

**MEETING MINUTES
CUMBERLAND COMMUNITY IMPROVEMENT DISTRICT
Thursday, July 27, 2017**

MEMBERS PRESENT

Tad Leithead
John Shern
Connie Engel
Mike Plant
Barry Teague
Bob Voyles (arrived during the meeting)
Mason Zimmerman

EXECUTIVE DIRECTOR

Malaika Rivers

LEGAL COUNSEL

Lynn Rainey

COBB CHAMBER OF COMMERCE

Melissa Crook
Bryan Bebout
Kyethea Clark
Noelle Lloyd
Roxanne Plummer
Mike Winters

COBB COUNTY

Jim Wilgus
Karyn Matthews
Erica Parish

JACOBS

Vinay Uchil
Alex Chung

OTHERS PRESENT

Lindsey Burruss, Cobb Travel & Tourism
Milton Dortch, Franklin Gateway CID
Steve Cote, RS&H
Eric Bosman, Kimley-Horn
Peter Hortman, Pond & Co.
Matt Zimmerman, Pope & Land
Heidi Dasinger, Marietta Power
Tacita Williams, GA Commute Options
Jennifer Cain, Town Center CID
Alisha Smith, Town Center CID
Katie Killeen, Vinings
Ron Sifen, Vinings
Jon Gargis, MDJ

The July meeting of the Cumberland Community Improvement District Board was called to order at 7:30 a.m. on Thursday, July 27, 2017 at the Cobb Chamber of Commerce, 240 Interstate North Parkway, Atlanta, Cobb County, Georgia, pursuant to legal notice. A quorum was present.

Chairman Leithead presided and welcomed special guests.

ITEMS FOR APPROVAL

1. Minutes: Ms. Engel made a motion to approve the June 29, 2017 Minutes of the CID Board. Mr. Teague seconded the motion which was unanimously approved.

{Bob Voyles joined the meeting at this point}

2. Approval of Financial Statement: After making the Treasurer's Report, Mr. Teague made a motion to approve the June Financial Report (Exhibit A) and the invoices and cash disbursements as presented (Exhibit B). Ms. Engel seconded the motion which was unanimously approved.

CHAIRMAN'S REPORT: BIG PICTURE

Chairman Leithead announced that today is Bryan Bebout's last day. He has been an intern for 2 years for the CCID. He will now be the Program Services Outreach Coordinator for Marietta City Schools. Mr. Bebout will be missed and Chairman Leithead thanked him for his time at the CCID.

CCID Minutes
July 27, 2017
Page 2 of 5

Chairman Leithead stated the CCID has gone through some extraordinary changes over the past few years. The CCID has completed a number of big construction projects on an expedited scale. Chairman Leithead recommended developing some short term infrastructure projects that could quickly and effectively happen over the next 2 years, with staff and county and with input from Board members that will tweak the system to make the traffic patterns more manageable. The second area Chairman Leithead proposed are short term projects that relate to quality of life projects (the CCID has a significant quality of life agenda – trail systems, landscaping and the ongoing discussion with crosswalk improvements and bicycle plan). The third area Chairman Leithead proposed was moving forward with Cobb County and how the CCID will bear expenses for ongoing maintenance. The CCID will have a long term agenda (takes typically 10-15 years to execute), and we need some short term projects that will allow the CCID to show some short term results while thinking of long term initiatives. Board member Voyles suggested before staff starts this process he would like for staff to allow time for Board members to talk to tenants and then give them feedback. This would allow for the CCID to tackle tactical issues. Mr. Voyles would like for transit connectivity to stay on the agenda as the number one priority. Chairman Leithead agreed on both points. Board members agreed with moving forward and staff will present the feedback at the August Board meeting.

Adoption 2017 Millage Rate: Lynn Rainey, Legal Counsel, reported our millage rate has been advertised at a proposed 5 mills in the Marietta Daily Journal and has also been posted on the website. It represents, based upon the assessed value that was reported by the Tax Assessor's office, a 7.5% increase in the amount of taxes to be levied or \$455K additional based upon the new assessed values at the reported 5 mills. Mr. Rainey reviewed the historic trends since 2011. Mr. Shern made a motion to approve the official Millage rate for the current year at 5 mills. Mr. Voyles seconded the motion which was unanimously approved.

Board members requested an in depth discussion moving forward before setting the next millage rate. Chairman Leithead will set a meeting next year, 60 days prior to advertising, to discuss setting the millage rate.

EXECUTIVE DIRECTOR'S REPORT

A. Real Estate Activity

1. Development Pipeline: Ms. Rivers encouraged Board members to review the marketing collaterals on the website.
2. Investment & Sales Activity: Ms. Rivers encouraged Board members to review the marketing collaterals on the website.

