

To: Recipients

From: Metropolitan North Georgia Water Planning District

Date: DATE

Re: Septic Coordination Meeting Materials

The District’s water resource management plan requires at least annual meetings among stakeholders with a role in local watershed management. These meeting materials are provided through local interdepartmental coordination for the benefit of our watersheds. These materials will be updated when the District’s Water Resource Management Plan is completed in 2017.

This document acts as a guide to facilitate interdepartmental septic coordination meetings as required in [Action Item 8.6](#) of the District’s plan. It complements the agenda that follows, which can be modified, as necessary, to fit the needs of the jurisdiction. A list of the suggested and optional attendees for these meetings is included in Table 1 below.

Table 1: Suggested and optional attendees of the interdepartmental septic coordination meetings

| | | |
|-------------------------------------|---|---|
| Attendees | <ul style="list-style-type: none">• Stormwater management staff• Local wastewater provider• County Board of Health | <ul style="list-style-type: none">• Planning & zoning staff• Local water provider |
| Optional attendees (as appropriate) | <ul style="list-style-type: none">• Local and surrounding municipalities*• Elected officials• Site plan reviewers• City/county attorney• Inspection staff/code enforcement• Maintenance staff• Neighborhood/community service groups• Developers | <ul style="list-style-type: none">• Partnering/relevant businesses• Environmental groups• Federal/state agencies• Metropolitan North Georgia Water Planning District** |

*It may be necessary to invite local and surrounding municipalities if water quality concerns overlay jurisdictional boundaries, especially in relation to drinking water reservoirs.

**As needed, the Metropolitan North Georgia Water Planning District can act as a resource to help facilitate meeting discussion.

Metropolitan North Georgia Water Planning District Septic Coordination Meeting Recommendations

Recommended Topics

- **Conduct Divisional Report-Outs**
 - Each represented group should report any relevant updates.
 - The County Board of Health should report the number of septic failures, specific information about any recent failures, fixes, or citations, how citations are being addressed, new or pending policy revisions, and the utilization of and/or updates to the digital health database (DHD).
 - The land development/planning and zoning attendees should identify expected size, density, and locations for new development, and any recent building or repair permits in locations not supported by sewer infrastructure.
 - The wastewater provider should report the amount and trends pertaining to septage received.

- **Identify Critical Areas**
 - If a critical area map has not been developed, representatives from the Board of Health and stormwater management staff should lay out a map to identify critical areas as described in Section 8, [Action Item 8.2](#) of the plan.

- **Review Critical Areas**
 - Attendees should review the map of critical areas and compare information stated during the divisional report-outs, especially related to future development and septic failures.

- **Identify Opportunities to Reduce Impairments**
 - Attendees should discuss any evident connections between report-out information and identify means of reducing impairments, including initiatives to encourage septic maintenance and inspection, advanced treatment systems, proper disposal of septage waste, and potential for sewer system expansion as described in [Action Items 8.1, 8.3, and 8.4](#).

- **Review and Brainstorm Educational/Outreach Initiatives**
 - Each represented group should report on their previous and upcoming educational and outreach initiatives. It should be noted that educational and outreach initiatives can be included in the MS4 and Watershed Management Plan reports to help qualify for MS4 permits and meet the requirements of [Action Item 8.3](#). In addition, educational materials are available from the District upon request.

- **Schedule Next Meeting**
 - Meetings should be held at least annually, though more frequent meetings are recommended.

- **Additional Concerns/Comments**

- **Adjourn Meeting**

[Jurisdiction Name]
Interdivisional Watershed Management Coordination Meeting Agenda

SEPTIC COORDINATION MEETING

[Meeting Date and Time]

Topics for Discussion*

- I. Conduct Divisional Report-Outs**
 - a. County Board of Health**
 - i. Septic failures, fixes, and citations
 - ii. New or pending policy revisions
 - iii. Updates to the DHD
 - b. Planning and Zoning**
 - i. Future development- location, sizes, and density
 - ii. Recent building or repair permits
 - c. Wastewater provider**
 - i. Plans for short-term and long-term sewer service extension
 - ii. Amount of septage received
 - d. Stormwater management staff**
 - i. 303(d) list of impaired waterways
 - ii. Areas of concern for water quality impacts
- II. Review Critical Areas**
 - a. Existing and newly listed/unlisted impaired streams**
 - b. Potential causes for critical areas**
 - i. Existing developments, septic failures, agricultural areas, and other potential causes
 - ii. Proximity of future developments to critical areas
 - c. Proposed development and potential water quality concerns**
- III. Identify Opportunities to Reduce Impairments**
 - a. Initiatives to encourage septic maintenance and inspection**
 - b. Advanced treatment systems**
 - c. Increased lot sizes**
 - d. Sewer system expansion**
- IV. Educational/Outreach Initiatives**
- V. Addition Concerns/Comments**
- VI. Schedule Next Meeting**
- VII. Adjourn Meeting**

*Example meeting topics and subtopics