November 3, 2023
- Task List for November election is complete.
- Processes for the new Board of Elections member is complete.
- Equipment charge/inventory/storage in larger space almost complete.
- Continuing to discuss and implement the rearranging of offices/election equipment to create greater voter flow for future elections.
- Quarterly regional county meeting schedule is complete and region is notified.
- Held first of three scheduled regional meetings on April 26, 2023 in Rabun County.
- Update web page with new information still in progress.
- Board of Elections & Registration consideration of present precinct needs, changes, etc. in process.

Highlights of plans for upcoming month:

- Continue to work with and acclimate to the new voter registration system changes (GARVIS).
- Schedule quarterly charging of election equipment.
- Board of Elections & Registration monthly meeting, May 18, 2023 at 9:30 a.m. Meet at 96 Academy Avenue.



Dawson County Board of Commissioners

Dawson County Emergency Services Monthly Report – Apr 2023

Fire Responses	FEB	MAR	APR		EMS Responses	FEB	MAR	APR		EMS Revenue		
2021	308	359	351		2021	242	240	280		2022	APR	\$102,946.73
2022	355	443	411		2022	280	324	310		2023	APR	\$100,676.14
2023	362	405	399		2023	279	300	283		2.255% decrease from last year		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$3,328.00	6	51
City	\$150.00	0	4

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	673	Fire Investigations	1
PR Detail	1	CPR Training per Individual	6
Smoke Detector Installations	0	Child Safety Seat Installations	1
Search & Rescue / Water Rescue	0	DCES Plan Reviews	3
		3 rd Party Plan Reviews	19

Types of Fires Total – 19			
(11) 111-118: Structure Fire Building, Cooking, Chimney- Flue, Incinerator, Fuel Burner-Boiler	1	(14) 141-143: Natural Vegetation Fire Forest, Woods, Wildland, Brush, Grass	10
(12) 121-123: Fire in Mobile but Fixed Structure Mobile Home, Motor Home, RV, Camper, Portable Building	0	(15) 150-155: Outside Rubbish Fire Rubbish, Trash, Waste, Dump, Landfills, Dumpsters	3
(13) 130-138: Mobile/Vehicle Property Fire Passenger, Road Freight, Transport, Rail, Water Vehicles, Aircraft, Campers/RV, Off Road Vehicles, Heavy Equipment	2	(O) Other: Authorized Burns, Special Outside Storage, Equipment, Gas/Vapor, Scorch	3

Approximate Total Water Usage – 4,120 gallons			
Etowah Water	3,015 gallons	Pickens County	0 gallons
City of Dawsonville	1,105 gallons	Big Canoe	0 gallons
Forsyth County	0 gallons	Other-Cherokee	0 gallons



Dawson County Board of Commissioners

Facilities Monthly Report April 2023

- Answered and Resolved 44 work orders.
- Installed pine straw at the library.
- Changed (2) light switches at Station 6.
- Installed toilet at Station 7.
- Repaired generator at Station 7.
- Had sewer line jetted out at Station 7.
- Removed carpet from (2) rooms at Station 7.
- Replaced (2) trash cans at Westside.
- Landscaped county signs at County Lines.
- Repaired window frame at Historic Courthouse.
- Moved furniture out of Drug Court.
- Replaced flooring and toilets in (2) bathrooms – KH Long Building.
- Installed pine straw and planted flowers at Library.
- Moved furniture, and hung coat rack, and corkboard at Station 1.
- Reattached light sign – Station 2.
- Cut grass at multiple County properties.
- Changed globes on lights – Government Center.
- Trimmed trees at Historic Courthouse.
- Hung Door, Installed (2) door knobs, and Electronic Deadbolt – K9.
- Changed Ice Machine filters – Sr. Center.
- Diagnosed and Repaired AC – Adult Learning Center.
- Replaced overhead can light- Fire station #8.
- Painted office – DA.
- Set out rodent traps – Agriculture Center.
- Maintained all Westside parks: Wildcat #1, Wildcat#2, Lindsey Ford, Steel Bridge, and Edge of the World.



Dawson County Board of Commissioners

Facilities- KIR April 2023

- Repaired generator at Station 7.
- Had sewer line jetted out at Station 7.
- Repaired window frame at Historic Courthouse.
- Replaced flooring and toilets in (2) bathrooms – KH Long Building.
- Changed globes on lights – Government Center.
- Hung Door, Installed (2) door knobs, and Electronic Deadbolt – K9.
- Diagnosed and Repaired AC – Adult Learning Center.
- Maintained all Westside parks: Wildcat #1, Wildcat#2, Lindsey Ford, Steel Bridge, and Edge of the World.

