

USACE – HALL COUNTY DAY USE CCSCMA OPERATIONS GUIDE

All tasks should be completed at a frequency to provide a positive recreational experience through clean and safe facilities and reflect positively on Hall County and USACE.

A. DETAILS FOR USACE:

1. MAINTENANCE OF BUILDINGS, STRUCTURES, FACILITIES, TRAILS, MECHANICAL, PLUMBING, AND ELECTRICAL SYSTEMS:

Statement of Work: USACE shall provide all labor, supplies, materials, equipment, and any other items necessary to conduct inspection, operation, maintenance, modification, repair, or replacement of facilities at Buford Dam Project Site Areas (PSA's): Balus Creek Water Access Point, Belton Bridge Water Access Point, Burton Mill Day Use, Little Hall Day Use, Little River Day Use, Lula Water Access Point, Mountain View Water Access Point, Simpson Water Access Point, Robinson Day Use, Old Federal Day Use, and Van Pugh North Day Use.

Building, structure, and facility maintenance, repair, and renovation include, but are not limited to, restrooms, gatehouses, fencing, sanitary disposal systems, launching ramps, playground equipment, bulletin boards, game courts, water and electrical distribution systems, lighting, campsites, picnic sites, roads, parking areas, and trails. Maintenance, repair and/or replacement include, but are not limited to the following: carpentry, masonry, painting (including parking lots and centerlines), chipping, caulking, sealing, tightening, resetting, and welding. Maintenance, repair, and/or replacement is applicable to the following: walls, ceilings, floors, metal or wood sash, blinds, shutters, ventilators, louvers, vents, lights, doors, stoops, walkways, ramps, hatches, partitions, furniture, ladders, building hardware, rough framing, finished framing, wooden trim, sheet rock, ceiling, wall tile, floor tile, flooring, decking, bracing, concrete, wooden posts, metal posts, bumper blocks, signs, bulletin boards, guardrails, roofs, sheet metal, playground equipment, security systems (electrical, mechanical, fencing, floating structures, etc.) and other items that are considered to be a part of buildings, structures, and facilities. Also included is periodic pumping of septic tanks.

USACE shall maintain buildings and structures in a neat and attractive condition. The systems covered by this agreement shall be maintained in a safe and efficient operating condition. These services include, but are not limited to, tests, inspections, adjustments, repairs, cleaning, and/or replacement. Examples of the various types of services required are:

Building Operation and Maintenance: USACE shall adjust and lubricate door hardware, repair loose hinges locks, floor tile, wall tile, carpeting and trim; refit or replace doors, hardware, floor covering, wall board, ceiling boards and tile; paint as required; repair roofing; repair sheet metal work; repair concrete floors and walkways; replace broken glass; repair fencing; repair playground equipment; winterize and reactivate water and electrical systems.

USACE may periodically replace entire structures and small operational buildings as required to maintain these structures and buildings in a safe and operable condition.

Electrical Systems: USACE shall inspect, repair, or replace damaged or burned-out light bulbs, light fixtures, ballasts, switches, outlets, wiring, breakers, fuses, ground fault interrupters, overhead and underground wiring, and security systems.

Plumbing Systems: USACE shall inspect, repair or replace water heaters, faucets, pumps, tanks, sewer lines, flush meters, pipes, valves, fittings, clogged drains, water coolers, electrical and hand pumps, including water piping direct buried and/or encased. Water line materials include galvanized steel, copper, cast iron, and PVC. Also included is closing and opening water systems in designated areas.

Heating, Ventilating, Air Conditioning, and Compressed Air Systems: USACE shall maintain these systems in working order at all times.

USACE shall maintain all equipment in accordance with manufacturers' recommendations, including lubricating pumps and motors; adjusting belts, pulleys, temperature and electric/electronic controls; cleaning and/or replacing filters, painting equipment as required and otherwise maintaining equipment in a neat, clean, and safe operating condition.

Minor Repairs: Work estimated to be less than or equal to \$2,500.00 shall be accomplished as a routine part of this agreement and shall be done during the scheduled working hours.

