

GATEWAY

AREA DEVELOPMENT DISTRICT

Water Management Council



Council Meeting Guide

Purpose of the Water Management Council

Water Management Councils meet quarterly and by statute assume the role and function of the long range planning efforts for Public Water and Wastewater Systems represented on the Council. These functions include administering a program for the purpose of developing long range water supply plans for public water systems in the region. These plans must contain an assessment of existing public and private water/wastewater resources, an examination of present water use in the area, projects of future water/wastewater requirements, and a determination of possible alternative approaches that can be taken in order to meet future water supply needs.

Water Management Councils are comprised of a representative from county judge-executives or mayor of an urban-county government, one representative selected by each community public water and wastewater system that provides water or sewer services to persons in the region, one representative selected by a local health department in each county, and one representative selected by each first, second, third, or fourth class city that is not a water supplier or distributor.

Annually, Water Management Councils review and prioritize project for underserved and unserved areas within the region to meet water supply and service needs. During this process Water Management Councils take several factors, as outlined in SB 409, into consideration as projects are ranked and prioritized for funding.

The Council is responsible for:

- Developing regional service strategies for delivering water and wastewater services as needed into underserved or unserved areas of the water management area.
- Encouraging the regionalization, consolidation, and partnerships among govern-mental agencies and private parties where appropriate to make potable water and wastewater treatment available through the maximization of financial resources and the conservation of natural resources.
- Eliminating or preventing the duplication of water distribution lines, sewer collection lines, and facilities that may be used to provide service.
- Approving and amending projects brought forth by the utilities with the Area Development District boundaries.
- Reviewing and providing input into finalizing planning documents such as the Water Management Plan.
- Prioritizing annual water and wastewater projects from both a planning unit and regional perspectives.
- Serve as a forum for important information, discussion on common issues, and training.
- Act as a liaison to other organizations involved in infrastructure planning.

Meeting Information

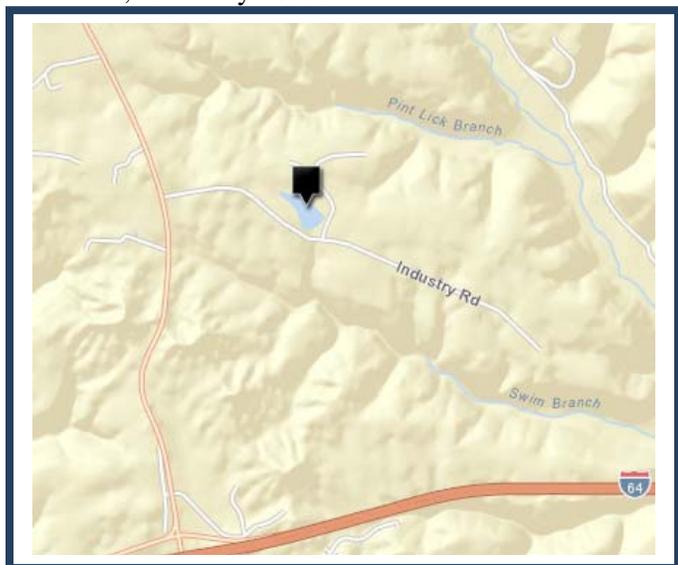
Types of Meetings

The Gateway Water Management Council meets for one or more of the following reasons:

- To share information.
- To solve a problem and/or provide input regarding water and wastewater issues.
- To generate and discuss ideas.
- To advise the Gateway Board of Directors on a course of action.

Meeting Location and Time

Gateway Area Development District
110 Lake Park Drive
Morehead, Kentucky 40351



Date and Time:

Water Management Council Meetings are at 12:30 PM on the last Tuesday of September, March, and June after the Gateway Board of Directors Meeting. The December meeting is in conjunction with the Legislative Breakfast. Meeting notices are emailed to members one week before a scheduled meeting.