Dawson County Board of Commissioners

Finance Monthly Report – April 2023

FINANCE HIGHLIGHTS

- **LOST Collections:** \$937,476 – up 1.7% compared to March 2022
- **SPLOST Collections:** \$1,100,756– up 5.1% compared to March 2022 (County = \$1,004,990 / City = \$95,766); Total SPLOST VII collections: \$22,464,228
- **TAVT:** \$258,459 – down 2.7% compared to March 2022
- **See attached Revenue and Expenditure Comparison for 2023**
- **Total County Debt:** \$1,625,000 (See attached Debt Summary)
- **Audit Status:** Auditors' fieldwork is complete; currently preparing draft copy
- **EMS Billing Collections:** \$91,697 for March 2023; \$261,470 YTD
- **Budget Status:** FY 2023 Budget approved on 11/3/2022
- **Monthly Donations/Budget Increases:** \$408,002
 - 2022 Donations Carried Over - \$268,570
 - Additional Park & Rec Positions (Use of Fund Balance) - \$113,812
 - Passport Fees - \$12,985
 - Donations - \$12,635

PURCHASING HIGHLIGHTS

Formal Solicitations

- Full Depth Reclamation – Roads
- Replacement of Culverts - Roads

Informal Solicitations

- None

Quotes for less than \$25,000 this month

- Gasoline – Fleet Maintenance
- Flooring – Extension
- Chloride Pellets - Roads

Purchase for less than \$25,000 that did not receive required quotes

- None

Pending Projects

- Awaiting Delivery of New Vehicles
- Radio System Upgrade
- A&E Services for E911 / EOC Building
- Electric Vehicle Chargers

Work in Progress

- Comprehensive Upgrade of Security System
- Turf Fields at Veterans Memorial Park
- Environmental Assessment / Master Plan Update for War Hill Park
- Thompson Creek/Hwy 53/Dawson Forest Roundabout

Future Bids

- Install Soil Vapor Extraction System at Closed Landfill
- Inmate Banking/Commissary
- Inmate Food Services
- Construction of E911 / EOC Building

Future Bids – SPLOST VI

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- Capital & SPLOST Projects

Purchase for more than \$25,000 that did not receive required sealed bids

- None

Budget to Actual

	Actual at 3/31/2023	Percent of Budget Actually Collected/ Expended	2023 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 7,466,031	20.02%	\$ 37,292,621	\$ (29,826,590)	-79.98%
Expenditures	7,627,252	20.45%	37,292,621	(29,665,369)	-79.55%
	<u>\$ (161,220)</u>	<u>-0.43%</u>	<u>\$ -</u>	<u>\$ (161,220)</u>	<u>-0.43%</u>

***NOTE:** Adjustments will be made during the year-end close out. The actual revenue and expenditure totals are subject to change pending normal year-end adjustments such as accruals and results of the audit.

(1) Reporting actuals as of 3/31/2023 because revenue collections are 30 days behind. The LOST revenues for the month of March were received in April.

(2) Change in total budget due to account adjustments:

\$ 37,292,621	Original Budget
\$ 439,123	Carryover Balances
\$ 11,737	January
\$ 259,145	February
\$ 139,432	March
	April
	May
	June
	July
	August
	September
	October
	November
	December
<u>\$ 38,142,058</u>	Revised Budget

**ACTUAL COMPARISON
JANUARY - DECEMBER 2023**

MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec*	YTD
2022 REVENUE	1,404,244	2,524,222	3,048,541	2,719,353	3,025,983	2,816,066	2,706,146	2,889,312	2,873,079	4,823,729	3,229,998	4,904,424	36,965,098
2023 REVENUE	1,613,769	2,758,699	3,093,564										7,466,031
% CHANGE	15%	9%	1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-80%
2022 EXPENSE	2,256,690	2,645,320	2,154,712	2,356,007	2,584,631	2,655,159	3,039,634	2,546,820	2,585,335	2,502,821	2,668,068	4,026,953	32,022,149
2023 EXPENSE	2,269,192	2,899,282	2,458,778										7,627,252
%CHANGE	1%	10%	14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-76%
2023 Total Rev-Exp	\$ (655,423)	\$ (140,583)	\$ 634,785	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(161,220)

REVENUE
 YTD 2022 6,977,007
 YTD 2023 7,466,031
 % Changed 7.01%

EXPEDITURES
 YTD 2022 7,056,722
 YTD 2023 7,627,252
 % Changed 8.08%

*NOTE: Adjustments will be made during the year-end close out. The actual revenue and expenditure totals are subject to change pending normal year-end adjustments such as accruals and results of the audit.