Major Repairs: Work estimated to be above \$2,500.00 shall be determined by USACE for completion considering the authorized budget. USACE must determine if the work shall be completed or the facility/item shall be removed from service. USACE shall include Hall County in the decision-making process however, USACE maintains final decision authority.

Emergency Repairs: Services required for necessary repairs to buildings, structures and systems to eliminate any immediate hazard, protect life, USACE property, restore essential services or prevent further damage to USACE property are outlined as emergency repairs.

When emergency minor repairs are necessary, USACE shall immediately accomplish such repairs. Upon notification, USACE shall have such personnel as may be required to make necessary repairs present within four (4) hours.

Emergency major repairs shall not be undertaken without prior approval of the OPM unless the nature of the repairs requires immediate action to preserve life or property.

Responsibility for Work and Deficiencies: Determination of work required to keep buildings, facilities and structures in a neat and attractive condition, and all systems in a safe, efficient operating condition is the responsibility of USACE. USACE shall take necessary action to maintain facilities in acceptable conditions to avoid such deficiencies.

Trail Maintenance: USACE shall inspect and maintain trails and amenities in a safe and acceptable condition. This work includes replacing bark chips on the trail, repair or replacement of signs, maintenance of steps, footbridges, benches, fences, and overlook structures, repair of washed out or eroded areas, and any other work necessary to keep the trail in a safe and acceptable condition. Some areas of the trails are too narrow for access by vehicle; consequently, materials must be carried by hand or wheelbarrow.

2. MAINTENANCE OF SIGNS, BARRICADES, BUMPER BLOCKS, POSTS, GUARDRAILS, GATES, FENCING, FIRE EXTINGUISHERS, AND TRAFFIC COUNTERS:

Statement of Work: USACE shall provide labor, equipment, materials, supplies, and anything else necessary to conduct inspections, repair, or replace guardrails, manual gates, electric gates, signs, barricades, fences, bumper blocks and posts. New items of this type shall be installed as necessary.

Fire Extinguishers: USACE shall inspect and maintain fire extinguishers once each month at approximately 30-day intervals to verify that they are in operating condition and fully charged. The results shall be recorded on an approved tag affixed to the fire extinguisher and recorded in a logbook. When an extinguisher is found to be discharged or defective, it shall be replaced with a fully charged extinguisher of the same type. Dry chemical extinguishers shall be checked according to manufacturer recommendations to ensure contents have not solidified.

Maintenance of Traffic counters: USACE shall provide labor, materials, and supplies as required for the inspection, repair, or replacement of the traffic counters. Repairs or replacements shall be made as needed to keep the counter operational. USACE shall provide routine traffic counter maintenance, replace or repair counters' solar panel, electrical wires, batteries, posts, etc. Repairs may require cutting across asphalt roads and the replacement of underground wires, etc.

Signs and Signposts: USACE shall inspect, repair, or replace all signs and/or signposts within the park in accordance with the U. S. Army Corps of Engineers Sign Standards Manual, EP 310-1 6a and EP 310-1 6b. Fabrication and installation of temporary signs may be necessary.

3. DESIGNATED SWIMMING BEACHES:

Statement of Work: USACE shall furnish all labor, materials, and supplies necessary to inspect, repair, or replace all designated swim beach areas, depth markers, swim lines, signs, and buoys.

4. NATURAL RESOURCE MANAGEMENT AND PEST CONTROL SERVICES:

Statement of Work: USACE shall institute a pest control program for eradication or control of plant and animal pests using appropriate chemical and physical means.

Plant Pest: USACE shall remove or control, as necessary, and at their discretion, undesirable vegetation and other plants such as kudzu, poisonous plants, invasive species, that may create a nuisance or undesirable condition.

Insect and Animal Pests: USACE shall remove or control, as necessary, and at their discretion, insect and animal pests such as fire ants, roaches, mice, rats, stinging insects, spiders, pine bark beetles, and others that may impact visitors' use of facilities.

