



Metropolitan North Georgia Water Planning District

International Tower | 229 Peachtree St., NE | Suite 100 | Atlanta, GA 30303

BOARD MEETING AGENDA

June 8, 2020 – 9:00 a.m.

Board Members: will receive a separate registration link to the GoToWebinar meeting

Public Live Streaming: <https://attendee.gotowebinar.com/register/2326897964610234124>

Audio: If you will not be using computer audio controls, a dial-in number will be provided by GoToWebinar.com once you click “register” on the meeting application.

- I. Public Comment Period****
- II. 2021 Budget and Work Program (*Action Item*)**
- III. Possible 2020 Plan Amendments in a COVID Environment**
- IV. Adjourn**

**A 10-minute period for public comments is designated as needed at each Governing Board meeting during a time deemed appropriate by the Chairman. Each speaker must sign-up at least two (2) days prior to the meeting start time by emailing Chairman@northgeorgiawater.com. The 10 minute period will be divided by the number of people wishing to address the Board. No single speaker shall have more than five (5) minutes to address the Board. Comments should also be provided in writing, with supporting material. The Chairman reserves the right to limit or extend the speaking time or total number of speakers at any meeting.



Metropolitan North Georgia Water Planning District

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MEMORANDUM

Date: June 3, 2020

To: Governing Board

From: Birdel Jackson, Treasurer

RE: Revision to the Proposed 2021 Budget and Work Program

During the May 27, 2020 Governing Board Meeting discussion regarding the 2021 Budget and Work Program proposal, a board member requested that District staff consider what elements of the 2022 Water Resource Management Plan Update could be delayed to 2022, modified, or eliminated to reduce expenses and minimize the proposed dues increase and to assume that we continue to receive some level of state funding. The 2021 Budget and Work Program proposal was tabled.

District staff have reviewed the proposed scope of work and identified \$250,000 in potential expense reductions for 2021. These modifications maintain the essential planning tasks required for the 2022 Plan Update as well as the development of technical resources related to water supply and drought planning as previously included in the scope of work. District staff propose the following modifications to the 2022 Plan Update:

Task 7 - River Basin Profiles Update

District staff will conduct the update to Appendix A - River Basin Profiles and will facilitate draft reviews with stakeholders and finalize their development. (Approximate 2021 expense reduction: \$35,000)

Task 9 – Septic System Impact to Surface Water Study During Wet Weather Conditions

This task will be delayed until 2022 and will be contingent on Governing Board approval. A line item is included in the Conceptual 2022 Budget to recognize this change. (Approximate 2021 expense reduction: \$200,000)

Task 11 - Watershed Resilience Evaluation

This task will be modified to eliminate the assimilative capacity assessment for small watersheds. (Approximate 2021 expense reduction: \$25,000)

The following task is proposed based on a board member's request.

Task 5 - Biosolids Production Projections

2021 Budget and Work Program Memo

This task will be modified to add water treatment plant residuals to the existing and forecasted solids production data. (Approximate 2021 expense increase: \$10,000)

Based on last week's legislative hearings, District staff currently estimates that the State FY2021 Budget could provide \$172,000 in base funding based on a 14% funding reduction from FY2020 requested by the Governor. Staff still conservatively assume no additional State funding will be provided for the 2022 Plan Update. To fund the reduced 2022 Plan Update, the budget proposal includes a dues rate increase from \$0.25 to \$0.30 per capita. The proposed dues rate will maintain a reserve fund balance for 2022 to help complete the Plan.

The draft proposed 2021 Budget and Work Program are attached for board consideration.

2021 Budget
Metropolitan North Georgia Water Planning District

Draft June 8, 2020

	<u>2019</u> Final	<u>2020</u> Approved May 27, 2020	<u>2021</u> Proposed June 8, 2020	<u>2022</u> CONCEPTUAL
Per Capita Dues Rate	\$ 0.250	\$ 0.250	\$ 0.300	\$ 0.300
Beginning Fund Balance (Estimated)	615,613	796,175	513,330	496,050
Revenues				
State Funding (Appropriations)	192,000		172,000	172,000
State Funding (GEFA)	50,000	-	-	-
Source Water Assessment Plan Grant (GEFA/DNR)	139,400	34,850	-	-
Local Dues (2010 Census at per capita rate)	1,208,186	1,208,186	1,449,823	1,449,823
Interest Income	714	1,000	1,000	1,000
Misc. Fees	3,951	45,000	45,000	45,000
Total Revenues	1,594,251	1,289,036	1,667,823	1,667,823
Expenses by Type				
Chairman's Allowance	-	3,000	3,000	3,000
District Planning Function				
Salaries	536,311	502,113	514,666	535,253
Fringe Benefits	268,144	296,247	303,653	315,799
Overhead	389,356	330,521	338,784	352,335
Contracts	106,565	315,000	365,000	265,000
Septic Study - Wet Weather				200,000
Miscellaneous Operating	43,210	65,000	85,000	75,000
Public Awareness / Education	70,103	60,000	75,000	100,000
Total Expenses	1,413,689	1,571,881	1,685,103	1,846,387
2022 Plan Update Reserve	496,175	213,330	196,050	-
Projected Reserve Fund Balance	300,000	300,000	300,000	300,000
Projected Ending Fund Balance	796,175	513,330	496,050	317,486

