

# PUTNAM COUNTY BOARD OF COMMISSIONERS



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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## **Called Meeting**

### **Agenda**

**Monday, October 25, 2021 ♦ 1:00 PM**

*Putnam County Administration Building – Room 204*

### **Opening**

1. Call to Order
2. Pledge of Allegiance (staff)

### **Called Meeting**

3. Discussion and possible action on matching funds for Sinclair Water Authority's ARPA Grant Application (BW)

### **Closing**

4. Adjournment

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals 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 or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

**File Attachments for Item:**

3. Discussion and possible action on matching funds for Sinclair Water Authority's ARPA Grant Application (BW)

October 25, 2021

Jasmine Lewis, Grants Specialist  
Office of Planning and Budget  
2 Capitol Square  
Atlanta, GA 30334

RE: **Sinclair Water Authority** – State Fiscal Recovery Fund Application – Water/Sewer Committee

Review Committee:

The **Sinclair Water Authority** serves as a 100% wholesale provider to both Baldwin and Putnam Counties for public drinking water. The **Putnam County Board of Commissioners** fully supports the **Sinclair Water Authority's** State Fiscal Recovery Fund application for water and sewer system improvements to benefit the residents of **Putnam County**.

The COVID-19 pandemic has put a tremendous strain on the residents of **Putnam County** as they have shifted to temporary remote learning arrangements, dealt with economic hardship from loss of employment and the need to pay housing costs, and ensuring the safety and wellbeing of their family and community. Water and sewer service is often taken for granted, but it has become increasingly significant during the pandemic as hand washing and increased cleaning has become an ever-present practice. The Environmental Protection Agency went so far as to issue a letter in 2020 which states “Ensuring that drinking water and wastewater services are fully operational is critical to containing COVID-19 and protecting Americans from other public health risks.” Congress recognized the critical role that clean drinking water and services for the collection and treatment of wastewater and stormwater play in protecting public health when these funds were established. Because these basic services are so instrumental during times of crisis, it is important to ensure these services can continue uninterrupted for the safety and wellbeing of the community.

The projects outlined in the **Sinclair Water Authority's** application will ensure these services can continue, with clean water being delivered to the residents and wastewater properly removed and treated. The proposed resiliency and redundancy improvements at the Sinclair Water Treatment Plant for process critical components will ensure that clean water can be reliably provided to all of the customers served by the **Sinclair Water Authority** including those within **Putnam County**. Specifically, those improvements consist of adding redundant process strainers to protect water filtration equipment; adding redundant metering pumps to ensure uninterrupted fluoridation and corrosion control treatment; replacement of failing metering pumps for disinfection by product control; and replacement of outdated SCADA and process control equipment for added cyber security and operational automation needed.

It is our hope that you will see the merits of these projects. The **Putnam County Board of Commissioners** supports this project. Thank you for your support of the safety and security of our residents.

Sincerely,

Billy Webster  
Chairman

**Application Requirements**

**Note: Each section on portal Application form will accommodate max of 3000 characters including spaces and special characters. If your narrative exceeds beyond that, please attach the full narrative in supporting documentation.**

The application will include a proposal narrative for Water/Sewer Infrastructure, Broadband Infrastructure, and Negative Economic Impact projects.

To assist applicants develop proposals, the narrative portion of the application is outlined as follows:

**1 . Proposal Name**

Water Treatment Plant Resiliency Improvements; Sinclair Water Authority

**2. Proposal Summary**

Approximately 2 paragraphs (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the target area, and who will benefit from the proposed project.

The Proposal Summary should include:

1. Brief statement of the problem your proposal seeks to address.
2. Location
3. Dollar amount of federal grant funds requested
4. Identification of the target neighborhood/project boundaries, population of the target area, and ZIP code(s)
5. Summary of goals of the project and proposed project activities

Sinclair Water Authority seeks to improve the resiliency and decrease the vulnerability of their water treatment plant by adding redundancy that will alleviate impacts from COVID-19 and future pandemics or public health emergencies. The pandemic has increased an awareness of deficiencies within the existing water treatment plant which should be addressed to increase resiliency and equitable services for all benefits of the infrastructure. Specifically, the Authority is seeking to 1) reduce the water treatment plant operational vulnerability 2) improve the plant’s security and 3) replace failing plant components.

## Governor's OPB - State Fiscal Recovery Fund Application Sinclair Water Authority – DRAFT APPLICATION 10/22/2021

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The proposed Water Treatment Plant Resiliency Improvements by the Sinclair Water Authority will serve zip codes 31034, 31059, 31061 and 31062 in Baldwin County and 31024 and 31026 in Putnam County with a service area population of 34,840. The total project costs for all improvements including engineering fees is \$600,000. The Authority is requesting \$300,000 from the Governor's Office of Planning and Budget through the State and Local Fiscal Recovery Funds with the remaining funds coming from local sources.