Seeding: USACE shall seed or sod bare and eroded areas, road shoulders, grass areas, or other areas where a satisfactory stand of grass does not exist. Seeding shall normally be done between 1 March and 1 December. Seeded areas shall be mulched with threshed straw such as wheat, oats, barley, rye, etc.

Mulched Beds: USACE shall place pine needles or shredded bark mulch in plant beds and around individual trees and shrubs for a distance of two (2) feet and to a compacted depth of two (2) inches. Mulch shall be kept out of crowns of shrubs and off buildings, sidewalks, light poles and other structures.

Limbing: USACE shall keep all roadways, buildings, structures, signs, and campsites clear of overhanging limbs and obstructions that may interfere with the free and unobstructed movement of RVs and vehicles.

5. MAINTENANCE AND REPAIR OF PAVED ROADS, PARKING AREAS, LAUNCHING RAMPS, ROAD SHOULDERS, AND DRAINAGE STRUCTURES:

Statement of Work: USACE shall provide labor, equipment, materials, and supplies to inspect, repair or make necessary improvements to existing paved roads, road shoulders, drainage structures, pullouts, parking areas, and launching ramps. This includes patching potholes, repairing curbs, overlaying or sealing existing cracks, raveled edges, sunken areas, and eroded areas on paved roads and pullouts. USACE shall check the condition of paved roads and pullouts in the park and make repairs to raveled edges, potholes, etc. to prevent deterioration of sound pavement and maintain the pavement in a smooth, safe, and sound condition. Repairs shall be completed as needed to maintain the roads.

Paved Roads and Parking Areas: USACE shall re-stripe all faded centerline, parking stripes, and symbols. Fill and repair sunken areas, cracks, and potholes in accordance with road repair procedures. Pull road ditches as necessary to facilitate water runoff.

Drainage Structures: USACE shall Clean pipes as necessary to facilitate water runoff and to prevent ponding. Maintain tail ditches to prevent erosion and movement of material. Keep concrete drainage ditches free of grass, weeds, and sediment. There may also be other drainage structures comprised of grouted concrete, concrete, or grass to control water movement that are not associated with a road system, but require inspection, repair, and maintenance.

Road Shoulders: USACE shall maintain road and parking area shoulders. Fill low shoulders to grade, cut high areas, and plant grass. Use extra fill material to raise low areas. USACE shall Perform this work as early in the growing season as practicable to provide for satisfactory establishment of grass.

Boat Launching Ramps: USACE shall keep boat ramps free of debris, logs, sand, silt, etc. During periods of flooding or pool draw down, drought, etc., USACE shall make inspections and repairs of launching ramps as necessary to ensure ramps always remain usable and safe. USACE shall monitor lake levels and open/close ramps as necessary due to fluctuating lake levels.

6. DEAD/HAZARDOUS TREE AND LIMB REMOVAL:

Statement of Work: USACE shall provide equipment, labor, materials, and supplies to remove dead trees and limbs from the park where the trees or limbs threaten life, public safety, private or USACE-owned structures or facilities. Hazardous trees along property lines adjacent to private homes or structures shall be cut on a case-by-case basis as determined by USACE. USACE shall remove and dispose of the trees with a minimum of damage to private property.

USACE shall cut trees and limbs that are felled in campgrounds into 18" lengths, when possible, and stockpiled for camper use. Stockpiles shall be neat and well dispersed.

USACE shall cut and chip smaller trees and limbs for use as mulch, as needed, to the extent possible. Mulch shall be stored in locations that shall not interfere with visitor access, park use, or safety.

USACE shall frequently monitor access roads and recreation areas for dead trees and limbs and shall remove them as necessary to ensure public safety.

Work caused by storm events and/or other acts of God shall be performed contingent to available funding.

7. NON-HOUSEHOLD REFUSE REMOVAL:

Statement of Work: USACE shall remove non-household refuse such as lake drift, debris, dock floatation, miscellaneous structures, appliances, and other debris, etc. from the park, including the shoreline of the park. Disposal of such items shall be in accordance with all local, state, and federal laws and regulations.

