

**Agenda Item Summary**

# 20-0634

BOC Meeting Date  
9/16/2020**Requesting Agency**

Public Works

**Commission Districts Affected**

1, 2, 7

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of a Department of Public Works Drinking Water Laboratory and Related Services account agreement letter in the annual amount of \$17,600.00 with the State of Georgia / DNR - Environmental Protection Division (EPD) (Atlanta, GA), to provide drinking water laboratory and related services for the contract period effective from July 1, 2020 to June 30, 2021. This letter contract is effective upon BOC approval.

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

In accordance with O.C.G.A. §36-10-1, requests for approval of contractual agreements shall be forwarded to the Board of Commissioners for approval.

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*

Yes Health and Human Services

**Is this a purchasing item?**

No

**Summary & Background***(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)***Scope of Work:**

Regular laboratory testing of the drinking water provided by Fulton County to customers in the North Fulton service area, north of the Chattahoochee River, is required as a condition of Fulton County's Permit to Operate a Public Community Water System (Permit #121005). The State of Georgia Department of Natural Resources, Environmental Protection Division Watershed Protection Branch Drinking Water Program provides laboratory testing and related services that are not readily available to drinking water utilities in the State of Georgia. Fulton County is a participant in this program.

The Drinking Water Laboratory and Related Services letter contract period is from July 1, 2020 to June 30, 2021 and is in the amount of \$17,600.00 annually with State of Georgia / DNR - Environmental Protection Division (EPD) (Atlanta, GA), to provide drinking water laboratory and related services.

The letter contract with EPD is structured to automatically renew each year unless the water system provides written notice of termination by June 1st of each year.

These services provide a high level of assurance that the public water systems comply with all the

**Agency Director Approval****County Manager's  
Approval**

Typed Name and Title

Phone

Signature

Date

conditions in our Permit to Operate a Public Community Water System, and to comply with Georgia Rules for Safe Drinking Water (Chapter 391-3-5), the Georgia Safe Drinking Water Act (O.C.G.A. Sec. 12-5-170), and the US Safe Drinking Water Act and Regulations (40 CFR 136, 141, and 142). Those requirements are to ensure safe drinking water to citizens through surveillance by testing the drinking water for various constituents at varying schedules. This laboratory services contract offers Fulton County compliance assistance by providing scheduling, analytical testing, and reporting on the water system's behalf.

Sampling for various constituents has to be performed at either a) each entry point into the distribution system (e.g., volatile organic chemicals), or b) at various locations in the distribution system (e.g., lead & copper). Contaminants may be introduced at any point in the water production process: from the original source of water (i.e., river; from storage facilities (tanks); and from places in the distribution system (i.e., the piping conveyances from the treatment plant(s) to customers' homes and businesses).

**Community Impact:**

Testing by the Georgia EPD provides the community with enhanced confidence in the quality of drinking water provided to our customers. These testing services are provided for the service area of the North Fulton County Water System.

**Department Recommendation:**

The Department recommends approval of this letter contract and continued participation in this program.

**Project Implications:**

These services are already planned for within the Department's budget, service provision, or operations.

**Community Issues/Concerns:**

No issues or concerns have been raised concerning having the State perform these testing services for Fulton County.

**Department Issues/Concerns:**

No issues or concerns have been raised by the Department regarding this letter contract.

**History of BOC Agenda Item:**

New contract period.