Goals of the proposed project include 1) reduce the water treatment plant operational vulnerability during public health crises 2) improve the plant's digital security and operation and 3) replace failing plant components that are imperative to the successful operation of the plant. The following activities will achieve those goals: 1) addition of a set of basket strainers on the treatment line between the sedimentation basins and the membrane filters 2) replacement of obsolete SCADA software and equipment throughout the plant 3) replacement of failing chemical pumps, and 4) purchase of spare chemical pumps that are reaching the end of their useful life.

### **3. Description of the Issue (15%)**

Applicants should define the specific problem they seek to address and how it was impacted by COVID-19. Additionally, describe the process used to assess, analyze, or determine the nature of the problem and explain any gaps in resources or limitations in funding the program without COVID-19 response funding. Please identify the geographic boundaries of the proposed jurisdictions/communities, and the ZIP code(s), as well as the population size and demographic makeup of the population of both the overall jurisdiction and the communities where the project is proposed.

#### **4. Project Design and Implementation: (30%)**

Applicants should identify the program objectives and describe the vision for the target population, specifically how this vision will address the problems identified in the Description of the Issue section and the broader impact to communities, jurisdictions, or industries. Ensure each objective is measurable and identify strategies to achieve the objectives.

Additionally, applicants should include a comprehensive timeline (as an attachment in the supporting documentation section) that identifies milestones, numerically lists deliverables, and indicates who is responsible for each activity.

#### **Project Design**

The Authority plans to address the need for improved preparedness and increased resiliency in the water treatment system, ensuring sustainability during the current pandemic and preparedness for future challenges/needs, by going forward with the Water Treatment Plant Resiliency Improvements.

The Water Treatment Plant Resiliency Improvements is a combination of projects to improve the treatment plant's overall operation and functionality. The proposed projects consist of components which support critical water treatment and improved critical infrastructure for the treatment process – serving all residents and businesses in the Authority's water service area. The project will provide critical infrastructure to the plant to ensure the Authority can continue to provide reliable and safe drinking water during times of need and uncertainty while also improving plant efficiency and resiliency.

The proposed project consists of the following:

1. New set of basket strainers
2. SCADA upgrades
3. Replacement of chlorine dioxide and carbon pumps
4. Purchase of spare fluoride and phosphate pumps

The new basket strainers are critical to reliable water treatment because the plant currently only has one set of basket strainers to remove unwanted debris from the settled water before it reaches the membrane filters. The current strainers cannot be maintained or replaced without shutting down the plant and stopping the treatment of raw water that the water service area depends on. These basket strainers are critical to the operation of the membrane style filters that the plant operates. The membranes are sensitive to debris that can be contained in the settled water after it leaves the sedimentation basins. Because of this, the strainers cannot be bypassed during strainer maintenance or replacement. The strainer component of the project also consists of three isolation valves

## Governor's OPB - State Fiscal Recovery Fund Application Sinclair Water Authority – DRAFT APPLICATION 10/22/2021

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and the associated piping and fittings required to bypass the existing strainers during maintenance periods.

The SCADA upgrades component of the project will consist of computer replacement, software updating, and replacement of obsolete equipment. The SCADA system at the plant does not currently work correctly or to its fullest potential because of out-of-date software and inoperable equipment. This is a critical vulnerability at the plant because the limited plant operators rely on SCADA to automate portions of the treatment process and alert them of abnormalities. During times of short-staffing, like they are current facing due to the COVID-19 pandemic, the operators struggle to operate the plant efficiently. The outdated software also prevents the operators from performing any data or records backups and compromises the security of the plant from a cyber-attack.

The third component of the proposed project will consist of the purchase and replacement of the chlorine dioxide chemical feed pump and the carbon pump. Along with the chlorine dioxide pump, the Authority is also in need of a chlorine dioxide reactor and eductor for the chemical feed system. With only portions of the system replaced, the chemical feed system cannot perform the treatment processes that are required to ensure safe, reliable drinking water.

The final component of the project consists of the purchase of a spare fluoride pump and phosphate pump. These two pumps are currently in operation, but they are reaching the end of their useful life and the failure of these pumps without a spare compromises the plant's ability to treat water fully which can lead to permit violations as well as inadequately treated drinking water entering the distribution system.

Lastly, the funds requested from the Governor's Office of Planning and Budget through the State and Local Fiscal Recovery Funds will fill the gap in funding of this critical infrastructure for the city and the region.

### **5. Capabilities and Competencies (15%)**

Applicants should demonstrate their capabilities to implement the project and the competencies of the staff assigned to the project to include the financial management of funding. The applicant should detail the level of support for the project, as well as the expertise of the individual(s) who will be responsible for managing the project.

Additional capabilities should include how the applicant will:

- Monitor strategy implementation and achievement of objectives
- Manage and monitor any sub-award(s)
- Govern changes or modifications to the strategy
- Ensure project and fiscal accountability
- Collect, collate, and submit timely performance data

The Authority members have existing staff responsible for maintaining financial records and keeping documentation related to all contracts for construction or service. Financial management staff will consist of the Clerk/Finance Officer and the contracted auditing firm. The Authority members have established financial management practices.