8. REFUSE REMOVAL/DUMPSTER SERVICE:

Statement of Work: USACE shall provide dumpster service for the removal of refuse. Dumpsters shall be in good condition with a good paint job. Dumpsters shall be emptied as frequently as needed to keep trash from overflowing.

9. PROVIDE POTABLE WATER SERVICE:

Statement of Work: USACE shall provide potable water service to the facilities.

10. PROVIDE ELECTRICAL SERVICE:

Statement of Work: USACE shall provide electrical service to the facilities.

11. REMOVAL OF UNDESIRABLE ANIMALS:

Statement of Work: USACE shall remove, or arrange to be removed, undesirable animals such as feral cats, stray pets, or any other animal causing an annoyance or creating a safety hazard. Generally, the Animal Control Office of the local jurisdiction where the animal is present shall be called for removal. In unique instances, USACE Park Rangers may utilize live traps for the capture and removal of animals.

12. PARK RANGER PATROLS:

Statement of Work: USACE Park Rangers shall perform routine patrols of areas to perform visitor assistance duties such as, but not limited to, visitor services, facility and resource protection, regulation compliance, and traffic control.

B. DETAILS FOR HALL COUNTY:

1. CLEANING, CUSTODIAL SERVICES, AND REFUSE REMOVAL:

Statement of Work: Hall County shall provide all labor, supplies, materials, vehicles, equipment, and any other items necessary to satisfy these requirements. The work shall include scheduling and providing cleaning services and refuse/litter collection. Hall County shall clean, pick up and collect refuse/litter, and maintain facilities as necessary. Cleaning shall be performed during weekends and holidays when the areas are open to the public. Ensure that facilities are clean, free of objectionable odors, and contain an adequate supply of toilet tissue and hand soap.

General: Hall County shall clean outside grounds and facilities including walks, paved parking areas, water fountains, and benches. Remove drawing, writing, or graffiti with commercially available cleansers. If an area needs to be repainted, it is considered facility maintenance and shall be performed by USACE. Water fountains, sinks, and toilets should be kept clean, free from foreign material and in a sanitary condition.

Water and Electricity: All water and electricity required in the performance of this agreement may be obtained from USACE sources within the area or from other sources approved by USACE.

Restrooms: Hall County shall inspect, deodorize, and clean inside fixtures, partitions, floors, walls, ceilings, doors, and windows. Dry recently cleaned surfaces before use of the facility by the public. Remove all insects, insect nests, and webs, from louvers, screens, doors, windows, inside and outside walls, ceilings, recesses, and eaves. Interior areas subject to wet or damp conditions shall be kept free of mold, mildew, fungi, and other biological formations. Furnish and distribute roll toilet tissue and hand soap, as necessary, to make a continuous supply available to the public. Unclog sinks, toilets, and water fountains. Clogs requiring plumbing equipment such as drain snakes, augers, or rooters are considered facility maintenance and shall be performed by USACE. Water fountains, sinks, and toilets shall be kept clean, free from foreign material and in a sanitary condition.

Gate House Cleaning Services: Hall County shall inspect, deodorize, and clean inside fixtures, partitions, floors, walls, ceilings, doors, and windows. Dry recently cleaned surfaces before use of the facility by the public. Remove all insects, insect nests, and webs, from louvers, screens, doors, windows, inside and outside walls, ceilings, recesses, and eaves. Furnish and distribute roll toilet tissue and hand soap, as necessary, to make a continuous supply available to the Gate House staff.

Picnic Sites: Hall County shall clean tables, including seats, tops, and base slabs as needed. Clean adjacent grounds and facilities such as parking areas, steps, and walks of litter, including pop tops, and cigarette butts. The screenings (gravel) should be raked, leveled and all vegetation (living and dead) shall be removed. Graffiti shall be removed.

Grills and Fire Rings: Hall County shall remove ashes and debris from within and around fire rings and grills and dispose of properly. Care must be taken for the disposal of hot ash material so as not to start fires, endanger visitors, or Hall County employees.