FY 2017 Schedule

1 st Quarter:	September 27, 2016
2 nd Quarter:	December 2, 2016
3 rd Quarter:	March 28, 2017
4 th Quarter:	June 27, 2017

Role of Council Members and Staff

Members of the Council include County Judge-executives, Mayors, Chairpersons or their designated representatives of Water & Sewer Districts, Sanitation Districts and other water and wastewater utilities, and representatives from the local health departments. Operators are encouraged to attend all meetings. The Membership List is updated annually to reflect all approved changes.

Chairperson

The Chairperson serves as the presiding officer for all activities and represents the Council in front of the Gateway Board of Directors.

Prior to the Meeting:

- Coordinate with Staff to establish the meeting date, time, agenda, and purpose.
- Read and understand the meeting materials.
- Become familiar with the annotated agenda.
- Clarify any questions or concerns with Staff.
- Meet with Staff just prior to meeting.

During the Meeting:

- If necessary, confirm that all meeting participants are aware of their roles.
- Project a sense of order and move through the agenda in a timely fashion.
- Ensure all members have the opportunity to voice their opinions and concerns.
- Ensure a general consensus has been reached before advancing.
- If necessary, consult with the recording Secretary prior to moving on.

After the Meeting:

- If necessary, present the Executive Report to the Gateway Board of Directors.
- Clarify any information for the Board of Directors or, if necessary, consult the Recording Secretary.
- Review official meeting minutes and make note of any inaccuracies.

Vice-Chairperson

In the event the chairperson is not able to attend, the Vice-Chairperson is asked to assume the responsibilities of the Chairperson. In the event the Vice-Chairperson is not able to attend, designated ADD Staff will assume the responsibilities of the Chairperson. In general, the Vice Chairperson will be included in correspondence between the Chairperson and the Recording Secretary.

Voting and Advisory Members

Prior to the Meeting:

- Confirm attendance with Staff.
- Read and understand meeting materials.
- Clarify any questions or concerns with Staff.

During the Meeting:

- Address the specific agenda item at hand.
- Ask for clarification as needed.
- Engage in respectful and constructive discussion.
- Actively listen to each participant.
- Attempt to move toward consensus.

After the Meeting:

- Review official meeting minutes and make note of any inaccuracies.
- Assist Staff with following through on Council decisions as applicable.

Recording Secretary

The Recording Secretary is the Gateway ADD Staff Water Management Coordinator.

Prior to the Meeting:

- Coordinate with the Chairperson to establish the meeting date, time, agenda, and purpose.
- Prepare and distribute meeting reference material to all Council members.
- Create annotated agenda for the Chairperson's use.
- Confirm meeting attendance one week prior to the meeting.
- Address any questions or concerns of Council member or the public.
- Meet with the Chairperson just prior to the meeting.

During the Meeting:

- Record meeting minutes.
- Actively support the Chairperson as needed.
- Provide background information as required.
- Actively listen to each member and summarize intent of the Council before advancing.
- Provide additional information to ensure informed decision-making.

After the Meeting:

- Develop Executive Report to be included in the Gateway Board of Director's packet if necessary and disseminate to Chair and Vice-Chairperson.
- Develop official meeting minutes from note and distribute to all members and attendees.
- Follow through with the execution of all Council decisions.

General Public

Members of the general public are invited and encouraged to attend all Council activities and meetings. Relevant input beneficial to the decision-making process is welcomed and appreciated. In general, public comments are heard after all agenda items have been covered.

Prior to the Meeting:

- Obtain meeting materials.
- Clarify any questions or concerns with Staff.

During the Meeting:

- If applicable, ask to obtain the floor and provide input on the specific agenda item at hand.
- Ask for clarification as needed.
- Actively listen to each participant.

After the Meeting:

- Ask for a copy of the meeting minutes once they are completed.
- If applicable, review the meeting minutes and make note of any inaccuracies.

