

Hapeville Development Authority
3468 N Fulton Avenue
Hapeville, GA 30354

August 8, 2019 6:30PM

Agenda

1. **Call To Order**

2. **Roll Call - Development Authority**

Katrina Bradbury
Matt Morrison
James Newton
Alan Hallman
J. Allen Poole
John Stalvey
Tania Wismer
Susan Bailey
Kayla Fortner

3. **Approval Of Minutes**

- June 6, 2019

4. **Financial Report**

5. **Old Business**

6. **New Business**

6.i. **Consideration And Action On Approval Of A Change Order Requested By Mill Creek Environmental In The Amount Of \$9,038 For Environmental Testing At 748 Virginia Avenue**

Documents:

[QUARTERLY MONITORING ONLY REPORTING PROPOSAL.PDF](#)

6.ii. **Consideration And Action On Resolution Authorizing The Chairman Of The Board Of Directors Of The Hapeville Development Authority, On Behalf Of The Board To Enter Into And Execute All Agreements, Forms, And Documentation, As Well As Make All Necessary Administrative Decisions, Associated With Transfers Of Real Property Voted Upon And Approved By The Board.**

Documents:

[HDA RESOLUTION FOR CHAIRMAN AUTHORITY PROOFED \(LV\).PDF](#)

7. **Economic Development Update**

8. **Public Comment**

9. **Executive Session**

When executive session is required, one will be called for the following issues: 1) Litigation O.C.G.A. 50-14-2; 2) Real Estate O.C.G.A. 50-14-3 (b)(1); 3) Personnel O.C.G.A. 50-14-3 (b)(2)

10. **Adjourn**



June 24, 2019

Hapeville Development Authority
3648 North Fulton Avenue
Hapeville, Georgia 30354

Attention: Mr. David Burt
dbburt100@msn.com

Subject: Proposal for Quarterly Monitoring Only Reporting
Former Virginia Avenue Amoco Station
748 Virginia Avenue
Hapeville, Fulton County, Georgia 30354
Georgia EPD Facility ID: 0601171

Dear. Mr. Burt,

Mill Creek Environmental, LLC (MCE) is pleased to provide this proposal for preparing three quarterly monitoring reports for the subject site. This proposal is based on a review of the *Notice to Implement Corrective Action Plan (CAP) – Part A Letter* dated January 8, 2019 that was received from the Georgia Environmental Protection Division (EPD) Underground Storage Tank Management Program (USTMP).

PURPOSE AND SCOPE OF WORK

While reviewing the Notice to Implement Corrective Action letter we realized that there was a miscommunication concerning reporting requirements. Our original proposal included preparation of a CAP B – Template Report following completion of all the work. However, the EPD has requested a report following each quarterly monitoring event rather than one report following completion of all the work. This proposal is for preparing the three remaining quarterly monitoring only reports.

The proposed scope of work includes the following tasks:

- Prepare three quarterly monitoring only reports for submittal to the EPD using the Georgia USTMP Monitoring Only Report Template. The reports will include a summary of the work completed and findings with figures, tables, laboratory reports and additional supporting documentation as required.

The above task will be completed in accordance with applicable guidelines under the direction of a Georgia licensed professional geologist.

SCHEDULE

MCE is prepared to begin the report preparation outlined in this proposal upon written notice to proceed. We estimate that the proposed monitoring only reports can be completed quarterly within approximately one month following receipt of quarterly monitoring results.

COST

MCE proposes to complete the scope of work summarized in this proposal on a time and materials basis for a not to exceed cost of **\$9,038**. A detailed cost estimate is attached that lists proposed amounts, unit rates, estimated hours, and other items for the proposed scope of work. MCE will bill time and materials incurred on this project in accordance with the rates and units listed on the attached cost estimate on a monthly basis through completion. MCE will make every effort to minimize expenditures and complete the work in a cost effective and timely manner. MCE will obtain prior approval if it is determined that additional work and cost are required to meet this objective.

If you would like us to proceed with the proposed scope of work, please sign the last page of our proposal and return to our office. Please feel free to call us anytime if you have questions, comments, or if we can be of assistance in any other way.

Sincerely,

MILL CREEK ENVIRONMENTAL, LLC



Stephen Johnson, P.G.
Senior Project Manager



Jake Irwin
Operations Manager

ACCEPTANCE OF PROPOSED WORK

Quarterly Monitoring Only Reporting
Former Virginia Avenue Amoco
748 Virginia Avenue
Hapeville, Fulton County, Georgia 30354
EPD Facility ID: 0601171

Quarterly Monitoring Only Reporting \$9,038_____
Please initial as acceptance of requested task.

Printed Name _____ Title _____

Signature _____ Date _____

Company Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Corporation Proprietor Partnership Other_____

Terms and Conditions
All work will be conducted on a time and materials basis, billed monthly in accordance with the attached cost estimate detail. MCE will not exceed the proposed costs without prior written approval from the client. All accounts are due upon receipt of MCE invoices for work completed. Payment made with credit card(s) will incur a 3% credit card fee. Payment from client is not contingent upon successful closing of real estate transaction or receipt of payment from any third party. MCE may charge 15% interest for any invoices that are not paid within 30 days of mailing. MCE will proceed to collections if invoices are not paid within 30 days of mailing. Collections proceedings on unpaid accounts may consist of liens on property where work was conducted as well as legal action. Client agrees to pay reasonable attorneys fees, collections costs, and interest on all past due accounts. MCE's total limit of professional liability shall not exceed the total fee of the project.