Non-occupancy: Grills and/or fire rings located in areas or sites where there is no evidence of occupancy should not be cleaned. Evidence of occupancy includes, but is not limited to garbage, litter, debris, ashes, coals, charred wood, food, and consumptive materials.

Refuse Containers: Hall County shall remove the contents of trashcans and replace liners at a frequency to prevent overflowing and to provide clean and healthy recreational and operational areas. Generally, trash cans shall be emptied only when they become half-full or produce an odor. All litter within 20 feet of the container should be picked up and disposed of at the time of servicing. When necessary, clean and disinfect both inside and outside of cans. Hall County shall inspect can holders regularly and assure that they work properly. If the can holder needs repaired, notify the USACE Representative. Advise the USACE Representative promptly when any household or other outside garbage or debris is found in the park.

Removal of Litter: Hall County shall pick up trash, paper, plastic, debris, bottles, dead fish, limbs, gravel, mud, cans, animal carcasses, driftwood, and any other foreign material and dispose of properly. Litter shall be removed from all areas within 20 feet outside the perimeter of defined mowing limits or established wood lines, whichever is greater. Perform this work also in hard-to-reach areas, such as steep slopes and rip-rap areas and to water edge. Keep beaches and water edge areas free of debris, glass, pop tops, cigarette butts, trash, litter, animal waste, animal carcasses, and all such undesirable material.

Designated Swimming Beaches: Hall County shall rake sand for removal of small litter and debris and to provide a safe and clean beach. Particular attention shall be paid to removal of rocks, glass, and any other material or item that may pose a hazard to visitors. All sand shall be removed from concrete walkways in beach areas, including but not limited to sidewalks, showers, and fountains, each time the beaches are serviced.

Trails: Hall County shall remove all litter and debris from 20 feet of the centerline of trails and 20 feet outside of the wood line of trailheads.

Hard Surface Areas: Hall County shall keep hard surface areas such as roads, parking areas, sidewalks, etc... free of litter, leaf litter, pine straw, grass clippings, sand, dirt, mud, vegetation, and other debris. When necessary, or as requested by USACE, Hall County shall pressure wash hard surface areas.

Rooftops and Gutters: Hall County shall clean the roofs and gutters of all buildings and structures in the park of all leaves, pine needles, and other debris twice a year, once in the fall and once in the spring. Gutter downspouts that become clogged shall be opened and cleaned as needed throughout the year.

Accident Scene Clean-up: On rare occasions, Hall County may be required to clean areas of blood contamination. This could occur where an accident or incident has involved an employee or member of the visiting public in the park. The clean-up should be accomplished in full compliance with OSHA Standards.

2. GRASS MOWING, WEEDING, EDGING, AND PRUNING OF SHRUBS AND PLANTS:

Statement of Work: Hall County shall provide all labor, supplies, materials, vehicles, equipment, and any other items necessary to satisfy these requirements. Perform maintenance including mowing, trimming, weeding, and pruning. Control undesirable weeds and turf growth. Remove debris from the park and shoreline areas.

General Landscape Maintenance: Hall County shall prune plants around buildings, bulletin boards, gatehouses, entrance gates and other landscaped areas as needed. Spring flowering shrubs shall be pruned when the flowers fade in the spring before new growth starts. Evergreen shrubs shall be pruned between 1 May and 1 July. Deciduous shrubs shall be pruned between 1 April and 1 May and between 1 August and 1 September. Basic tools required for pruning are hand shears, pruning saws and lopping shears. Plants shall be thinned to encourage bushier growth and dead and broken branches removed. The typical growth habit of individual plants shall be retained with as much height and spread as practical. Cuts shall be made with sharp instruments and flush with the trunk or adjacent branch to ensure elimination of stubs. Cuts shall be smooth and at an angle to permit water runoff. Trimmings shall be removed from the site.

Weeds and grass shall be removed from around ornamental shrubs, trees and ground covers, including the removal of grass and weeds from planter boxes, slopes, and plant beds. Weeds and grass shall be removed from plant beds out to the original limits of the bed. Weeds and grass shall be removed from around individual trees and shrubs in a circle for a minimum distance of two (2) feet from the base of the plants.