Meeting Procedures

The meeting will follow Robert's Rules of Order. Below is a general outline for each Council meeting.

Opening:

- Chairperson will call the meeting to order.
- Chairperson will review voting privileges of members and welcome any guests.
- Chairperson will review the purpose of the meeting and begin moving through the agenda items.

Agenda Items:

- Staff will provide background information for each agenda item as necessary.
- Advisory members will provide additional information for each agenda item as needed.
- All members and guests will then have the opportunity to discuss the specific agenda item at hand.

Approving or Disapproving Motions:

- If applicable, the Chairperson will ask for a motion to approve the item or action as presented or as amended.
- A voting member will then make a motion. Another voting member will then need to second the motion.

- Once a motion is seconded, the floor will be opened to any further discussion.
- After the discussion, a voice vote is taken. Voting members will signify approval by saying “Aye” or disapproval by saying “Nay.”

Closing:

- Once all of the agenda items have been covered, the Chairperson will ask for a motion to adjourn the meeting. A motion will be made then seconded.
- The council will then stand adjourned until the following meeting.

How to Make a Motion

A motion is simply a way to officially bring up an issue for discussion. To make a motion:

- Obtain the floor by addressing the Chairperson.
- State the motion carefully. Usually begin by saying that “I move that...”
- To be discussed, the motion will then have to be seconded.
- The Chairperson will then repeat the motion and call for any discussion.
- After the discussion, a vote is taken.

An amendment to a motion can be made to modify a motion under consideration. Procedurally, all the actions stated above would have to be made.

Project Life Cycle

1. Identify purpose and need for project.
2. Develop Project Profile including cost estimate and potential funding sources.
3. Submit Project Profile and mapping to the Water Resource Information System (WRIS) to obtain WX/SX number.
4. Obtain Water Management Council Approval of the project.
5. Prioritize and Rank Projects during Prioritization and Ranking Cycle.
6. Submit County and Regional Prioritizations to the Gateway Board for their approval.
7. Submit County and Regional Prioritizations to the legislators and funding agencies via the Water Resource Information System (WRIS).
8. Apply for and obtain funding.
9. Efforts will begin to complete the project. Projects generally go through following phases:
 - Planning
 - Design
 - Division of Water Review/Approval
 - Right of Way Acquisition, and
 - Construction
10. Close-out Project.

Funding Sources

Abandoned Mine Lands

(AML)

- Federally funded program.
- Majority of mining in area must be before May 1982.
- Ground Water Studies will be conducted by AML Staff.
- Counties/Cities/Water District's must prioritize projects to receive funding.
- 100% Grant, match is typically not required.

Appalachian Regional Commission (ARC)

- Obtain grants for health, education, water, sewer, solid waste, and other projects in the 54 ARC counties.
- Projects are for governmental or non-profit entities, the average grant is \$300,000 and may require up to a 50% match from the recipient.

Community Development Block Grant

(CDBG)

- All cities and counties, in the Gateway region are eligible to participate in the Department for Local Government's Small Cities Community Development Block Grant Program.
- Program areas include; Economic Development, Public Facilities (Water & Sewer), Community Emergency Relief (CERF), and Housing and Community Projects.
- Self-help Grants are available under Public Facilities Projects (Water & Sewer).
- Economic Development projects are tied directly to job creation – commitment letters are required.
- CERF Projects must have a Declaration of Emergency from the Governor, project must alleviate existing conditions that pose a serious and immediate threat to the community, be recent in origin (within 18 months), and have exhausted efforts to acquire other funds.
- Must meet at least one of the following objectives:
 1. Benefits low and moderate income persons;
 2. Prevent or eliminate slums or blight; or
 3. Meeting community needs having a particular urgency.
- Grant ceilings are set at:
 - \$1,000,000 for Public Facilities, Housing, and Economic Development;
 - \$500,000 for Community Projects;
 - \$250,000 for Self-help Grants;
 - \$100,000 for CERF Projects.