B. Tax Digest & Revenue Projections: Ms. Rivers reported the CCID's commercial property valuation is \$3.3B based on the digest. The final number will be confirmed shortly. The CCID's revenue collections have not changed from where the CCID has been projecting which is \$6.4M. Staff is looking at trends and seeing that the conservative projections that were put into place back in 2014 and then again in 2016 are looking like the CCID will exceed them earlier rather than later. The CCID could be in a good place to be collecting more than the dollars projected.

C. CID Open Projects & Cobb County & Other Agency Open Projects: Ms. Rivers reviewed the CCID's Open Work Program. The spreadsheet is updated every 30 days. Akers Mill Ramp for Phase 1 & Phase 2 is listed with a project value and the amount collected to date is \$26.9M in outside funding and the CCID has committed \$5.2M, leaving a funding gap. The 30% assumption of the funding gap is not factored into the spreadsheet. The application to ARC for Formula Funds has been submitted for 2019 and 2020. The

CCID could possibly be awarded \$12M-13M. An announcement will be made in early fall and Ms. Rivers will notify the Board if the CCID was successful in securing any funds. In addition, the feds have released a NOFA and Ms. Rivers will be pursuing that money. Last year, CCID staff submitted 2 federal applications- TIGER program and Fast Lane, and now this is the evolution of the Fast Lane funding mechanism. Although, the CCID was unsuccessful with either of those federal funding applications the feds indicated technically the CCID is doing fine, but needs a better polish. Ms. Rivers will hire a grant writer in Washington, D.C. to help message the federal application which should better position the CCID moving forward. Chairman Leithead and Board members discussed the CCID may have to put in more money for the Akers Mill project and Board members are cognizant that this may happen. The State of Georgia has been supportive through GTIB.

- D. Project Financials by EOY: Ms. Rivers reported staff will now be including projected cost savings or reimbursements on the CID Open Work Program. This way the Board can frame their decision making regarding future commitments on what is coming in and what is going out and get a comprehensive understanding as these requests are considered. There are approximately 7 projects that will be closed out by the end of the year with \$900K in savings on these projects. These are monies that the CCID committed, not money from other sources that are coming back to the CCID. This is a savings in commitments the CCID has made over the years towards these projects.
- E. Cash Flow Model: Ms. Rivers reviewed the Baseline Cash Flow Model. This is based on the financials that have been approved to date. The CCID has been projecting 2 years in the red (2018 and 2019) and now with the savings being fed into the cash flow model it does make an impact on the CCID's cash flow going forward in a positive manner. It puts 2019 in the black by \$60K. CCID staff is watching this and continuing to refine the numbers each month. The dollars will be managed accordingly.
- F. Required Action/Requests
 - 1. Akers Mill Ramp GTIB Approval: Ms. Rivers stated the ramp was recently awarded \$1.5M in GTIB funds and the Board will need to take the following action required by SRTA: "Authorization for Chair to execute GTIB Grant Agreement and approval of authorized signatories, and number of signatures required, for Draw Requests." Mr. Shern made a motion to authorize Chairman Leithead to execute the GTIB Grant Agreement on behalf of the CCID, and for Malaika Rivers and Mike Winters to be authorized to make draw requests for the grant funds on behalf of the Cumberland CID. Ms. Engel seconded the motion which was unanimously approved.
 - 2. Riverwood Streetscape CFA Approval: Ms. Rivers stated the CCID has been working on this project for many years and the design has been completed and is ready to go to construction. Mr. Rainey and the County have been working on the specifics of the CFA. Chairman Leithead stated the CCID has an ongoing discussion with the County about maintenance and hardscape initiatives. CFA's are negotiated individually. Mr. Rainey stated the CCID does not have an overall agreement with the County as far as covering all projects. This is a streetscape project not a road improvement project. The improvements are defined as: 1) infrastructure (sidewalk, crosswalk, etc.) 2) streetscape fixtures (pocket parks, pavers, trash receptacles, benches, etc.); and 3) landscape. The way this works out is under the CFA, the CCID does the preliminary engineering design (which is done) and the CCID pays for the ROW costs (though the actual acquisition of the ROW which is handled by the County) and then the construction of the infrastructure, installation and construction of the streetscape fixtures. The landscape installation is the CCID's responsibility should the CCID enter into the agreement. As far as the maintenance is concerned, the County maintains the infrastructure which includes the sidewalks, county standard crosswalks as well as the median. If the CCID were to install stamped concrete crosswalks that would be the CCID's responsibility.