DAWSON COUNTY LOST COLLECTION ANALYSIS

LOST COLLECTIONS BY SALES MONTH	2022										2023									
	2022 LOST	\$ CHANGE	%CHANGE	TAVT	\$ CHANGE	TAVT % CHANGE	TOTAL OF LOST & TAVT	\$ CHANGE	% CHANGE		2023 LOST	\$ CHANGE	%CHANGE	TAVT	\$ CHANGE	TAVT % CHANGE	TOTAL OF LOST & TAVT	\$ CHANGE	% CHANGE	
JANUARY	801,629	108,102	15.6%	180,716	(9,592)	-5.0%	982,344	98,510	11.1%		812,442	10,814	1.3%	233,652	52,936	29.3%	1,046,094	63,750	6.5%	
FEBRUARY	787,733	128,281	19.5%	211,339	30,332	16.8%	999,071	158,613	18.9%		801,637	13,905	1.8%	201,893	(9,446)	-4.5%	1,003,530	4,459	0.4%	
MARCH	921,813	102,653	12.5%	265,697	19,162	7.8%	1,187,510	121,814	11.4%		937,476	15,663	1.7%	258,459	(7,238)	-2.7%	1,195,935	8,425	0.7%	
APRIL	941,923	87,597	10.3%	229,378	10,543	4.8%	1,171,301	98,140	9.1%											
MAY	979,020	82,680	9.2%	201,163	(17,169)	-7.9%	1,180,183	65,510	5.9%											
JUNE	971,752	75,809	8.5%	223,626	5,920	2.7%	1,195,378	81,729	7.3%											
JULY	989,009	65,133	7.0%	229,143	40,946	21.8%	1,218,151	106,079	9.5%											
AUGUST	889,581	60,950	7.4%	268,425	54,845	25.7%	1,158,006	115,795	11.1%											
SEPTEMBER	929,863	91,426	10.9%	234,084	20,549	9.6%	1,163,947	111,975	10.6%											
OCTOBER	960,562	104,545	12.2%	201,181	(19,096)	-8.7%	1,161,743	85,449	7.9%											
NOVEMBER	1,038,501	22,628	2.2%	204,664	32,669	19.0%	1,243,164	55,297	4.7%											
DECEMBER	1,228,359	87,626	7.7%	222,661	(1,259)	-0.6%	1,451,020	86,367	6.3%											
Prorata Distribution(June)	2,026	882	77.1%																	
Prorata Distribution (Dec.)	3,034	2,343	338.7%																	
TOTAL	\$ 11,444,804	\$ 1,020,655		\$2,672,077			14,111,820	\$1,185,278			\$ 2,551,556	\$ 40,382		\$694,004			3,245,560	\$76,634		

FY23 LOST & TAVT	3,245,560
FY22 LOST & TAVT	14,111,820
FY21 LOST & TAVT	\$ 12,926,543
FY20 LOST & TAVT	\$ 10,720,980
FY19 LOST & TAVT	\$ 9,755,416
FY18 LOST & TAVT	\$ 8,871,741
FY17 LOST & TAVT	\$ 8,094,043
FY16 LOST & TAVT	\$ 7,147,120
FY15 LOST & TAVT	\$ 7,024,812
FY14 LOST & TAVT	\$ 6,771,602
FY13 LOST & TAVT	\$ 6,287,973
FY12 CONVERTED	\$ 5,763,005
FY12	\$ 5,632,027
FY11	\$ 5,244,606
FY10	\$ 4,939,542
FY09	\$ 4,789,221
FY08	\$ 5,015,881
FY07	\$ 5,621,760
FY06	\$ 5,608,446
FY05	\$ 4,426,013
FY04	\$ 3,527,663