- Economic Development, Public Facilities, and Self-help may apply for a Multi-Jurisdiction Grant.
 - Two entities with a common goal.
 - Doubles grant ceiling - \$2,000,000/\$500,000.
- Requires a 50% Match of Funds. Other Matching Funds are recommended to be in place in order to achieve a Priority I designation.

Department for Local Government State Flood Control Matching Grant Program

- Small dam reconstruction, floodplain issues, flood studies, and similar projects.
- No maximum grant amount.
- Does require match.
- Applications accepted year round.

Economic Development Administration

(EDA)

- This program is for grants to initiate or enhance economic development.
- Water/Wastewater services that promote jobs are eligible.
- Governmental agencies are eligible.
- Amount of funding is based on the number of jobs created by the project.
- EDA will usually only fund 50%-60% of total project cost.
- Applications are accepted once per quarter.

Kentucky League of Cities Loan

(KLC)

- Small Loans.
- Terms up to 30 Years.

Non-point Source Grant through Division of Water

- 40% nonfederal match is required.
- Grants typically for watershed-based plan development and implementation, protection of special waters, mitigation projects, or run-off pollution prevention.
- Proposals are usually accepted in May.

State Revolving Loan Fund

(SRF)

- Interest rates may vary – currently 0.75% - 2.75%.

- May qualify for partial principal forgiveness.
- Term of Loan – Standard is 20 years.
- Apply through the WRIS Project Profile.
- Application period is typically through October – December with award in the spring.
- No match required.
- Repayment begins after project is complete with semi-annual payments in June and December.
- Planning/Design loans are available.
- American Iron and Steel (AIS) Act, Disadvantage Business Enterprise rules & Davis Bacon Laws apply.
- For Water, Wastewater, and Storm Water projects only.
- Projects must not be solely for industrial or economic growth or include raw water reservoirs.
- Must demonstrate technical, financial, and managerial capability.
- Must have current audits and have adequate rates to repay loan.

development, solid waste management and technical assistance.

- Community Facility Loans and Grants – Term is for useful life or 40 years. Maximum grant 75% of project cost and based on income, population, and need.
- Rural Business Development Grants – Awarded on competitive basis. Can be used to acquire or develop land, buildings, or plants; equipment, build or improve access roads or parking; and utility extensions and water/wastewater disposal facilities.
- Water and Waste Disposal Loans and Grants – Repayment over 40 year period. Use to build, repair, and improve public water systems and waste collection/treatment systems.
- Water and Waste Disposal Loan Guarantees – Construct, repair, and improve water supply and distribution systems, and waste collection and treatment systems.
- Solid Waste Management Grants – Technical assistance and training to improve landfill conditions and protect against threats to nearby water resources.
- Technical Assistance, Training, and Circuit Rider – Provides technical assistance and training to assist with management of water and wastewater projects.

United States Corp of Engineering

Section 531 Grant

- Provides design and construction assistance to utilities, cities, and counties in the 5th Congressional District.
- Wastewater Projects
- 25% match is required.

USDA Rural Development

(RD)

- Offers grants and loans for housing, community facilities, water and wastewater, business

Glossary & Acronyms

American Community Survey (ACS): The American Community Survey (ACS) is an ongoing survey that provides vital information on a yearly basis about the social and economic demographics of people living within a defined region.

Applicant Contact (AC): The Applicant Contact is the individual who has been identified as the primary contact for the entity that is applying for funds for a specified project. The applicant contact must be an authorized official or employee of the applicant entity.

Area Water Management Planning Council (AWMPC): The Area Water Management Planning Council (AWMPC) is a planning council that is responsible for identifying the water and wastewater needs and prioritizing infrastructure development within their region. The Council is comprised of county judge-executives, mayors, representatives from water and wastewater systems, and representatives from county health departments.

Assessment Areas: Assessment Areas are boundaries within a water and wastewater system, as defined by the system, used to evaluate and grade the existing infrastructure.

