



Metropolitan North Georgia Water Planning District

40 Courtland Street NE | Atlanta, Georgia 30303

EXECUTIVE COMMITTEE MEETING AGENDA

December 7, 2016 – 9:30 a.m.

Harry West Conference Room

Atlanta Regional Commission, Level “C”

40 Courtland Street NE, Atlanta, GA 30303

- I. Welcome**
- II. Approve and Adopt Meeting Minutes**
 - **June 1, 2016 Minutes** (*Action Item*)
- III. 2016 Year End Budget Revision** (*Action Item*)
- IV. 2017 Budget Revision** (*Action Item*)
- V. Basin Advisory Council Operating Procedures Update** (*Action Item*)
- VI. Other**
- VII. Adjourn**



EXECUTIVE COMMITTEE

Minutes

June 1, 2016

The Executive Committee of the Metropolitan North Georgia Water Planning District Governing Board met on Wednesday, June 1, 2016 at 9:30 a.m. in the Harry West Room at the R. Charles Loudermilk Center for Regional Community in Atlanta, Georgia.

Members Present

Hon. Boyd Austin, Chairman
Ms. Katie Kirkpatrick, Vice Chair
Mr. Birdel Jackson, Secretary/Treasurer
Hon. Buzz Ahrens
Clayton County Designee: Mike Thomas

DeKalb County Designee: Margaret Tanner
Fulton County Designee: Nick Ammons
Gwinnett County Designee: Kevin Farrell
Henry County Designee: Tony Carnell

Members Not Present

Hon. Kasim Reed
Hon. Tim Lee

Chairman Austin called the meeting to order.

Approve Meeting Minutes

Chairman Austin called for a motion to approve the February 24, 2016 minutes. A motion to approve the meeting minutes was made by Mr. Kevin Farrell, seconded by Mr. Nick Ammons

2016 Budget Revision

Mr. Birdel Jackson gave a brief overview of the 2016 Budget Revision. The Finance Committee met and approved the 2016 budget update on May 18, 2016. The 2016 budget revision accounts for a change in revenues from \$750,000 to \$250,000. This change is needed to reflect the end of fiscal year 2015 audit report which credited the one-time \$500,000 in state funding to fiscal year 2015 instead of 2016 which was the year in which the money was invoiced to the state. Mr. Birdel Jackson made a motion to approve the 2016 Budget Revision. The 2016 Budget Revision passed

2017 Budget & Work Program

Mr. Birdel Jackson gave a brief overview of the 2017 Budget and Work Program. The Finance Committee met and approved the 2017 Budget and Work Program on May 18, 2016. The 2017 budget is based on an increase in dues of four cents to \$0.20. Mr. Birdel Jackson made a motion to approve the 2017 Budget and Work Program. The 2017 Budget and Work Program passed.

BAC Membership Drive and New Member Approval

Chairman Austin began discussion on the Basin Advisory Council (BAC) Membership Drive. Every two years, BAC members are required to reapply for membership. Additionally during the Membership Drive, staff is required to seek new interest throughout the 15-county area. In April of 2016, District staff sent emails to different interest groups in the metro area, current Basin Advisory Council and Technical Coordinating Committee members and other regional commissions asking that current members reapply and seeking new interest. A total of 36 new applicants were submitted for approval. Vice Chair Kirkpatrick made a motion to approve 36 new Basin Advisory Council members. The motion was seconded by Mr. Tony Carnell and passed unanimously.



Metropolitan North Georgia Water Planning District

40 Courtland Street NE | Atlanta, Georgia 30303

MEMORANDUM

Date: November 30, 2016
To: Executive Committee
From: Birdel Jackson, Finance Committee Chair
RE: Proposed 2016 and 2017 Budget Revisions

2016 Year End Budget Revision

The attached 2016 year end budget revision is being proposed as a revision to the budget adopted on June 1, 2016. This proposed revision incorporates adjustments for actual experience and projected expenditures for the remainder of the year.

Miscellaneous Fees were revised to reflect the reduction in income from transferring the Water Drop Dash 5K Race application fees to the Chattahoochee Nature Center who now manages the race.

The District continued work on the Water Resource Management Plan Update contract in 2016. As work on this project extends into 2017, \$70,000 in contingency funds, originally allocated in 2016, have been moved into the 2017 budget. Additionally, \$80,000 of the \$100,000 allocated for the 2016 work on the Drought Management Technical Assistance contract for a Reservoir Stage Model have been reallocated into the 2017 budget to account for the amount of work balance expected between the two years.

The Public Awareness / Education budget has been increased to \$40,000 to account for projected expenditures for 2016.

2017 Budget Revision

In response to the 2016 Year End Budget Revision, we have also proposed the attached revision to the June 1, 2016 adopted 2017 budget to update the estimated Beginning Fund Balance, Miscellaneous Fees, Contracts, Overhead and Miscellaneous Operating.

