

To: Recipients

From: Metropolitan North Georgia Water Planning District

Date: DATE

**Re: Water Supply Coordination Meeting Materials**

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The District’s water resource management plan requires at least annual meetings among stakeholders with a role in local water supply and water conservation planning. These meeting materials are provided through local interdepartmental coordination for the benefit of our water utilities and local governments. 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 meetings between various entities as it relates to water supply and water conservation projects as required in Action Item X.X 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 interjurisdictional water supply and water conservation coordination meetings**

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

\*It may be necessary to invite local and surrounding municipalities if water supply and water conservation projects overlay jurisdictional boundaries.

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

**Metropolitan North Georgia Water Planning District**  
**Water Supply and Water Conservation Coordination Meeting Recommendations**

**Recommended Topics**

- **Conduct Divisional Report-Outs**
  - Each represented group should report any relevant updates, including status on ordinances and policies related to water supply and water conservation action items as well as updates on cross-jurisdictional programs as they relate to water supply and water conservation and drought response.
- **Coordinate work on the update to the Source Water Assessment and Protection plan**
  - Local water providers in coordination with the local government, local wastewater provider and the local Planning and Zoning department are required to develop a plan that delineates raw water sources and identifies the potential sources of contamination to the drinking water supply. This measure will require coordination between various entities to determine how susceptible the water system is to potential contaminants.
  - The update to the Source Water Assessment and Protection plan should be completed by January 1, 2020 and every ten years thereafter.
- **Review Water Supply and Water Conservation Required Ordinances and Policies**
  - The following ordinances and policies are required by the Water Resources Management Plan:
    - Requirement to Meter Private Fire Lines
    - Outdoor Water Requirements for Large Landscapes
    - State Water Conservation and Drought Response Requirements
      - Adopt Georgia State Minimum Standard Plumbing Code that requires high-efficiency fixtures in all new construction
      - Georgia State law that requires new irrigation systems in the Metro Water District come with a rain shutoff sensor
      - Provide support to the local water provider as necessary to implement all responsibilities pursuant to the Drought Management Rule
      - State requirement to sub-meter water use for each new multi-unit residential, retail and light industrial buildings. This specific measure likely refers to zoning classifications as opposed to customer classifications.
    - Require New Car Washes to Recycle Water
    - Water Waste Policy
  - All policies adopted should include date of adoption or accompanied by documents that establish when the written policy was adopted.
- **Review Water Supply and Water Conservation Action Items**
  - The following WSWC Action Items may require cross-collaboration with various departments:
    - WSWC – 7: High-efficiency Toilets and Urinals in Government Buildings
    - WSWC – 9: Pre-Rinse Spray Valve Replacement Program
- **Review and Brainstorm Educational/Outreach Initiatives**
  - Examples of outreach or educational events include workshops, promote EPA WaterSense New Homes program, provide information on water efficient landscape practices to homeowners, or any other educational events and activities. \

- **Schedule Next Meeting**
  - Meetings should be held at least annually, though more frequent meetings are recommended – especially in times of drought when cross-coordination is critical to the successful implementation of drought response measures.
- **Additional Concerns/Comments**
- **Adjourn Meeting**

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[Jurisdiction Name]  
**Interdivisional Water Supply and Water Conservation Coordination Meeting Agenda**

**WSWC COORDINATION MEETING**

[Meeting Date and Time]

**Topics for Discussion\***

- I. Conduct Divisional Report-Outs**
- II. Coordinate work on the update to the Source Water Assessment and Protection plan**
- III. Review Water Supply and Water Conservation Action Items**
- IV. Review Water Supply and Water Conservation Ordinances**
- V. Review Implementation of Drought Response (as needed)**
- VI. Educational/Outreach Initiatives**
- VII. Addition Concerns/Comments**
- VIII. Schedule Next Meeting**
- IX. Adjourn Meeting**

\*Example meeting topics and subtopics