**Contract & Compliance Information**

*(Provide Contractor and Subcontractor details.)*

| Agency Director Approval |       | County Manager's Approval |
|--------------------------|-------|---------------------------|
| Typed Name and Title     | Phone |                           |
| Signature                | Date  |                           |

Revised 03/12/09 (Previous versions are obsolete)

**# 20-0634**

|   |                 |   |            |              |
|---|-----------------|---|------------|--------------|
| <b>Solicitation Information</b>   | <b>NON-MFBE</b> | <b>MBE</b>  | <b>FBE</b> | <b>TOTAL</b> |
| No. Bid Notices Sent:   |                 |   |            |              |
| No. Bids Received:  |                 |   |            |              |
| <br>  |                 |   |            |              |
| <b>Total Contract Value</b>   | .               |   |            |              |
| <b>Total M/FBE Values</b>   | .               |   |            |              |
| <b>Total Prime Value</b>  | .               |   |            |              |
| <br>  |                 |   |            |              |
| <b>Fiscal Impact / Funding Source</b>   |                 | <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> |            |              |
| . 201-540-5488-1160: Water & Sewer Revenue, Public Works, Professional Services - \$17,600.00 |                 |   |            |              |
| <b>Exhibits Attached</b>  |                 | <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>            |            |              |
| <br>  |                 |   |            |              |
| <b>Source of Additional Information</b>   |                 | <i>(Type Name, Title, Agency and Phone)</i>   |            |              |
| <br>  |                 |   |            |              |

|                                 |              |                                  |
|---------------------------------|--------------|----------------------------------|
| <b>Agency Director Approval</b> |              | <b>County Manager's Approval</b> |
| <b>Typed Name and Title</b>     | <b>Phone</b> |                                  |
| <b>Signature</b>                | <b>Date</b>  |                                  |

Revised 03/12/09 (Previous versions are obsolete)

Continued

**Procurement**

|                                    |   |                                     |                                       |
|------------------------------------|---|-------------------------------------|---------------------------------------|
| <b>Contract Attached:</b><br>Yes   | <b>Previous Contracts:</b><br>Yes         |                                     |                                       |
| <b>Solicitation Number:</b><br>N/A | <b>Submitting Agency:</b><br>Public Works | <b>Staff Contact:</b><br>Roy Barnes | <b>Contact Phone:</b><br>404-612-6317 |

**Description:.****FINANCIAL SUMMARY**

|                                  |                               |
|----------------------------------|-------------------------------|
| <b>Total Contract Value:</b>     | <b>MBE/FBE Participation:</b> |
| Original Approved Amount: \$0.00 | Amount: . %: .                |
| Previous Adjustments: \$0.00     | Amount: . %: .                |
| This Request: \$17,600.00        | Amount: . %: .                |
| TOTAL: \$17,600.00               | Amount: . %: .                |

**Grant Information Summary:**

|                     |                          |                   |
|---------------------|--------------------------|-------------------|
| Amount Requested: . | <input type="checkbox"/> | Cash              |
| Match Required: .   | <input type="checkbox"/> | In-Kind           |
| Start Date: .       | <input type="checkbox"/> | Approval to Award |
| End Date: .         | <input type="checkbox"/> | Apply & Accept    |
| Match Account \$: . |                          |                   |

|   |                             |                             |                             |
|---|-----------------------------|-----------------------------|-----------------------------|
| <b>Funding Line 1:</b><br>201-540-5488-1160 | <b>Funding Line 2:</b><br>. | <b>Funding Line 3:</b><br>. | <b>Funding Line 4:</b><br>. |
|---|-----------------------------|-----------------------------|-----------------------------|

**KEY CONTRACT TERMS**

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Start Date:</b><br>7/1/2020 | <b>End Date:</b><br>6/30/21          |
| <b>Cost Adjustment:</b><br>.   | <b>Renewal/Extension Terms:</b><br>. |

**ROUTING & APPROVALS**

(Do not edit below this line)

|   |                                      |                 |                 |
|---|--------------------------------------|-----------------|-----------------|
| X | Originating Department:              | Clark, David    | Date: 8/25/2020 |
| X | County Attorney:                     | Stewart, Denva  | Date: 8/25/2020 |
| . | Purchasing/Contract Compliance:      | .               | Date: .         |
| X | Finance/Budget Analyst/Grants Admin: | Freeman, Ashley | Date: 8/20/2020 |
| . | Grants Management:                   | .               | Date: .         |
| X | County Manager:                      | Anderson, Dick  | Date: 8/25/2020 |