FY22 ACTUAL TO DATE	\$2,511,174
FY23 ACTUAL TO DATE	\$2,551,556
\$ DIFFERENCE	40,382
% DIFFERENCE	1.6%

BELOW FIGURES INCLUDE TAVT CALCULATIONS

FY22 ACTUAL TO DATE	\$3,168,926
FY23 ACTUAL TO DATE	\$3,245,560
\$ DIFFERENCE	76,634
% DIFFERENCE	2.4%

SPLOST 7														
SPLOST COLLECTIONS BY SALES MONTH	2021				2022				2023				Total Collections (%)	
	Total Actual	County (85%)	City (15%)	% Change	Total Actual	County	City	% Change	Total Actual	County	City	% Change	County	City
JANUARY					910,941	910,941		15.6%	946,291	863,963	82,327	3.9%	79.82%	20.18%
FEBRUARY					894,728	894,728		19.4%	934,658	853,343	81,315	4.5%	80.65%	19.35%
MARCH					1,047,001	327,247	719,754	12.5%	1,100,756	1,004,990	95,766	5.1%	81.49%	18.51%
APRIL					1,070,088	264,626	805,462	10.2%						
MAY					1,111,923	1,015,185	96,737	9.2%						
JUNE					1,103,941	1,007,898	96,043	8.4%						
JULY	1,049,558	1,049,558		28.14%	1,123,275	1,025,550	97,725	7.0%						
AUGUST	941,469	941,469		-20.80%	1,035,395	945,315	90,079	10.0%						
SEPTEMBER	952,448	952,448		13.45%	1,090,858	995,953	94,905	14.5%						
OCTOBER	972,563	972,563		10.95%	1,116,256	1,019,142	97,114	14.8%						
NOVEMBER	1,154,214	1,154,214		20.95%	1,185,502	1,082,363	103,139	2.7%						
DECEMBER	1,296,045	1,296,045		12.32%	1,419,779	1,296,258	123,521	9.5%						
Prorata Distribution (June)					2,305	2,104	200							
Prorata Distribution (Dec.)	787	787			3,448	3,148	300							
SPLOST Jet Fuel Tax (July)														
TOTAL	\$6,367,083	\$6,367,084	\$ -		\$13,115,440	\$10,790,459	\$2,324,980		\$ 2,981,705	\$ 2,722,297	\$ 259,408			

2021 \$ 6,367,083
2022 \$ 13,115,440
2023 \$ 2,981,705
2024
2025
2026
2027

Total SPLOST 7 Collections to date: \$ 22,464,228
Less (for calculating percentages) \$ (8,500,000)
\$ 13,964,228

**DAWSON COUNTY
DEBT SCHEDULE**

4/30/2023

DEBT DESCRIPTION	BANK/PAYEE	CURRENT SOURCE OF PAYMENT	DEBT ORIGINATION DATE	DUE DATE OF FINAL PMT	PRINCIPAL BAL AT 12/31/2022	NEW LOANS IN 2023	2023 PMTS TO DATE		BALANCE DUE	PENDING 2023 PAYMENTS		PROJECTED BAL AT 12/31/2023	NOTES
							PRINCIPAL	INTEREST		PRINCIPAL	INTEREST		
2012 EWSA Bonds	Community & Southern Bank	General Fund	5/14/2012	3/1/2027	1,915,000.00	-	290,000.00	28,341.99	1,625,000.00	-	24,050.01	1,625,000.00	Partial defeasement of bonds in April 2012 reduced principal by \$1,525,000. Refunded Bonds and received lower interest rate of 2.96% on 5/14/2012. Interest due semi-annually on March 1 and Sept. 1.
Totals					\$ 1,915,000.00	\$ -	\$ 290,000.00	\$ 28,341.99	\$ 1,625,000.00	\$ -	\$ 24,050.01	\$ 1,625,000.00	



Dawson County Board of Commissioners

Fleet Maintenance and Fuel Center Monthly Report – April 2023

FLEET

- **Preventative Maintenance Performed: 41**
- **Tires Mounted: 18**
- **Repair Orders Completed: 79**
- **Labor Hours: 409.75**
- **Labor Cost Savings: \$ 22,536.25**
(Comparison of the Fleet Maintenance rate of \$25.00 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 1,679.50**
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for April: \$ 24,215.75**

FUEL CENTER

- **Average Fuel Center Price Per Gallon:**

Gasoline: \$ 2.88

Diesel: \$ 3.26

Fuel Center Usage - Dawson County and Board of Education

Gasoline: 13,621.7 gallons; 875 transactions

Diesel: 5,553 gallons; 144 transactions

- **Fuel Center Usage - Etowah Water and City of Dawsonville**

Gasoline: 1,218.9 gallons; 54 transactions

Diesel: 517.7 gallons; 19 transactions

Revenue from Etowah Water and City of Dawsonville: \$ 86.83

HIGHLIGHTS:

- Fleet Services had a busy April with almost 80 repair orders that includes over 40 preventative maintenance and 18 tire mounts.
- Safety recalls are still in process for a handful of departments with their Ford Escapes.