The estimated Beginning Fund Balance has been modified to \$714,309 to reflect the estimated 2016 Year End Budget Revision.

Miscellaneous Fees were revised to reflect the reduction in income from transferring the Water Drop Dash 5K Race application fees to the Chattahoochee Nature Center who now manages the race. Additional income is anticipated from the 2017 Storm the Watershed 5K/15K Trail Run.

The 2017 Contract line was increased to reflect the transfer of the Plan Update contract contingency funds as well as funds reallocated to 2017 from the 2016 contract for Drought Management Technical Assistance as described above.

The Atlanta Regional Commission anticipates an increase in Overhead for 2017 which is reflected in the revised budget.

The line item for Miscellaneous Operating was increased to account for expenses related to the 2017 Storm the Watershed 5K/15K.

Note that in June 2011 the Board adopted the following financial policy: the District will establish and strive to maintain a minimum fund balance of \$300,000 for operating contingencies.

The Finance Committee approved the attached 2016 year end budget revision via conference call on Monday, November 21, at 10:00 a.m.

2016 Budget Revision

Metropolitan North Georgia Water Planning District

	<u>2016</u> Approved June 16, 2015	<u>2016</u> Approved June 1, 2016	<u>2016</u> DRAFT YEAR END REVISION
Beginning Fund Balance (Estimated)	602,570	1,000,229	1,000,229
Revenues			
Direct State Funding	750,000	250,000	250,000
Local Dues (2010 Census at \$0.16 per capita)	773,239	773,239	773,239
Interest Income	2,000	2,000	2,000
Misc. Fees	60,000	60,000	40,000
Total Revenues	1,585,239	1,085,239	1,065,239
Expenses by Type			
Chairman's Allowance	3,000	3,000	1,000
District Planning Function			
Salaries	433,434.00	440,342	440,342
Fringe Benefits	234,054.36	237,785	237,785
Contracts	635,000.00	448,000	258,000
Overhead	273,670.23	278,032	278,032
Miscellaneous Operating	96,000.00	96,000	96,000
Public Awareness / Education	150,000.00	35,000	40,000
Total Expenses	1,825,159	1,538,159	1,351,159
Projected Ending Fund Balance	362,650	547,309	714,309

2016 NOTES

*The District will strive to maintain a minimum fund balance of \$300,000 for operating contingencies.

Contracts: Includes the three Water Resource Management Plan Updates, drought management technical assistance, water quality modeling, and other contracts

Misc. Operating: This category includes operating supplies, publications, printing and photocopying, meeting expenses, postage, contractual operating services such as audit, seminar trainers and other misc.

2017 Budget Revision

Metropolitan North Georgia Water Planning District

	<u>2017</u>	<u>2017</u>
	Adopted 6-1-2016	DRAFT - December 2016 Revision
Beginning Fund Balance (Estimated)	547,309	714,309
 Revenues		
Direct State Funding	250,000	250,000
Local Dues (2010 Census at \$0.20 per capita)	966,549	966,549
Interest Income	2,000	2,000
Misc. Fees	60,000	45,000
Total Revenues	1,278,549	1,263,549
 Expenses by Type		
Chairman's Allowance	3,000	3,000
District Planning Function		
Salaries	476,777	476,777
Fringe Benefits	257,460	257,460
Contracts	310,000	425,000
Overhead	301,037	326,735
Miscellaneous Operating	75,000	85,000
Public Awareness / Education	100,000	100,000
Total Expenses	1,523,274	1,673,972
Projected Ending Fund Balance	302,584	303,886

2016 NOTES

*The District will strive to maintain a minimum fund balance of \$300,000 for operating contingencies.

Contracts: finalization of District plan update, septic/water quality study, drought management technical assistance, water quality modeling, and other

Misc. Operating: This category includes operating supplies, publications, printing and photocopying, meeting expenses, postage, contractual operating services such as audit, seminar trainers and other misc.



Metropolitan North Georgia Water Planning District Basin Advisory Council Operating Procedures

The Basin Advisory Councils are mandated in the Official Code of Georgia Annotated 12-5-581, the code states “The board shall create separate advisory councils for the Chattahoochee, Etowah, Flint, Oconee, and Ocmulgee river basins and the Lake Lanier Basin.” The OCGA goes on to provide the minimum requirements for the duties of the BACs.

Purpose

The Basin Advisory Councils (BACs) offer diverse perspectives in the form of local, basin-specific recommendations in the development of the Metro Water District’s integrated plan, which guides water resources management in the 15-county metro Atlanta region. The plan is created through a process that involves the participation of the District Governing Board, the Technical Coordinating Committee (TCC), the BACs, and District staff, which each have a distinct function.