The Authority members have procured and contracted with a professional engineering firm for design and other professional services related to any approved construction activities. The engineering firm will be responsible for the following basic services, along with any additional services directly related to professional design and construction management services: Engineering Design, Bid Preparation and Administration, Construction Management and Review, and Contract Administration.

The Authority has experience in receiving assistance from State and Federal agencies in the form of grants/loans for similar infrastructure improvements. The Authority members have successfully completed 3+ projects with funding through: Georgia Environmental Finance Authority (GEFA) and United States Department of Agriculture-Rural Development (USDA-RD). The Authority has successfully completed all past projects, ensuring the delivery of all required reports, facilitating proper requests for funds (reimbursement-based projects), and maintained records for these projects in compliance with State and Federal law.

Due to the developing nature of the requirements for these funds, the Authority may procure and contract with a professional grant administrator (either through the Regional Commission or a private firm). The contracted services will include all administration and reporting requirements associated with the Rescue Plan funds, but all records will be maintained by the Authority. The Authority will procure services from an administrator experienced in the following State and Federal funding opportunities: American Recovery

and Reinvestment (ARRA), Georgia Environmental Finance Authority (GEFA), Community Development Block Grants (CDBG), Economic Development Administration (EDA), U.S. Department of Agriculture – Rural Development (USDA-RD) and OneGeorgia Grants.

**6. Plan for Collecting the Data Required Performance Measures (10%)**

Applicants should describe the process for measuring project performance, identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program. Successful applicants will demonstrate understanding of performance data to be collected and reported.

For each project goal, applicants should identify the criteria that will determine how and if the objectives have been successfully met and one or more specific measurable outcome(s) and the data sources that will be used to determine whether the outcome was accomplished.

The Authority and grant administrator will constantly monitor performance to ensure time schedules are being met, projected milestones are being accomplished, and other performance goals are being achieved in accordance with the approved application and grant award requirements. In addition, all activities will be conducted in compliance with federal and state requirements.

Problems, delays, or adverse conditions affecting the Authority and the ability to meet grant objectives or time schedules will be reported to the State, in accordance with changes and modifications criteria established above and in any grant award documentation. Reporting these matters will also be included on the quarterly Expenditure and Progress Report submissions.

The Authority is aware the State will conduct site visits, as necessary, to provide technical assistance and review records to ensure all applicable state and federal requirements are being met. The Authority and grant administrator will also conduct periodic reviews (no less than quarterly) of project records with an emphasis on preventing and correcting problems before they develop into serious obstacles to program implementation. Local monitoring and review will be conducted prior to any scheduled State monitoring, in order to better facilitate a productive and complete review by the State. Objective monitoring will also be conducted prior to quarterly reporting deadlines in order to ensure information is available for submission.

In order to better monitor implementation and achievement of objectives, the Authority and grant administrator will establish a physical and/or digital file with the following folders (at a minimum): Procurement, Contract Documents, Labor Monitoring (payrolls, wage determinations, etc.), Financial (professional services, construction invoicing, monthly

bank statements, etc.), Beneficiary Data, Report Submissions, Public Engagement/Response, and Environmental Review.

The Authority and grant administrator are prepared to report on the following:

**Project and Expenditure Report:** Annual Report on projects funded, expenditures, and contracts and subawards over \$50,000, Civil Rights compliance, construction updates and other information.

**Recovery Plan Performance Report:** This report will include the approach and objectives for the grant. Additionally, it will include a description of the funded project, performance and evidence information as well as detailed information on promoting equity.

**7. Budget (15%)**

Applicants should submit a budget that is complete, reasonable, cost effective, and is an allowable use of the funding under the chosen category. Applicants must upload a budget narrative that explains the estimated costs by line item or category in the budget. Budget narratives should explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. If your proposal contains multiple projects or sub-awards, you can provide a breakdown per project as well in your budget narrative.

**Budget Narrative:**

Under DWSRF, categories of eligible projects include Category 1 treatment, including new facilities or portions of facilities and upgrades, rehabilitation or replacement of facilities or portions of facilities.

**8. Match Funds (15%)**

Applicants plan for leveraging funds, if any, from other sources to maximize impact. Please include details regarding the total project costs if match is a part of the proposal, the amount of match, and how match funds will be used.

50% Match

**9. Supporting Documentation:**

Applicants may upload any supporting documentation for your proposal to include maps (broadband), budget narrative, letters of support, excel documents detailing total budget request and sub-award budgets, project or sub-award breakdown, etc. If applicants have any engineering or project plans, they can attach this under the general document tab, which can support multiple documents.

**Project Implementation**

Project Schedule

<b>Action</b>	<b>Proposed Dates</b>
Funds Collection	January 2022 – January 2024
Engineering Design	January 2024 – April 2024
Permitting	May 2024
Bidding	June 2024
Construction	July 2024 – December 2024

Deliverables

- Funding Collection – Sinclair Water Authority
- Construction Plans & Specifications – Carter & Sloope, Inc.
- Permits – Carter & Sloope, Inc.
- Construction – To Be Determined