Dawson County Board of Commissioners

Human Resources Department Key Indicator Monthly Report – April 2023

POSITION CONTROL

- Positions approved by BOC: 598
- # of filled F/R Positions: 323
- # of filled F/T Positions: 1
- # of filled Grant Funded Positions: 14
- # of filled P/R Positions: 54
- # of filled P/T Positions: 68
- # of Supplemental Positions: 56
- # of Vacant Positions: 97
- #of Frozen Positions: 23
- % of Budgeted/Actual Positions: 83.78%

ADDITIONAL INFORMATION

FMLA/LOA/Military tracking: 3/3/0
Unemployment Claims received: 0
Property & Liability Claims: New: 2 - Open: 9
Worker's Compensation Claims: New: 1 - Open: 7
Performance Evaluations received: 6
ACCG Retirement Reporting: 13
Insurance & Benefits Uploads: 6
Insurance & Benefits Member Assistance: 3
Records Request: 2
Events/Training: 3/6

HIGHLIGHTS

Positions Advertised/Posted:

- Emergency Services- Deputy Fire Marshal- 2
- Emergency Services- Firefighter/EMT- 4
- Emergency Services- Firefighter/PARA- 1
- Emergency Services- EMT/Firefighter Recruit- 8
- Emergency Services-Paramedic/Firefighter Recruit- 0
- Parks & Recreation- Athletic Assistant- 1
- Parks & Recreation- Parks & Maintenance Worker- 0
- Parks & Recreation- Part-Time Lifeguard/Concession Attendant- 0
- Public Works- Roads Operator I- 1
- Public Works- Roads Operator III- 0
- Public Works- Transfer Station Operator II- 0
- Facilities- Part Time Custodian- 1
- Tax Commissioner's Office- Senior Tag/Title Specialist-11
- Juvenile Court- Senior Judicial Assistant- 1
- Other – 1

Applications Received:

New Hires added into system: 10

- Carolyn Millsaps- Emergency Services- Firefighter/Paramedic
- Timothy Hart- Sheriff's Office- Detention Officer
- Donna Bennett- Sheriff's Office- Lt. Detention
- Kyle Denslow-Public Defender- Assistant Public Defender
- M. Shane Murphy- Sheriff's Office- Investigator
- Cynthia Ring- Senior Services- Meals On Wheels Delivery Driver
- Brittany Pettyjohn- Public Works- Roads Operator I
- Rodney Johns- Senior Services- Meals On Wheels Delivery Driver
- Dylan Duran- Parks & Recreation- Parks Maintenance Worker
- S. Kathryn Massey- Marshal's Office- Administrative Assistant

Promotions/Demotions: 3
Insurance & Benefits: 19

Transfers: 2
Evaluations: 18

Re-Classed: 1

General Personnel/Payroll Updates: 9
Longevity: 17 **Employment/Income Verifications: 1**

March Total (New Hires – Changes – Terms): 84 updates during PP7 & PP8.

Termination/Resignation/Retirement Processed: 4

- Hagan Bailey- Emergency Services- Volunteer Firefighter
- Layla McBrayer- Marshal's Office- Administrative Assistant
- Tyler Barrett – Emergency Services – FF/EMT
- Travis Long – Emergency Services – FF/PMDC

Additional Highlights:

- Conducted multiple negotiation meetings with Mark III and presented 2023-2024 Insurance Renewal proposals to BOC
- Submitted annual renewal application for ACCG-IRMA
- Submitted annual Safety Action Plans to ACCG – LGRMS
- Provided CPR & AED training classes to employees
- Retirement and Insurance (R&I) Committee Meetings continued
- Attended GA PRIMA 2023 Conference



Dawson County Board of Commissioners

Information Technology –April 2023

- **Calls for Service: 199**
- **Service Calls Completed: 199**

Highlight

PR

- Planning and prepping for GMRC meeting
- Working on several projects and helping multiple departments

IT

- Server upgrade planning has started with Dell
- Assessing and reevaluating the planned workstation upgrades for 2024 as part of pre-budget planning
- Worked with vendors to rectify 911 power and connectivity issues on 2 separate occasions
- Wired infrastructure upgrade project has begun
- Microsoft Teams how-to and benefits of was well received and being adopted by several departments