**DRINKING WATER LABORATORY SERVICES  
TERMS AND CONDITIONS  
(Effective July 1, 2017)**

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**LABORATORY ANALYSES**

Upon request and for payment of an annual charge, the Georgia Department of Natural Resources Environmental Protection Division ("EPD") will perform the laboratory analyses and related services required by the Georgia Safe Drinking Water Act of 1977 ("Act"), O.C.G.A. § 12-5-170, *et seq.*, and the Rules for Safe Drinking Water ("Rules"), Chapter 391-3-5, except for analyses for Bromate and Chlorite. An owner of a public water system ("owner") accepts the Terms and Conditions herein and authorizes the EPD to complete the laboratory analyses and related services requested for a 12 month period from July 1st to June 30<sup>th</sup> and continuing from year to year as set out below, through the submission of sample containers for the water system to the EPD for analysis. In addition to performing the laboratory analyses, the EPD will provide containers and instructions for sampling as well as assume costs of mailing the sampling containers to the address provided by the owner. If a water system chooses to ship samples to the EPD laboratory for analysis, the owner is responsible for the cost of shipping those samples in containers provided by the EPD.

**COMPLIANCE**

The owner acknowledges that compliance with the Act and the Rules is the responsibility of the owner of the public water system. Accepting the Terms and Conditions herein is not a prerequisite to, condition of, or substitute for the permit required for the water system. Nor will an owner's acceptance of these Terms and Conditions prevent the EPD from fulfilling its regulatory duty to enforce the Act and the Rules; such enforcement actions may include, but are not limited to, failure to monitor violation letters, notices of violations, consent orders, administrative orders, and civil penalties as authorized by the Act.

**PAYMENT**

The owner is responsible for payment of the annual charge(s) related to the requested laboratory analyses and related services and will be billed accordingly with payment due within 30 business days of the invoice date. The EPD's annual charges for laboratory analyses and related services are available on the EPD's website at the following location: <http://epd.georgia.gov/drinking-water-forms>. The annual charges are subject to change each year. The EPD reserves the right to terminate and stop performing or to refuse services due to an owner's failure to timely pay in whole or in part. Past due accounts will be subject to a penalty charge of 1.5% per month and may be sent to collections. Any discrepancies regarding charges must be brought to the attention of the EPD's Finance Department at [epdfinance@dnr.ga.gov](mailto:epdfinance@dnr.ga.gov) or 404-463-1989. Any changes regarding the water system that may reduce the annual charge invoiced will not be taken into consideration until verified by the EPD. Additionally, the owner of a water system as shown in the EPD's Safe Drinking Water Information System (SDWIS) shall be responsible for payment of any balance due to the EPD until the laboratory analyses and related services for the water system have been terminated as set out below.

**CHANGES – REQUEST TO CHANGE WATER SYSTEM INVENTORY OR LABORATORY SERVICES**

Changes must be submitted in writing using the EPD's form "Request to Change Water System Inventory or Laboratory Services" to the appropriate EPD Compliance Office contact listed in the water system's permit within 15 business days of the change, except for a change in ownership, which must be sent to EPD at least 30 days prior to the proposed change in ownership.

**RENEWAL AND TERMINATION**

Unless terminated, a water system owner's request for laboratory analyses and related services will automatically renew each year if his/her payment account is current. The owner may terminate his/her request in writing submitted to the appropriate EPD Compliance Office contact listed in the water system's permit. The EPD may terminate its laboratory analyses and related services in writing mailed to the water system owner. Upon termination, the water system owner must return all EPD containers within his/her possession.

**LABORATORY RESULTS**

The EPD will input sampling data and laboratory analysis results into SDWIS. Results for the laboratory analyses performed for each sample will be provided as a mailed hardcopy report. Results are also available electronically at Drinking Water Watch ([gadinkingwater.net/DWWPUB](http://gadinkingwater.net/DWWPUB)).