Grass Mowing: Hall County shall mow grass areas as necessary, generally from mid-March through mid- October, based on seasonal growth. Litter shall be removed from the mowing area prior to starting. Grass in public use areas shall not be allowed to exceed eight (8) inches in height prior to mowing. Areas that cannot be cut by machine should be cut with hand-held equipment, such as weed eaters. Grass should be cut no lower than approximately three (3) inches in height. Power mowers shall be operated at a safe distance from occupied picnic areas.

Grass shall be neatly trimmed around light poles, barrier posts, trees, shrubs, etc. Care must be taken to prevent damage to plants and structures while trimming. All sidewalks shall be edged when necessary. Grass shall not grow over surfaces of sidewalks or in sidewalk cracks. Grass clippings shall be removed from roadways, sidewalks, picnic sites, impact areas, playgrounds, shelters, etc., and the premises left in a clean and neat condition.

Impact Areas: Hall County shall mow and/or weed immediately adjacent to picnic sites, as necessary, to keep a neat and attractive appearance throughout the recreation season between mid-March and mid-October. Mowing and/or weeding beyond five (5) feet of the designated picnic site in non-grassy areas is not required.

Safety: Hall County shall strictly enforce mowing safety in accordance with applicable safety publications and manufacture's recommendations. Accomplish mowing to have minimum impact on visitor use. Direct mower discharge away from people, vehicles, picnic sites, etc. Mowing equipment shall not be operated unless screens, deflectors, and other safety devices are in place. Original safety devices installed by the manufacturer shall not be altered or removed.

Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements: Hall County shall exercise caution to preserve and protect all structures, equipment, and vegetation on or adjacent to the work site. Mechanical weed control should not be done to damage or kill trees and shrubs, planted or otherwise.

Pre-Season Preparation: For year 1 of the agreement, USACE shall conduct these duties. Prior to Park openings in the spring, Hall County shall ensure that all paved roadways, and picnic areas, (including playground impact areas) are cleaned of all leaves, sticks, pine straw, and other debris. Pine straw and leaves are not to be blown into roadway ditches or around sides of picnic sites. All debris should be removed from the specified areas and taken to an authorized disposal area.

Plant Litter Removal: During the fall leaf-off season, Hall County shall remove fallen leaf and limb litter from all roads, parking areas, sidewalks, mowing areas, and facilities on a weekly basis.

3. FEE COLLECTION:

Statement of Work: Hall County shall collect recreation user fees for Day Use Parks, Day Use Annual Passes, and Shelters. Hall County shall document revenues and expenditures by month, type, and park.

Day Use Parks: Daily Day Use Fees shall be collected via Automated Fee Machines or other electronic method. Cash collections are prohibited.

USACE Annual Passes: USACE Annual Pass fees shall be collected via Automated Fee Machines or other electronic method. Cash collections are prohibited. The process of obtaining the physical USACE Annual Pass shall not change. Visitors shall be instructed to take their receipt to the Lanier Project Management Office within 7 days to collect the physical pass.

Group Shelters: Hall County shall provide an electronic reservation service, such as through the campground platform, for all shelter reservations.

America the Beautiful (ATB) Passes: Hall County shall not sell ATB Passes but must honor them.

Amenities: Hall County may choose to sell amenities and services such as laundry services, firewood, ice, etc... Revenues and expenditures shall be documented for these items in the same manner as other Federal Recreation User Fees.

4. Communicate maintenance and other responsibilities of the USACE to the USACE representative when necessary:

Statement of Work: In the performance of their duties under this agreement, Hall County shall notify the USACE Representative of any observed maintenance or other USACE requirement.

C. ADMINISTRATIVE:

1. Safety, Environmental Compliance, and Stewardship.

SAFETY: USACE shall provide project-specific safety requirements and guidance, along with a copy of the EM 385-1-1 for reference.