Marshal's Office 2023 Monthly Report

Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Activities / Revenues
Total Ongoing Cases - Code/Animal	197	163	109	157									
New Code Cases	69	105	50	76									300
Code Cases Closed	46	64	28	44									182
New Soil and Erosion Cases (Inclusive in new cases)	5	6	6	6									23
New Prop Maint./Solid Waste Cases (Inclusive in new cases)	35	38	6	4									83
Illegal Signs Removed	52	19	57	11									139
Vape /Alcohol Audits	26	2	0	0									28
Code Enforcement STOP Work Orders/ Citations	12	6	0	3									21
Court Cases - Code Enforcement	1	5	1	0									7
New Animal Control Cases	44	41	39	43									167
Animal Cases Closed	58	36	42	29									165
Animal Cruelty Investigation	1	3	1	2									7
Animal Bite Investigations	2	3	4	3									12
Animals Quarantined	2	3	4	6									15
Animals transported to HS	19	30	21	34									104
Animal Control Citations	1	4	1	1									7
Animal Control Court Cases	0	1	0	0									1
Monthly Total On-site visits for Code and Animal	312	281	345	182									1120
New Short Term Rentals	1	0	2	0									3
Short Term Rental Renewals	4	9	3	9									25
Alcohol Pouring Permits Issued	64	103	43	25									235
Alcohol Licenses processed	6	0	0	1									7
Open Record Responses	1	2	1	4									8
Short-term Rental Revenues	1,500.00	2,700.00	1,500.00	2,700.00									\$ 8,400.00
Excise Tax Revenues (30)	57,094.10	44,276.84	44,652.74	51,050.98									\$ 197,074.66
Employee Alcohol Pouring Permit Revenues	1,308.00	2,060.00	860.00	500.00									\$ 4,728.00
Magistrate Revenues	189.00	895.00	0.00	0.00									\$ 1,084.00
STOP WORK, Dangerous Dog, Animals Revenues	400.00	0.00	0.00	0.00	200.00								\$ 600.00
Alcohol License Revenues	29,370.00	0.00	0.00	3,085.00									\$ 32,455.00
Our Code Enforcement Officer was injured on the job and has been performing light duties (administrative) in the office for the month of April													



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – April 2023

- **Youth Sports Participants:**
 - April 2023: 4,581 – up 71.8% compared to same month last year
 - YTD 2023: 10,015 – down 20.4% compared to last year*
- **Facility Rentals/Bookings/Scheduled Use:**
 - April 2023: 2,151 – up 5.5% compared to same month last year
 - YTD 2023: 7,612 – up 20.0% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - April 2023: 712 – up 1.6% compared to same month last year
 - YTD 2023: 2,698 – up 8.3% compared to last year
- **Total Customers Served:**
 - April 2023: 7,444 – up 37.7% compared to same month last year
 - YTD 2023: 20,325 – down 5.1% compared to last year*

**Decrease due to tournaments and events being cancelled due to rain.*

HIGHLIGHTS

Park Projects:

- Pond & Associates has finalized the Master Plan for War Hill Park and will be holding another public meeting on May 10th.
- The conversion of the t-ball fields at Rock Creek to an ADA field is complete and looks great! We plan to have the grand opening on May 18th at our monthly EPIC event.
- The turfing of the football field and multipurpose field at Veterans Memorial Park is underway and nearing completion.
- The construction of the family restroom at the Small Pavilion at Rock Creek is almost complete.
- A vendor has been awarded the tennis courts make-over project. Work is scheduled to begin mid-May.
- The acquisition of Nix Bridge Park, Thompson Creek Park, and Toto Creek Park is being proposed soon. If approved, we will have a joint lease agreement with the U.S. Army Corps of Engineers.

Athletic and Program Summary:

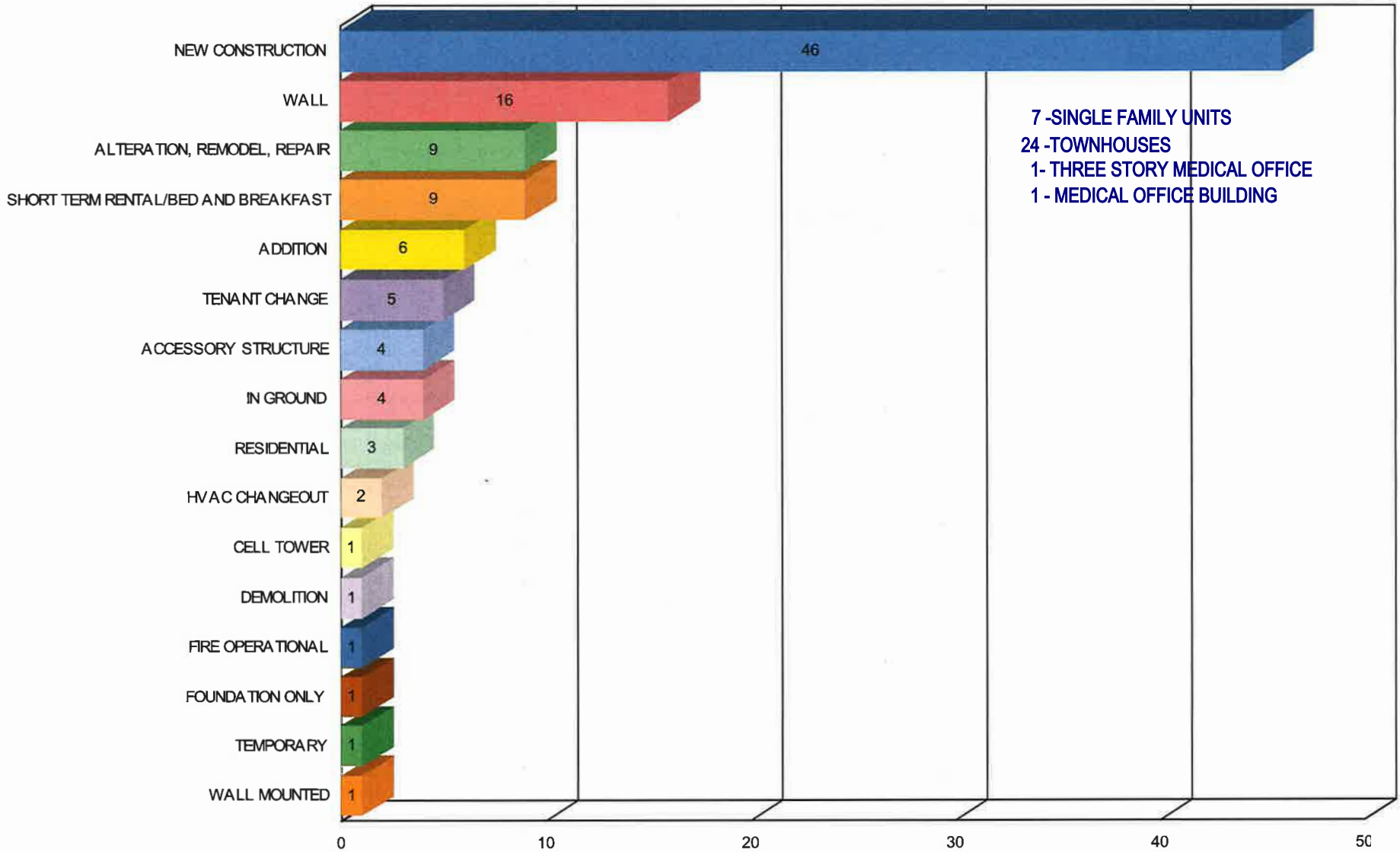
- Adult Boot Camp, Kids Yoga, Pickleball, Tai Chi, Tennis clinics, Volleyball lessons, Yoga continue to go well.
- Travel Team activities continue to go well.
 - 19 total teams registered (baseball, softball, basketball, volleyball)
- Pickleball open play continues to go well and is growing. The demand for more courts is becoming constant.
- The EPIC program continues to meet monthly and is going great!
- The spring sports season is underway and going great! Most leagues will finish around mid-May.
- Adult co-ed softball games began April 18th and are going well.

On the Horizon:

- Online registration for fall sports began April 1st; numbers are looking consistent with our expectations.
- Pool party reservations and season pass sales begin May 1st.
- Walk-in registration for football, flag football, and cheer is scheduled for May 1st-8th.
- Water Aerobics session 1 will begin May 9th.
- The pool at Veterans Memorial Park and the splash pad at Rock Creek Park will open May 27th.
- The Swim Team season begins May 30th.
- Summer Camps begin May 30th and go weekly (with the exception of the week of July 4th) through July 21st.
- Swim Lessons begin June 5th.
- The first outdoor movie night of the year is scheduled for June 2nd.



PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023) FOR DAWSON COUNTY, GA





Dawson County Board of Commissioners

Public Works Monthly Report – April 2023

ROADS:

- Work Orders: 37
- Gravel (GAB): 465.00 Tn (Rip Rap) 40.00 Tn
- Limb ROW: 10.500 miles
- Mow ROW: 71.400 miles

TRANSFER STATION:

- Solid Waste: 348.31 Tn
- Recycling Tires: 12.82 Tn
- Recycling Scrap Metal: 19,240 lbs.

PROJECT MANAGEMENT:

Dawson Forest/53 Roundabout

Bid was released and awarded to Vertical Earth. The county received the additional LMIG funding. Notice to Proceed has been issued. Construction has begun. Etowah Water and Sewer Authority and Comcast have lines that need to be relocated.