ENVIRONMENTAL PROTECTION DIVISION

**DRINKING WATER INVOICE**

FIMS Account ID:

Customer Name:

Water System ID:

Invoice Number:

972

NORTH FULTON COUNTY

GA1210005

DW-2020-000972

**Total Due :** \$ 17,600.00**Bill To:**

NORTH FULTON COUNTY

AMMONS, NICK

11575 MAXWELL RD

ALPHARETTA, GA 30004

**Notification:**Check Water System Information  
[gadinkingwater.net](http://gadinkingwater.net)**Account Information:**  
TOTAL AMOUNT DUE ON **08/21/2020****BILLING SUMMARY**

| Invoice Period          | Invoice Date | Current Invoice Amount | Previous Balance | Adjustment | Amount Paid | Total Due    |
|-------------------------|--------------|------------------------|------------------|------------|-------------|--------------|
| 07/01/2020 - 06/30/2021 | 7/10/2020    | \$ 17,600.00           | \$ 0.00          | \$ 0.00    | \$ 0.00     | \$ 17,600.00 |

**EXPLANATION OF CHARGES**

| Population     | TCR   | Entry Point | Water System Type | Source Type | Analysis Type | Fee          |
|----------------|-------|-------------|-------------------|-------------|---------------|--------------|
| 437,032        | 2,160 |             | C                 | SW          | Chemical      | \$ 17,600.00 |
| <b>Total :</b> |       |             |                   |             |               | \$ 17,600.00 |

**PAST DUE SUMMARY**

| # of Days Past Due | Due          | ≤ 30         | > 30 and ≤ 60 | > 60 and ≤ 90 | > 90 and ≤ 120 | > 120   |
|--------------------|--------------|--------------|---------------|---------------|----------------|---------|
| Past Due Amount    | \$ 17,600.00 | \$ 17,600.00 | \$ 0.00       | \$ 0.00       | \$ 0.00        | \$ 0.00 |
| Late Fee           | \$ 0.00      | \$ 0.00      | \$ 0.00       | \$ 0.00       | \$ 0.00        | \$ 0.00 |

PLEASE RETURN THIS PORTION OF YOUR INVOICE WITH YOUR PAYMENT.

MAKE CHECK(S) PAYABLE TO : EPD - Drinking Water Fees

| FIMS ACCOUNT ID | TOTAL DUE    | INVOICE #      |
|-----------------|--------------|----------------|
| 972             | \$ 17,600.00 | DW-2020-000972 |

|                           |              |
|---------------------------|--------------|
| <b>DUE DATE:</b>          | 08/21/2020   |
| <b>TOTAL AMOUNT DUE:</b>  | \$ 17,600.00 |
| <b>TOTAL AMOUNT PAID:</b> |              |

NORTH FULTON COUNTY  
AMMONS, NICK  
11575 MAXWELL RD  
ALPHARETTA, GA 30004**MAIL PAYMENT TO:**  
DRINKING WATER FEES  
P.O. BOX 101788  
ATLANTA, GA 30392



ENVIRONMENTAL PROTECTION DIVISION

**DRINKING WATER INVOICE**

FIMS Account ID:

972

Customer Name:

NORTH FULTON COUNTY

Water System ID:

GA1210005

Invoice Number:

DW-2020-000972

**Total Due : \$ 17,600.00****BILLING DETAIL**

| Transaction Date | Transaction Type Description | Transaction Amount  |
|------------------|------------------------------|---------------------|
| 7/9/2020         | Past Due Balance             | \$ 0.00             |
| 7/9/2020         | Current Charges              | \$ 17,600.00        |
| <b>Total:</b>    |                              | <b>\$ 17,600.00</b> |

If you have questions regarding your invoice, please contact the Branch most closely related to your fees at one of the numbers below:

**Air Protection Branch:** (404) 363-7000**Land Protection Branch:** (404) 362-2537 or (404) 656-7802**Watershed Protection Branch:** (404) 463-1511

You may also visit <http://epd.georgia.gov/geos/contact-us> for email contacts.