Capital Improvement Plan (CIP): A Capital Improvement Plan (CIP) is a document that identifies capital projects and equipment purchases, establishes a construction/purchase schedule, and identifies funding/financing options for project implementation.

Clean Water State Revolving Fund (CWSRF): The Clean Water State Revolving Fund (CWSRF) is a financing program that provides low interest loans for infrastructure projects that promote the goals of the Clean Water Act.

Community Water System (C): A public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents.

Construction: This is the last phase and includes putting the project out for bid, awarding the contract, and constructing the project.

Department for Local Government (DLG): The Department for Local Government (DLG), under the Office of the Governor, provides financial help in the way of grant and loan assistance, as well as advising local governments in matters of budget, personnel and other issues relevant to those entities.

Design: This phase includes developing the final design specifications for the project once all relevant considerations are taken into account.

Design Capacity: The design capacity is the volume of inflow a wastewater treatment plant can continually treat on a daily basis.

Directly Serviceable: The estimated population (derived from GIS census overlays) that is directly served by the system distribution or collection system. The directly serviceable population does not include the population of wholesale purchasers or KISOPs.

Division of Water (DOW): Division of Water is Kentucky state agency whose mission is to manage, protect and enhance the quality and quantity of the Commonwealth's water resources for present and future generations through voluntary, regulatory and educational programs.

Drinking Water State Revolving Fund (DWSRF): The Drinking Water State Revolving Fund (DWSRF) is a financing program that provides low interest loans for infrastructure projects that promote the goals of the Safe Drinking Water Act.

E-Clearinghouse (ECH): The Kentucky State Clearinghouse has been designated as the state Single Point of Contact (SPOC) and is charged with providing state and local input to the appropriate federal agency.

Glossary & Acronyms (cont.)

Environmental Protection Agency (EPA): The Environmental Protection Agency is a federal entity that implements environmental legislation through regulations that establish national standards and enforcement.

Indirectly Serviceable: The estimated population (derived from GIS census overlays) that is indirectly served by the system through wholesale purchasers or KISOPS.

Integrated Compliance Information System (ICIS): The Integrated Compliance Information System (ICIS) a web-based system that provides information for the Federal Enforcement and Compliance (FE&C) and the National Pollutant Discharge Elimination System (NPDES) programs.

Kentucky Infrastructure Authority (KIA): The Kentucky Infrastructure Authority (KIA) was created to provide a mechanism for funding the construction of local public works projects, including water, sewer, and solid waste (KRS 224A) and is designated as the state agency responsible for developing a program that would make potable water available to all Kentuckians by 2020 as outlined in SB 409 (2000 Regular Session) which created a structured planning process for water services in Kentucky encouraging regionalization, consolidation, and merger of water systems.

Kentucky Inter-System Operational Permit (KISOP): A Kentucky Inter-System Operational Permit (KISOP) system has a permit to transfer wastewater from one collection system to another system for treatment. This permit is appropriate for municipalities, other publicly owned collection systems, and private collection systems that transfer wastewater to a treatment plant owned by another party.

Kentucky Pollutant Discharge Elimination System (KPDES): The Kentucky Pollutant Discharge Elimination System (KPDES) regulations require a permit for the discharge of pollutants from any point source into waters of the commonwealth.

Linear Features: Linear Features is a section of the project profile that lists the type of line work that will be completed for the proposed project and identifies the activity, size, material, and length of the line work.

Median Household Income (MHI): Median Household Income (MHI) is a measurement of project/system area income that is collected in the American Community Survey and used in the WRIS Portal for planning and funding purposes.

Non-Community Water System (NC): Water systems that are not community systems and serve 25 non-resident persons per day for 6 months or less per year. Transient non-community systems typically are restaurants, hotels, large stores, etc.

Planning: Normally, this is the first phase of a project. It includes preliminary engineering, gathering public input, and any necessary scoping studies.