2020 NOTES

1. The District estimates that the State FY2021 Budget will provide \$172,000 based on a 14% funding reduction from FY2020 as requested by the Governor. The District estimates the same level of funding for FY2022. Should State funding be less than these estimates, the District Board may eliminate the Septic System Impact to Surface Water Quality during Wet Weather Study in 2022.

2. State funding through appropriations for State FY2021 will be recognized in the District's Calendar Year Budget for 2021.

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

Contracts: 2022 Water Resource Management Plan Update, Drought management technical assistance, governmental affairs 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.

YEAR 2021 DISTRICT WORK PROGRAM SUMMARY

District General and Basin Advisory Council Management

The District staff will provide overall management of the District. Specific activities will include:

1. Administrative support for District Board and committees.
2. Budgeting, accounting and financial services.
3. Contract management.
4. Preparation, publication and distribution of the 2020 Activities and Progress Report.
5. Basin Advisory Council (BAC) management and coordination.
6. Coordinating and meeting with other Water Planning Councils in the state on various water planning issues.
7. Representing the District in a variety of forums, including legislature and various speaking opportunities.
8. Website management, electronic newsletters and social media.
9. Reviewing and processing plan amendments as needed.
10. Responding to general information requests as needed.
11. Providing research and support to the Legislative Policy Committee

The District General Tasks are estimated to be 14 percent of the 2021 budget.

Water Supply

The District staff will provide technical support to local governments in water supply and water conservation. Specific activities will include:

1. Discussing 2022 Water Resource Management Plan Update needs and revisions with the TCC and BACs.
2. Working with a consultant to begin the 2022 Plan Update.
3. Reviewing and coordinating with TCC on regional issues and work products for water supply and water conservation.
4. Collecting implementation information from local governments through surveys and audit reviews.
5. Coordinating and providing technical assistance to local government implementation activities on the Water Resource Management Plan.
6. Developing and conducting training workshops for local government staff. Workshop topics will be determined by TCC but may include: Commercial/Industrial Water Efficiency, Water Efficient Landscaping, AMI Implementation and/or Water System Leakage/Asset Management.
7. Managing the regional toilet rebate program and tracking the progress of other local programs.
8. Researching case examples and papers related to the water conservation program and responding as needed.
9. Partnering and coordinating with GA EPD on conservation and water supply activities as needed.
10. Maintaining and updating information and technical resources on the District's website.
11. Coordinating District updates and activities on issues related to tri-state water disputes.

12. Coordinating and providing technical assistance to local governments on drought management.
13. Participating in ACF Stakeholders organization as part of outreach to other areas of the state as needed.
14. Updating water use information and other data collection for the 2022 Plan Updates.

The District Water Supply Tasks are estimated to be 25 percent of the 2021 budget.

Watershed Management

The District staff will provide technical training and guidance to support local governments in protecting and improving water resources through watershed and stormwater management.

Specific activities will include:

1. Discussing 2022 Plan Update needs and revisions with the TCC and BACs.
2. Working with a consultant to begin the 2022 Plan Update.
3. Reviewing and coordinating with TCC on regional issues and work products for stormwater and watershed management.
4. Coordination and providing technical assistance to local government implementation activities on the Water Resource Management Plan.
5. Collecting implementation information from local governments through surveys and audit reviews.
6. Developing and conducting training workshops for local government staff. Workshop topics are to be determined by TCC.
7. Work on nutrient water quality issues with special technical working group.
8. Continued coordination of the Post Construction Stormwater Technology Assessment Protocol for Metropolitan North Georgia.
9. Develop messaging and provide technical assistance to various stakeholders on broader non-point source pollution issues.

The District Watershed Management Tasks are estimated to be 22 percent of the 2021 budget.

Wastewater

The District staff will provide technical support to local governments in managing wastewater treatment, sewer systems and associated water quality issues. Specific activities will include:

1. Discussing 2022 Water Resource Management Plan Update needs and revisions with the TCC and BACs.
2. Working with a consultant to begin the 2022 Plan Update.
3. Reviewing and coordinating with TCC on regional issues and work products for wastewater management including biosolids management.
4. Coordinating and providing technical assistance to local government implementation activities on the Water Resource Management Plan.
5. Collecting implementation information from local governments through surveys and audit reviews.
6. Developing and conducting training workshops for local government staff. Workshop topics are to be determined by TCC.
7. Working with the TCC to develop educational materials on the proper use of sewer systems.
8. Monitoring GA EPD's development of nutrient criteria for surface waters in the District.