Recycling Center Retrofit Project

Received BOC approval for the proposed project on 08/04/2022 Water and electrical service options are being considered. Installation of protective rail along top of wall is complete. The new building for the wood has arrived and has been installed. All the wood has been relocated to the new building. Need to order an attendant building and instructional banners. Considering bid for construction of cantilever roof over drive through. Also working to get quotes for a secondary vendor to pull containers. Pending IGA with Pickens County to accept recyclable items.

Nix Bridge, Blue Ridge Overlook and Afton Roads Asphalt Widening

Earth widening, clipping shoulders, and repairing base failures along the EOP as required prior to GDOT widening work has been completed. Awaiting response from GDOT contractor to coordinate and commence widening. County advised Blunt Construction awarded contract. Awaiting notification when work will begin.

Shoal Creek/136 Roundabout

Public Works received notification from USACE that the County would NOT require a CORPS permit for this project. County consultant, SEI, advises the plans are 90% complete. Plans have been distributed to utility owners to declare construction conflicts. Awaiting responses. SEI will re-submit for GDOT permit at GDOT's request. Right of Way acquisition in early phase by county attorney's office. Coordinating with GDOT with bridge replacing project on Shoal Creek Road.

Shoal Creek Road Bridge Replacement

GDOT has advised the project may be let to bid as early as September. Road closure and detour route is imminent. Discussed with GDOT about detour route concern. Options being considered.

Public Works Monthly Report – April 2023 (Continued)

School Zone Warning Lights

Met with the Board of Education on August 30, 2022 to discuss antiquated school zone warning lights. Acquired estimates to update and replace 8 existing warning lights and install 6 new warning lights at schools that have none. Working with GDOT to procure grant monies for the replacement of the existing lights and school zone pavement markings. GDOT processing request. Awaiting GDOT to proceed.

Veterans Park Turf Field Project

Construction continues.

FDR for 2023

Pre-bid conference was held. Bid opening scheduled for May 18. Includes several culvert replacements.

LMIG for 2023

In-house paving complete for Vickie Drive East and West, Freeland Road, Red Rider Road, Mildred Elliot Road (pipe work) and Ivey Road. Pending work on and Dan Fowler Road.

Lumpkin Campground Road Traffic Study

County consultant, KCI Technologies, is in progress. Public Forum meeting was held on May 4th.

PRIVATE DEVELOPMENT:

Construction Inspections, Roll Tests, Monitoring

Ongoing project interaction: Crosby Square, The Peaks of Dawsonville, Woods of Dawson, Point Grand, The Grove, Etowah Preserve, E-911 building, Sosebee Creek, Castleberry Point. Enclave, Kilough Point, Creekside at Chestatee, Strickland Brothers Oil Change.



Dawson County Board of Commissioners

Dawson County Senior Services Monthly Report – April 2023

SENIOR CENTER

- **Home Delivered Meals Served**
 - April 2023: 2,361
 - YTD 2023: 10,078
- **Congregate Meals Served**
 - April 2023: 420
 - YTD 2023: 1,702
- **Physical Activity Participation** (Tai Chi, Silver Sneakers, Yoga, individual fitness)
 - April 2023: 516
 - YTD 2023: 2,026
- **Lifestyle Management Participation** (Awareness, Prevention, Virtual Learning)
 - April 2023: 1,002
 - YTD 2023: 3,760

TRANSIT

- **DOT Trips Provided**
 - April 2023: 418
 - YTD 2023: 1,959
- **Senior Trips Provided**
 - April 2023: 667
 - YTD 2023: 2,389
- **# Of Miles**
 - April 2023: 8,208
 - YTD 2023: 35,929
- **Gallons of Fuel**
 - April 2023: 909
 - YTD 2023: 4,048

LOST and SPLOST Collections

Local Option Sales Tax (LOST) collections are up 1.7% for the same month in 2022 and up 1.6% for 2023 year to date. Special Purpose Local Option Sales Tax (SPLOST) collections are up 5.1% for the same month in 2022. Total SPLOST VII collections (July 2021 to present) are \$22,464,228.

March collections received in April are as follows:

LOST	\$937,476
SPLOST	\$1,100,756
County	\$1,004,990
City	\$95,766

Items Approved by the Interim County Manager Since Last Report

Wastequip	Transfer Station	One Additional Open-Top Container for the Recycling Center Project	Cooperative Agreement	Purchase Order	\$8,109	Funding Source – Transfer Station Capital Project Funds
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