Quarterly Reporting Only
Former Virginia Avenue Amoco
748 Virginia Avenue
Hapeville, Fulton County, Georgia 30354

Task Description	Quantity	Rate	Units	Total
<i>TASK 1 - QUARTERLY GROUNDWATER MONITORING REPORT Event 2</i>				
Project Labor				
Report Preparation	16	\$98.00	Hour	\$1,568.00
Update AutoCAD Drawings	6	\$98.00	Hour	\$588.00
Update Tables and Trend Graphs	4	\$98.00	Hour	\$392.00
Review and Stamp Report, PG	2	\$118.00	Hour	\$236.00
Report Revisions	1	\$98.00	Hour	\$98.00
Upload Report through GEOS	1	\$98.00	Hour	\$98.00
		<u>Labor Subtotal</u>		<u>\$2,980.00</u>
		<u>TASK 1 Subtotal</u>		<u>\$2,980.00</u>
<i>TASK 2 - QUARTERLY GROUNDWATER MONITORING REPORT Event 3</i>				
Project Labor				
Report Preparation	16	\$98.00	Hour	\$1,568.00
Evaluate MPE Results	1	\$98.00	Hour	\$98.00
Update AutoCAD Drawings	6	\$98.00	Hour	\$588.00
Update Tables and Trend Graphs	4	\$98.00	Hour	\$392.00
Review and Stamp Report, PG	2	\$118.00	Hour	\$236.00
Report Revisions	1	\$98.00	Hour	\$98.00
Upload Report through GEOS	1	\$98.00	Hour	\$98.00
		<u>Labor Subtotal</u>		<u>\$3,078.00</u>
		<u>TASK 2 Subtotal</u>		<u>\$3,078.00</u>
<i>TASK 3 - QUARTERLY GROUNDWATER MONITORING REPORT Event 4</i>				
Project Labor				
Report Preparation	16	\$98.00	Hour	\$1,568.00
Update AutoCAD Drawings	6	\$98.00	Hour	\$588.00
Update Tables and Trend Graphs	4	\$98.00	Hour	\$392.00
Review and Stamp Report, PG	2	\$118.00	Hour	\$236.00
Report Revisions	1	\$98.00	Hour	\$98.00
Upload Report through GEOS	1	\$98.00	Hour	\$98.00
		<u>Labor Subtotal</u>		<u>\$2,980.00</u>
		<u>TASK 3 Subtotal</u>		<u>\$2,980.00</u>
			<u>TOTAL</u>	<u>\$9,038.00</u>

All work will be directed by a Georgia Registered Professional Geologist.
All work will be performed on a time and materials basis, not to exceed the proposed amount without prior approval.
All work will be performed in accordance with Georgia USTMP Rules and Guidelines.

**STATE OF GEORGIA
COUNTY OF FULTON**

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF DIRECTORS OF THE HAPEVILLE DEVELOPMENT AUTHORITY, ON BEHALF OF THE BOARD OF DIRECTORS, TO ENTER INTO AND EXECUTE ALL AGREEMENTS, FORMS, AND DOCUMENTATION, AS WELL AS MAKE ALL NECESSARY ADMINISTRATIVE DECISIONS, ASSOCIATED WITH TRANSFERS OF REAL PROPERTY VOTED UPON AND APPROVED BY THE BOARD OF DIRECTORS.

WHEREAS, the Board of Directors is the duly appointed governing authority of the Hapeville Development Authority (hereinafter “Development Authority”), having been so appointed by the Mayor and Council of the City of Hapeville, Georgia pursuant to Title 36, Chapter 62 of the Official Code of Georgia; and

WHEREAS, the Chairman of the Board of Directors (hereinafter “Chairman”) is the head of that body, duly elected from the Board of Directors membership in accordance with O.C.G.A. 36-62-5; and

WHEREAS, the Board of Directors routinely vote to approve the purchase, sale, or other transactions of real property in accordance with the Development Authority’s mission, purpose, and stated goals; and

WHEREAS, the purchase and sale of real property requires the effectuation of certain documents, contracts, applications, and other forms necessary to complete said transactions, and these documents would normally require the approval of and effectuation by the entire Board of Directors; and

WHEREAS, the Board of Directors finds that it is in the best interest of the Development Authority, that the Chairman be authorized to solely effectuate the necessary forms and make necessary administrative decisions regarding transactions involving approved

purchases, sales, and other transfers of real property to and from the Development Authority in order to promote efficiency and expediency in such matters; and

WHEREAS, Article IV, Section 6 of the Bylaws of the Hapeville Development Authority authorizes the Board of Directors to delegate such powers to Chairman.

NOW THEREFORE, the Board of Directors of the Hapeville Development Authority hereby resolves that it shall delegate to the Chairman the powers and duties to enter into and execute agreements, forms, and any other documents, including but not limited to re-zoning documents, regarding and related to any purchase, sale, or other transfer of real property to and from the Development Authority that has been approved by vote of the Board of Directors. Further, the Chairman shall have the authority to make any administrative decision necessary to complete any such approved transaction of real property.

This Resolution shall be effective immediately upon its adoption, and shall remain in effect until otherwise repealed.

SO RESOLVED, this _____ day of _____, 2019.

CHAIRMAN

CLERK

APPROVED AS TO FORM:

HAPEVILLE DEVELOPMENT AUTHORITY ATTORNEY