9. Share study results from the impacts to water quality for surface waters from septic systems study.

The District Wastewater Tasks are estimated to be 24 percent of the 2021 budget.

Public Awareness and Education

The District staff will coordinate public awareness and education activities. This will include:

1. Discussing 2022 Water Resource Management Plan Update needs and revisions with the TCC and BACs.
2. Working with a consultant to begin the 2022 Plan Update.
3. Continuing to develop materials for the My Drop Counts water conservation campaign in coordination with the TCC.
4. Collecting implementation information from local governments through surveys and audit reviews.
5. Updating existing educational materials and developing new educational materials needed by TCC members to support local education efforts.
6. Preparing and disseminating water education and information materials to local governments.
7. Reviewing and coordinating with TCC on regional issues and work products for education.
8. Conducting two Children's Water Festivals for Elementary School students.
9. Conducting an Essay Contest for Middle School students.
10. Conducting a Video Contest for High School students.
11. Conducting a Photo/Calendar Contest for adults.
12. Maintaining and updating the Clean Water Campaign website and nonpoint source educational materials to support the local government's Phase I and II stormwater permit requirements.
13. Conducting "Water Drop Dash" regional fun run and 5K to promote water conservation, including educational fair.
14. Implementing a media campaign to promote the District's Clean Water Campaign and My Drop Counts water conservation campaign.

The Public Awareness and Education Tasks are estimated to be 15 percent of the 2021 budget.

2022 Water Resources Management Plan Contract - Scope of Work

The following tasks with abbreviated description include required activities needed to develop the 2022 Water Resource Management Plan update as well as studies and research that will inform the plan development.

Task 1 - Meetings / Stakeholder and Public Involvement - Consultant attendance at stakeholder meetings as directed by the District Manager.

Task 2 - Water Resource Management Plan Digital Documents Update and Distribution of Materials - The consultant will update the existing digital version of the Water Resource Management Plan, including appendices, and be responsible for final formatting and digital production.

Task 3 - Regional Water and Wastewater Demand Projections - The consultant will develop updates to the water and wastewater demands forecast.

Task 4 - Planned Water Supply Sources, Drinking Water Treatment Facilities, and Wastewater Treatment Facilities for the Target Year - The consultant will review and refine the summary of the water sources identified in the 2017 plan tables and in Appendix B by soliciting input from local water providers.

Task 5 - Biosolids Production Projections - The consultant will review data gathered by the Georgia Association of Water Professionals (GAWP) 2019 Biosolids Survey and present an existing status of regional biosolids production from municipal wastewater treatment facilities develop county level forecasts for biosolids production for the future planning period.

Task 6 - District Stormwater and Watershed Projections - The consultant shall prepare a District stormwater and watershed projection for watershed and stormwater management in 10-year increments for the planning period.

Task 7 - River Basin Profiles Update - The consultant will update each river basin profile (Appendix A of the plan) with the most current information.

Task 8 - Exploring Localized Demands from New Residential Developments; Estimating Tools - In coordination with District staff, the consultant will develop a report detailing information on the localized demands from new residential projects in the District of various types, including a range of housing, landscape, and demographic factors.

Task 9 – Septic System Impact to Surface Water Study During Wet Weather Conditions - The consultant shall perform a wet weather study using the same sampling locations and similar methodology of the 2019 Septic System Impact to Surface Water Study in Metropolitan Atlanta.

Task 10 - Drought Response Options Menu -The consultant will present a technical resource menu of behavioral and other drought response options that are consistent with the EPD Drought Rule and that will most effectively achieve short-term demand reductions as appropriate for each drought response level.

Task 11 - Watershed Resilience Evaluation - The consultant will evaluate opportunities to improve watershed resilience to support long-term water supplies and assimilative capacity across the District. The effort should evaluate the risks associated with extreme weather conditions that may include extended droughts and more intense flood impacts using the [2015 Utility Climate Resilience Study](#) as support.

Task 12 - Cost-Benefit Analyses - Task Order(s) - As directed by the District Manager through one or more task orders, the consultant will perform a cost-benefit analysis (CBA) of new and/or expanded action items in the 2022 plan update and provide a CBA tool for jurisdictions to use when an action item allows for varying levels of effort.

Task 13 - Water Efficiency, Wastewater, Watershed/Stormwater, and Public Education Action Items Support - Task Order(s) - District staff will prepare an initial evaluation of existing and potential new action items. Following this evaluation, the District will assign specific work through individual task orders to the consultant to refine the initial evaluation, perform specific supporting research, perform analysis, and develop reports, and make recommendations to the Governing Board, TCCs, and BACs.