Hall County shall:

- Train its staff in safety procedures, including emergency notification, hazard recognition, basic first aid, and water safety.
- Hall County staff may administer voluntary First Aid in accordance with the Hall County's organizational policies.
- Provide appropriate PPE and enforce safe equipment operation.
- Immediately report serious incidents and hazards to USACE and 911 as applicable.

ENVIRONMENTAL AND CULTURAL COMPLIANCE: USACE retains responsibility for ensuring compliance with NEPA and cultural resources laws for activities under its authority.

Hall County shall:

- Coordinate any ground-disturbing activities or vegetation management beyond routine grounds keeping with USACE in advance.
- Follow USACE direction regarding environmental and cultural resource protection measures.
- In the event that a potential discovery of a culturally significant resource, contact OPM for guidance.

STEWARDSHIP, OUTREACH, and EDUCATION: USACE shall provide core messages, review interpretive themes, and share data or priorities as available.

- Hall County may develop and deliver interpretive programs, outreach events, and stewardship initiatives consistent with USACE messaging and policies.
- Programs (e.g., guided walks, Junior Ranger-type activities, volunteer events) shall be coordinated with USACE to ensure consistency with project missions and resource protection objectives.

2. Incident Reporting, Communication, and Coordination.

INCIDENT REPORTING:

Hall County shall:

- Document visitor incidents, accidents, emergencies, and significant rule violations in an incident log or form acceptable to USACE.
- Report serious incidents (e.g., fatalities, serious injuries, significant property damage, or major disturbances) to USACE immediately after awareness.

COMMUNICATION PROTOCOLS:

Emergency Notification Protocol:

- For life safety emergencies:
 - o Call **911 immediately**
 - o Notify USACE OPM and/or Chief Ranger
 - o Notify Hall County leadership chain
 - o Document incident within twelve (12) hours

- Incidents requiring immediate reporting include, but are not limited to:
 - o Fatalities or serious injuries
 - o Violent disturbances
 - o Major property damage
 - o Utility failures affecting public safety
 - o Hazardous tree or structural collapse in public areas

USACE Operational Emergency Contacts
In Order to be Called

Role	Name	Phone	Email
Park Ranger	Stanley Merritt	470-774-7897	Stanley.G.Merritt@usace.army.mil
Chief Ranger	Eddie Grimes	404-862-7760	Eddie.A.Grimes@usace.army.mil
Recreation Program Manager	Chris Arthur	770-815-0446	Chris.D.Arthur@usace.army.mil
Asst OPM	Oliver Craig	678-910-4926	Oliver.P.Craig@usace.army.mil
OPM	Tim Rainey	770-780-6224	Timothy.A.Rainey2@usace.army.mil

USACE Maintenance Emergency Contacts
In Order to be Called

Role	Name	Phone	Email
Contracting Officer's Representative	Jason Couch	770-503-5026	Jason.R.Couch@usace.army.mil
Chief Ranger	Eddie Grimes	404-862-7760	Eddie.A.Grimes@usace.army.mil
Recreation Program Manager	Chris Arthur	770-815-0446	Chris.D.Arthur@usace.army.mil
Asst OPM	Oliver Craig	678-910-4926	Oliver.P.Craig@usace.army.mil
OPM	Tim Rainey	770-780-6224	Timothy.A.Rainey2@usace.army.mil

Hall County Emergency Contacts

Role	Name	Phone	Email
Asst Director P&L	Brandon Smith	678-617-9857	blsmith@hallcounty.org
Maintenance Superintendent	Hunter Reed	678-997-1365	hreed@hallcounty.org
Facilities Superintendent	Christine Cave	678-316-2826	Ccave@hallcounty.org

Director Parks & Community Services	Brent Holloway	678-997-5823	bholloway@hallcounty.org
-------------------------------------	----------------	--------------	--------------------------

USACE Non-Emergency Notification Protocol:

Issue	Method	Person	Time Frame
Safety Hazard	Phone/Text	Ranger	Same Day
Maintenance Concern	Email/Text with photo	Contracting Officer's Representative	24 hours
Visitor Complaint	Phone/Text/Email	Ranger	24 hours
Infrastructure issue	Phone	Contracting Officer's Representative	48 hours
Media inquiry	Phone	Chief Ranger	Immediate