Specifically, in following the Official Code of Georgia Annotated 12-5-581 the duties of the BACs are as follows:

- 1) Advise the Metro Water District in the development and implementation of policy,
- 2) Provide input to the Metro Water District concerning the development of minimum elements and standards for Metro Water District plans relating to its specific river basin,
- 3) Provide input on the content of Metro Water District plans as such plans are developed, and
- 4) Prepare reports and recommendations for consideration by the Metro Water District in formulating any plan or taking any other action.

Membership

The District strives to ensure that each BAC is composed of a diverse membership to ensure that a variety of perspectives are represented, including attention to race, ethnicity, age, gender, and geography when there is underrepresentation in the membership. The District will reach out to citizens and also individuals associated with neighborhood, homeowner, civic, academic, environmental, private, non-profit, urban agricultural, and water resource organizations/groups at least every two years during an official membership drive, or when in need of new members.

Each BAC shall be comprised of a minimum of 20 individuals.

BAC membership applications will be accepted year-round. District staff will perform an annual review of all applications, as well as current BAC membership lists and meeting attendance

records to determine if new BAC members are needed to fulfill the requirements of BAC membership. District staff will recommend new BAC members to the Executive Committee of the Board, which will review and approve new members at specific points throughout the year. BAC members shall serve two-year terms, and members may be reappointed for successive terms.

Chairperson

Each BAC will elect a chairperson for a two year term. If a BAC does not elect a chairperson then the Governing Board chairperson may appoint one. All BAC members are eligible to stand for election. District staff is responsible for overseeing elections.

Duties of the chairperson include:

- Working closely with District staff to assist in forming agendas, ensuring a diverse and engaged membership and staying knowledgeable of Metro Water District activities and the BAC members' views and interests.
- Each chairperson is entitled, but not required, to attend the Governing Board meetings and comment on the development and implementation of policy and upon the content of plans, only as such policy and plans relate to the basin represented by the chairperson.
 - If a chairperson has input from the BAC to share at the meeting, District staff shall be notified two days in advance of the meeting to appropriately allot time.
 - Written comments can be provided in place of commenting in person.

Other Committees and Officers

In addition to a chairperson, a committee(s) may be formed based on the needs of the BACs. This committee may assist the chairperson and District staff with preparation of the meeting agenda, securing meeting venues, BAC membership, preparing of reports and recommendations to District staff and education of the BAC members. A council must agree by vote whether additional officer positions, other than chairperson, are needed and then elect any additional officers.

Meetings

Meetings should be facilitated in such a way as to help create an environment of cooperation, objectivity, and an open dialogue of ideas and discussion. The meeting facilitation should engender collaboration between BAC members and District staff, solicit participation of all BAC members, and help all parties step back from personal interests, and approach issues through a Basin-wide lens. District staff will be responsible for ensuring relevant meeting content and providing ongoing education on relevant topics to increase the ability of the BAC members to participate meaningfully in their duties. Regular meeting attendance is encouraged for all BAC members.

Responsibility for convening BAC meetings has been delegated from the Governing Board

BAC Operating Procedures

Adopted –

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chairperson to District staff. District staff will provide administrative support to the BACs, and will give notice at least 30 days in advance of regularly scheduled BAC meetings. At least four BAC meetings will be held per year. Special meetings may be held when called by the Governing Board chairperson, the BAC chairperson, District staff or by ten or more members of the BAC, provided, however, that not less than one week notice is given. All meetings are free and open to the public. BAC members should inform District staff if they are sending a proxy to represent them at a meeting they are unable to attend.

Voting

A quorum (50% plus one) of the BAC membership is required for a vote. No vacancy on the BAC shall impair the right of the quorum of the remaining members to exercise all rights and perform all duties.

In voting, each member of the BAC participating in a meeting shall have one vote and there shall be no voting by proxy. A majority vote of the members participating in a meeting for which there is a quorum shall be required to adopt or reject an action.

Absentee ballots are only allowed for election of BAC chairperson.

Meeting Summaries

A record shall be kept of all actions of each Basin Advisory Council meeting. Meeting summaries should include a list of all BAC members present and not present, and indicate each BAC member's affiliation, if applicable. These meeting summaries should reflect both the majority and minority opinions of the BAC. Meeting summaries will be made available to Governing Board members.

Amendments

These operating procedures may be amended from time to time by the Executive Committee or Governing Board.

RESOLUTION

All previous Basin Advisory Council policies and operating procedures are repealed and replaced with these Basin Advisory Council Operating Procedures.

The Metropolitan North Georgia Water Planning District's Basin Advisory Council Operating Procedures were adopted by a requisite majority of the Executive Committee at the meeting held on the ___ day of _____, 2016.

So certified, this ___ day of _____, 2016.

Attest:

BIRDEL JACKSON, III
Secretary-Treasurer
Metropolitan North Georgia
Water Planning District

BOYD AUSTIN
Chair
Metropolitan North Georgia
Water Planning District