Planning Units: A Planning Unit is a subdivision of the Regional Water Management Council.

Primary System: The Primary System is the system identified in the project profile as the entity that will maintain and own the proposed infrastructure improvements.

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Point Features: Point Features is a section of the project profile that lists the type of structures that will be completed for the proposed project and identifies the type, activity, and capacity of the proposed structure.

Glossary & Acronyms (cont.)

Project Administrator (PA): The Project Administrator is the individual who is responsible for managing and organizing project funding and/or reporting.

Project Engineer (PE): The Project Engineer is the primary technical point of contact and is responsible for producing complete, accurate, biddable, and buildable plans and specifications for a project.

Project Profile: A Project Profile is a summary document which includes, all in one place, data that may be needed throughout the life of a project. Including budget, narrative, components, contacts and mapping.

Project Profile Number (PNUM): The WX or SX number is assigned through the WRIS and is the tracking identification number recognized by most agencies for a project to receive/apply for funding and environmental clearance.

Public Water System ID (PWSID): Public drinking water systems may be publicly or privately owned. System classification is based on the number of individuals served or the number of service connections. In general, a public water system serves at least 25 people or has 15 service connections for at least 60 days per year.

Right of Way (R, R/W, or ROW): This phase includes the acquisition of property necessary to construct the project. It also includes the relocation of people and/or structures that may have been adversely affected by the project.

Safe Drinking Water Information System (SDWIS): The Safe Drinking Water Information System (SDWIS) contains information about public water systems and their violations of EPA's drinking water regulations.

System Data: System Data are fiscal, operational, and demographic information about water and wastewater system in the WRIS Portal.

Underserved Households: Underserved Households are households that have an existing water and/or sewer connection and will be impacted by a proposed project.

Unserved: Unserved Households are households that do not have an existing water and/or sewer connection and will be provided with new service by a proposed project.

Utility Relocation: This phase includes the relocation of any utilities that may be impacted by the project.

Water Resource Information System (WRIS): The WRIS was developed through the cooperative efforts of water and wastewater treatment systems and local, regional, and state agencies. It provides much of the information needed for all aspects of water resource planning-from watershed protection to infrastructure development. The WRIS includes a geographic information system (GIS), and information on water resources, drinking water systems, wastewater treatment systems, project development, emergency response, regulations, and planning.

Units of Measurement

G	Gallons
GPM	Gallons per Minute
GPD	Gallons per Day
MG	Millions of Gallons
MGD	Millions of Gallons per Day

Documents & Resources

Intended Use Plan (IUP): Communicates Kentucky's DWSRF/CWSRF plan for the state fiscal year to potential borrowers from the Fund, the utilities, the public, EPA and other state agencies. It also includes the Priority System Guidance Document. It can be located on the KIA website.

Needs Assessment: A resource document created by the Water Council and Coordinator and used to assess the needs of the area. Located within the Water Management Plan.

Project Ranking Report: A comprehensive report of projects that were prioritized during the current fiscal year ranked by planning unit and regionally. Can be located at <https://wris.ky.gov/portal/Report>.

Water Management Plan (WMP): A Strategic plan that summarizes the demographic information for water and wastewater systems, development needs in each area development district, and priority projects across the state. It is located on the KIA website.

Contact:

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gwadd.org

Useful Links

Department for Local Government
<https://kydlgweb.ky.gov/>

Division of Water
<http://water.ky.gov/>

Environmental Protection Agency
<http://epa.gov/>

Kentucky Infrastructure Authority
<http://www.kia.ky.gov/>

Kentucky Rural Water Association
<http://www.krwa.org/>

Kentucky Water and Wastewater Operators Association
<https://www.kwwoa.org/>

Public Service Commission
<http://psc.ky.gov/>

Rural Community Assistance Partnership
<http://rcap.org/>

WRIS Portal
<http://www.wris.ky.gov/>

