

**DRAFT MEETING MINUTES  
CUMBERLAND COMMUNITY IMPROVEMENT DISTRICT  
Thursday, October 31, 2019**

MEMBERS PRESENT

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

LEGAL COUNSEL

Lynn Rainey

CUMBERLAND CID

Kim Menefee  
Rasha Al Rawi  
Kyethea Clark  
Lisa Sanders

COBB CHAMBER OF COMMERCE

Melissa Crook  
Mike Winters  
Sharon Mason  
Slade Gullede

COBB COUNTY

Commissioner Bob Ott  
Erica Parish  
Karyn Matthews  
Drew Raessler

OTHERS PRESENT

Alex Chung, Jacobs  
Eric Bosman, Kimley-Horn  
Josh Winter, Winter Design  
Holly Quinlan, Cobb Travel & Tourism  
Vance Smith, Pond & Co.  
Scott Jordan, Southeastern Engineering  
Chris Rideout, Croy Engineering  
Brad Hale, Moreland Altobelli  
Patti Rice, Powers Ferry Corridor Alliance  
Ron Sifen, Vinings HOA

The October meeting of the Cumberland Community Improvement District Board was called to order at 7:35 a.m. on Thursday, October 31, 2019 at the Cobb Chamber of Commerce, 240 Interstate North Parkway, Atlanta, Cobb County, Georgia, pursuant to legal notice. A quorum was present.

Chairman John Shern welcomed special guests.

ITEMS FOR APPROVAL

1. Minutes: Mr. Voyles made a motion to approve the September 26, 2019, Regular Session Minutes of the CID Board. Ms. Engel seconded the motion which was unanimously approved.
2. Approval of Financial Statement: After making the Treasurer's Report, Mr. Teague made a motion to approve the September Financial Reports (Exhibit A). Ms. Engel seconded the motion which was unanimously approved. Mr. Teague made a motion to approve the invoices and cash disbursements (Exhibit B). Ms. Engel seconded the motion which was unanimously approved.
3. Cash Flow Projections: Mr. Teague stated there is no red in the cash flow projections which includes the 2020 budget expenditures.

## **DRAFT CCID Minutes**

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### CHAIRMAN'S REMARKS & UPDATES

Chairman Shern recognized Kyethea Clark on her 4 year service anniversary with the CCID.

Chairman Shern recognized Board member Stephen Barnhouse on his 1<sup>st</sup> anniversary as a CCID Board member.

Chairman Shern stated over the past several weeks under Kim Menefee's leadership there has been a lot done for the upcoming move and transition. Staff has been working with Lynn Rainey, Legal Counsel, to figure out what needs to be kept and in what format. One item that was discovered was the CCID staff was not in the right retirement compensation plan. Some changes have been made. Board members do not have an obligation to individually save personal copies of CID materials unless until there is an Open Records Request or litigation anticipated or pending related to such records. It is up to each Board member to save what they want or don't want. Some procedures were looked at and all are consistent. It has been the policy of the CCID Board that our organization does not take a position in zoning matters. Chairman Shern thanked the CCID staff for their hard work preparing for the move. Ms. Menefee echoed Chairman Shern's comments.

### EXECUTIVE DIRECTOR REMARKS & UPDATES

{Board member Zimmerman joined the meeting at this point}

Ms. Menefee provided the following updates:

- A. 2020 Proposed Budget Discussion: Ms. Menefee presented the 2020 proposed budget including capital projects to the Board. Mr. Teague made a motion to approve the 2020 CCID budget. Ms. Engel seconded the motion which was unanimously approved.
- B. 2020 Annual Retreat (February 27, 2020): Ms. Menefee announced the CCID's Board 2020 Annual Retreat will be held immediately following the February 27<sup>th</sup> Board meeting. Eric Bosman, Kimley-Horn, will be assisting the CCID in updating Blueprint Cumberland 3.0 that was put forward in 2017. With the Board's input, a 5 year plan will be developed taking the CCID's work through 2024. The retreat will allow Board members to dig into the priorities to put together a plan.

### DIRECTOR OF OPERATIONS UPDATE

#### A. Operations/Requests

##### 1. Capital Improvements Update

- a. Interchange Clean-Up and Tree Installation (\$60,000 request): Kyethea Clark, Director of Operations, reported Phase 1 of the I-75/I-285 Interchange Clean Up is complete.

Phase 1: GDOT Clean-Up – Completed

- Initial Project Boundary – Windy Ridge Pkwy., Interstate N Pkwy./Cumberland Blvd., Akers Mill Rd., and I-285 Pedestrian Bridge.

Part of Phase 1: Final Clean-Up – Substantially Complete

- CID retained BrightView to remove vines from trees, underbrush, and remaining trash and debris
- Project Boundary Expansion south to Akers Mill Rd.

Ms. Clark shared the project scope area and Phase 2 is the Interchange Tree Installation.