However, the CCID is not doing imprinted crosswalks on this project. As far as the streetscape fixtures, the CCID will provide maintenance for the plazas – trash receptacles, benches and if those are damaged under the current terms it would be the CCID’s responsibility to maintain those items. For landscaping, if the CCID were to cease maintenance, there is the latitude that the County can undertake it or if they feel the expense is not justified, then the CCID would return it to the County standard for it to maintain. Mr. Rainey went on to state this would be the way this CFA would divide the installation and maintenance responsibilities. The only other changes to the CFA are typographical. Board members discussed accepting maintenance of the landscaping which at this point is a minimum addition to the CCID’s existing landscape contract. A CFA must be signed before this project can move forward. Board member Voyles stated the CCID needs to sit down with the County to work through this on a broader basis about the whole CCID. Chairman Leithead agreed with Mr. Voyles. Mr. Teague made a motion to approve the Riverwood Streetscape CFA. Mr. Voyles seconded the motion which was unanimously approved.

3. Bridgescape Lighting Request (\$43,482): Ms. Rivers reported for several months now, the Board has been discussing the lighting on the Cumberland Boulevard bridgescape. The whole project including up lighting the project comes to \$2.2M, \$800K coming from outside sources. If the Board approves this last amount which covers the need for the lighting, which brings the CCID’s total commitment to \$1.4M. Ms. Rivers went on to remind Board members, the blue decorative painting was cut out of the bridge structure so that allowed a cost savings to help absorb the cost associated with the lighting. It wasn’t enough to cover it all. The cost to light the bridge is \$324,382 and the budget currently has \$255,900 available in it. This leaves a delta of \$43,482 needed if the Board would like to proceed with the lighting. It can be built into the existing construction schedule. This price is good until July 31st at which time it increases \$1,000 per week. Board member Engel stated she is concerned about adding new obligations to a number when the Board will be in the red in 2018. Ms. Engel would like to meet to discuss mitigating our commitments. Board members discussed the cash management process. Mr. Voyles made a motion to approve \$43,482 for up lighting the Cumberland Blvd bridge. Mr. Teague seconded the motion which was unanimously approved.

G. Key Updates

1. Bikeshare Update: Ms. Rivers gave Board members an update on the bikeshare initiative. Last month, the Board approved a commitment to support 5 bikeshare stations around the community for the period of 1 year. Ms. Rivers has identified 4 and maybe 5 properties which will cover all 4 of the quadrants. There would be good coverage with the bikeshare stations. The contract details are still being worked out with Zagster. The stations locations will be visible and accessible. The bikeshare program should be up and running by October. CCID staff has approached the National Park Service and they are interested in partnering, but there may be an increase in the CCID’s financial obligation if this happens. There will be more information to come.

H. Operations

1. Capital Improvements Update: Kyethea Clark, Director of Operations gave updates on: Cumberland Blvd Bridgescape and Interstate North Parkway Ped Improvements.
2. Community Programs & Services Updates: Ms. Clark reported the Paces Mill Palisades rehab project is moving forward and is finalizing the negotiations with the contractor. The project will be kicked off next month. The conceptual design will take 10-12 months and that is due to the National Park Service schedule.
3. Plans & Studies Updates: Ms. Clark reported Blueprint Cumberland is scheduled to be completed next month. The Advisory Committee meeting will be held mid-August. Kimley-Horn will present Blueprint Cumberland 3.0 at the next Board meeting.

CCID Minutes
July 27, 2017
Page 5 of 5

- I. Communications & Outreach Activities: Noelle Lloyd, Communications & Outreach Manager, reported the CCID's website traffic is increasing about 1700 sessions each month. Ms. Lloyd will be adding more narrative to the website because of the increase in traffic.

The new marketing trail map is available. It highlights the trails within the CCID. At this time, the maps will be distributed via the newsletter and website. The next phase will be to have the maps located at different kiosks around the CCID.

The next Coffee and Construction will be held in September.

Ms. Lloyd is working with staff to plan a community event through Zagster bikeshare launch as well as strategizing the marketing efforts for this launch.

COBB COUNTY ISSUES & UPDATES

Jim Wilgus, Cobb DOT Director, stated the County is in the middle of updating its trail master plan. The County will start a marketing effort soon to make the community aware of all the trails in the County.

OTHER BUSINESS

The next regular board meeting is scheduled for the same location on August 31, 2017 at 7:30 a.m. There being no further business, the meeting was adjourned at 8:56 a.m.

Approved by the Board this _____ day of

_____, 2017

_____ Secretary