USACE Overall Org Chart and Contact List

LANIER PROJECT MANAGEMENT OFFICE: 770-945-9531

Operations Project Manager (OPM) Tim Rainey: 770-780-6224

Deputy OPM Oliver Craig: 678-910-4926

Recreation Program Manager: Chris Arthur: 770-815-0446

Recreation Chief Ranger Eddie Grimes: 404-862-7760

Park Ranger Stanley Merritt: 470-774-7897

Park Ranger Russ Lundstrum: 770-780-6241

Park Ranger Carlton Jeter: 404-673-4926

Park Ranger Logan Walker: 470-423-9307

Park Ranger Henry Decker: 404-402-0794

Park Ranger Zoey Trent: 770-880-4204

Park Ranger Jimmy Rooks: 470-573-4083

Park Ranger Stephen Jansen: 470-774-7881

Park Ranger Jisela Pavon Meyer: 404-375-6759

Park Ranger VACANT:

Park Ranger VACANT:

Contracting Officer's Representative Jason Couch: 770-503-5026

Contract Quality Assurance Inspector Seth Allen: 470-346-7482

Environmental Stewardship Program Manager Craig Sowers: 770-780-6117

Natural Resources Chief Dan Barnes: 770-316-5345

Natural Resources Specialist Robert Kilpatrick: 678-899-7212

Shoreline Management Chief VACANT:

Natural Resources Specialist: Phil Stavale

Natural Resources Specialist: Rae Lee
Natural Resources Specialist: Kayla Sprague
Natural Resources Specialist: Adam Tom
Natural Resources Specialist: Kat Sessions
Natural Resources Specialist: Chee Hill
Natural Resources Specialist: Joe Simpson
Natural Resources Specialist: Amy Sherwin

3. Financial and Value Tracking:

ANNUAL BUDGET ALIGNMENT:

- Hall County shall submit a proposed two-year budget aligned with this POP, including:
 - o Planned operating costs by category (cleaning, grounds, utilities, staffing, etc.).
 - o Planned capital or major maintenance projects and funding sources.

- USACE shall review to ensure:
 - o Proposed use of fee revenues aligns with POP and CCSCMA authorities.
 - o Planned Hall County contributions (cash, in-kind, services) provide value at least equal to expected retained fee revenues.

VALUE DOCUMENTATION:

- Hall County shall submit revenue and expense reports quarterly and annually.
- The revenue and expense report shall report revenues and expenses by month, type, and park as well as a roll up total.
- Utilizing the annual revenue and expense report as supporting documentation, Hall County and USACE shall develop an Annual Financial and Performance Report. This report shall document:
 - o Any changes made to the POP during the prior year,
 - o Actions taken by Hall County that provided a benefit to USACE and/or the public,
 - o A comparison of actual accomplishments to the objectives established in the Partner Operations Plan for the prior year
 - o If applicable, reason(s) established objectives were not met.
 - o Identification of expenditure, or planned expenditure, of excess funds.

4. Insurance:

Hall County shall carry appropriate liability insurance that indemnifies, saves, holds harmless, and defends the United States against all fines, claims, damages, losses, judgements, and expenses arising out of or from any omission or activity of Hall County, its employees, or volunteers in connection with their agreement with USACE. Hall County shall exercise reasonable care to prevent damage to any government property used or occupied during its operation and shall, as far as possible, protect all such property.

5. Background Investigations:

Hall County shall ensure that appropriate background investigations are conducted on all employees, volunteers, agents, and contractors performing work within CCSCMA-managed areas. Upon request by USACE, Hall County shall provide written certification that such background investigations have been completed in accordance with applicable federal, state, and local laws and regulations. Hall County shall not permit any individual to perform work within CCSCMA-managed areas who has been convicted of a violent offense, sexual offense, arson, an offense involving the use of a weapon, the sale or intent to distribute illegal drugs, or who is affiliated with organized criminal activity.