Financial Request

- Phase 2: Tree Installation
- Continued coordination with GDOT
- GDOT favored tree installation plan & approval is contingent upon:
- CCID agreeing to maintain & control yearly vines & weeds (\$12,100);
- GDOT would then agree to continue to maintain area 7X year (March – Oct/Nov)
- CCID solicited and received 4 bids from landscape contractors
- Bids ranged from \$47,900 to \$70,500

Staff Recommends Board approval of \$12,100 (BrightView) for cleanup and \$47,900 (Russell Landscape) for tree installation, totaling \$60,000. If approved the project would begin mid-November to December. CCID staff is taking into consideration the new construction in the area. The I-285 top end project has been delayed to 2032. The planning efforts will continue, but construction has been delayed. Tim Mathews with GDOT will be giving the Board an update on the project at the next Board meeting. Mr. Teague made a motion to approve \$60,000 to BrightView and Russell Landscape for the I-285/I-75 Interchange Clean-Up and Tree Installation. Mr. Voyles seconded the motion which was unanimously approved.

- b. Cumberland Design Standard Plan (\$35,000): Ms. Clark reported a few months ago the CCID Board requested a plan to assess CCID streetscape decorative elements. In 2017, CCID staff conducted an inventory and assessment of CCID decorative elements. Ms. Clark shared some examples within the district.

Financial Request

- Staff received 3 out of 5 solicited proposals to provide services to develop a Design Standard Plan for the Cumberland district.
- \$35,000 from Croy Engineering to conduct the CCID Design Standard Plan update.

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- Project Scope - Conduct an inventory, assess existing conditions, provide recommendations of repair, and replacement, and propose expansion of decorative elements within the CCID.
- The 2017 inventory and assessment report will be provided, and utilized for the proposed plan.
- Anticipated completion is 2 months from NTP (Notice to Proceed), Jan 2020

Mr. Teague made a motion to approve \$35,000 to Croy Engineering to conduct the CCID Design Standard Plan Update. Mr. Zimmerman seconded the motion which was unanimously approved.

Commissioner Bob Ott District 2, requested the plan be sent to him once it is completed. He will then put the design standard plan into place with the County. It would not apply to those already here, but any new developments would have to adhere to the new streetscape design standards.

### 2. Plans & Studies Update

- a. Biketober Update: Ms. Clark reported Biketober was held during the month of October. Georgia Commute Options were a great partner. Ms. Clark shared pictures of the events that were held in the CCID.
- b. Cumberland Bike Share: Ms. Clark announced there are 3 additional bike stations in the CCID – Bob Callan Trail Trailhead Station, Riverwood Station and CobbLinc Station. There is a total of 6 bikeshare stations in the district which equals 30 bikes. Ms. Clark thanked local partners.
- c. Capital Improvements Updates: Ms. Clark gave updates on:
  - Cumberland Blvd W. Improvement – Closeout
    - Identified dead material for replacement
    - Nov 2019 - Russell to begin maintaining
  - Akers Mill Ramp –Advancing
    - Nov 2019 – Preliminary field plan review with GDOT & Cobb DOT to advance to final plans
    - Summer 2020 - ROW certification
    - Summer 2021 –GDOT construction let
  - Terrell Mill – Windy Hill Connector –Advancing
    - Construction to begin late 2019
  - Palisades/ Paces Mill Rehabilitation –Under Review
    - Continue to coordinate required additional agreements
  - Riverwood Pkwy Streetscape –Underway
    - Added scope and weather has delayed project
    - Work remaining – 1 plaza and landscaping

COBB COUNTY ISSUES & UPDATES

Commissioner Ott, shared the Chattahoochee River Flood Gauge map. This is an online application that allows those living along the Chattahoochee River to see where rising river levels will be relative to their property.

Commissioner Ott stated the Commissioners are still going through the potential SPLOST project list. Commissioner Ott will continue to meet with Mrs. Menefee and Ms. Clark regarding the CCID's projects. Town hall meetings will begin in January.

CHAMBER UPDATES

Mrs. Mason stated the last meeting in the Chamber building will be on December 12<sup>th</sup>. The Chamber's build-out is going well and on schedule. There will be a VIP reception in January. The date and time will be announced soon.

Yesterday, Mrs. Menefee was the featured speaker at the Cumberland Area Council luncheon.

The Chamber's Government Affairs Committee has finalized its State Legislative Agenda and will be voted on by the Chamber Board next week.

SelectCobb projects are moving along very well and continuing to build up the pipeline.

The Transportation & Mobility Summit will be held on November 21<sup>st</sup> from 11 am – 3 pm at the Cobb Energy Performing Arts Centre. This extended luncheon summit will cover local and regional transportation initiatives impacting Cobb County and the surrounding region.

OTHER BUSINESS

The next regular Board meeting is scheduled for December 12, 2019, at 7:30 a.m. at the Cobb Chamber of Commerce, Community Room. There being no further business, the meeting was adjourned at 8:14 a.m.

Approved by the Board this \_\_\_\_\_ day of

\_\_\_\_\_, 2019

\_\_\_\_\_  
Secretary