Richard E. Dunn, Director

**EPD Director's Office**  
2 Martin Luther King, Jr. Drive  
Suite 1456, East Tower  
Atlanta, Georgia 30334  
404-656-4713

April 24, 2018

RE: Drinking Water Laboratory and Related Services

To whom it may concern:

The Georgia Environmental Protection Division (EPD) will soon begin a new service period for Drinking Water Laboratory and Related Services. The updated Drinking Water Terms and Conditions Agreement ("Agreement") will become effective July 1, 2018, and extend for a period of one (1) year. The Agreement will automatically renew each year unless a water system provides written notice of termination by June 1<sup>st</sup> of each year.

Payments are based on annual installments for laboratory services to be provided through the upcoming fiscal year. Invoices will be sent in July 2018 for laboratory testing provided July 1, 2018 through June 30, 2019, and owners will have thirty (30) business days from the invoice date to pay before a late penalty of 1.5% is applied to the account. Please be aware that the invoice in July of each year will be based on information EPD has on record for your water system in the Drinking Water Watch during the preceding month.

The Coliform/*E. coli* analyses are only available to public systems serving a population up to 12,900 people. If your public water system exceeds the 12,900 population threshold, Coliform/*E. coli* testing will need to be performed by another certified laboratory and the results provided to the EPD. Included with this letter are the current Laboratory Fee Schedules for both the Chemical/*Cryptosporidium* -and- Coliform/*E. coli* laboratory testing. The fee schedules may be subject to price changes in future years.

For your convenience, annual fee payments can be made using Automated Clearing House (ACH) payment processing to automatically debit a checking or savings account through an electronic check transaction. To utilize this service, you must first "Create a new account" on the Georgia EPD's Online System (GEOS) at: <https://geos.epd.georgia.gov/GA/GEOS/Public>. For step by step instructions on setting up a new account or making ACH electronic payments, please refer to the GEOS "System User Guide" on EPD's website at: <https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>.

Please note that traditional payment options will still be available for those that prefer those methods. However, the EPD encourages customers to consider transitioning to this quick and easy payment method. The EPD will continue to enhance its customer payment options and will inform users as other options become available in the future. Should you have any questions regarding payment options, please contact the EPD's Finance Department at [epdfinance@dnr.ga.gov](mailto:epdfinance@dnr.ga.gov) or (404) 463-1989. See back for further information.

The EPD is committed to keeping information about your water system as accurate as possible. Please review your water system details and water system facilities online at the Drinking Water Watch: <http://gadinkingwater.net>. In addition to reviewing service connections, population served, sources of water, and water purchases, please review the point of contact information to ensure all names, addresses, phone numbers, and e-mail addresses are correct.

If your water system information needs to be updated or you want to request a change to your EPD laboratory services (including termination), please contact your local Drinking Water Engineer using the Engineer Contact List or complete and submit a Request to Change Water System Inventory or Laboratory Services Form. Both documents can be found at the documents and forms link below. As mentioned above, any requested changes must be received by EPD no later than June 1<sup>st</sup> of each year in order to be reflected in the annual fees charged to your water system in the July invoice.

Please note that all Drinking Water Laboratory and Related Services documents and forms are also available electronically at: <http://epd.georgia.gov/drinking-water-forms>.

If you have any questions regarding laboratory and related services account changes or water system information, please contact your local EPD Drinking Water Engineer. For any questions regarding invoicing or payment options, please contact the EPD's Finance Department at [epdfinance@dnr.ga.gov](mailto:epdfinance@dnr.ga.gov) or (404) 463-1989.