

Project Advisory Committee Water Conservation “Tool Kit” for the Great Lakes Region Meeting Minutes

Conference Call
January 22, 2003

Attendees List

Attachment #1

Summary Minutes

Administrative Items

Tom Crane, Program Manager, Great Lakes Commission, welcomed all conference call participants. Becky Lameka, Great Lakes Commission, took roll call. Tom Crane stated that the objective of the call was to introduce the project to the advisory committee and receive initial feedback on project activities. This project, funded by the Great Lakes Protection Fund., will help support the efforts of the Water Resources Decision Support System Project (for more information go to <http://www.glc.org/wateruse/wrmdss>) and Annex 2001 implementation process (for more information go to <http://www.cglg.org/1projects/water/overview.asp>).

Two additional administrative items were discussed: suggestions for additional committee members and project requirements for advisory committee members. Great Lakes Commission staff asked for suggestions for additional individuals who could provide valuable contributions to the project. Initial thoughts were that someone from the leak detection business, someone from AWWA, and someone involved with water rates would be valuable. Tom Crane noted that travel will be very limited for the project due to the current travel constraints of the jurisdictions. If necessary, an in-person meeting may be held at the project mid-point, but a call-in option will be available for participation of those individuals unable to attend. Committee members will be asked to periodically review product materials. Time and financial commitments for committee members will be small.

Project Overview and Associated Timelines

Tom Crane gave an overview of the project and the timeline for specific project elements (Refer to Attachment #2, Project Status Sheet).

Water Conservation Briefing Paper and Survey

Dan Blake, Great Lakes Commission, reviewed the main elements of the briefing paper, which are also presented in the project proposal. He then opened the item up for discussion. The survey, which is the first step in developing the paper, was the focus of discussion. Surveys

could be sent directly by the Great Lakes Commission to municipal suppliers, or the states/provinces could provide that support. Notices about the survey might also be distributed through an environmental bulletin that is available in some states.

The scope of the project is limited to the public water supply sector. An important item to consider in developing the survey will be to understand the issue of disincentives to water conservation and gather information on how disincentives affect water conservation practices. Motivations for actions (or lack thereof) will be important in addition to a descriptive inventory of water conservation activities. Martiza Jackson, Automatic Meter Reader Association, will provide the Commission staff with a research report on pricing structure. Water used by outdoor irrigation systems may also be valuable to consider. In summary, the range of outdoor vs. indoor water use/conservation and efficient vs. non-efficient homes could be a helpful way to break down the research. A 1999 AWWA research study on residential water use showed how water metering was used and could help in identifying potential conservation efforts. Similarly, a pilot area could be used to describe how water is used by residential users.

Originally, the Commission intended to target type 1 water suppliers, which is described in Michigan as those community systems serving over 25,000 people. Ideas for the scope of the survey included public suppliers using more than 1 million gallons/day and those using more than 100,000 gallons/day. These two figures could also be used to create three groups of suppliers for a stratified sample that could be further broken out in a targeted survey.

Next Steps

Tom Crane summarized the survey development process. The Commission staff will develop a draft survey, which will be emailed to the project advisory committee for review. The survey, as well as its distribution strategy, will be discussed at a future conference call meeting. After committee review, the survey could be sent out by late February.

Action Items:

- The survey will be developed by Commission staff, who will attempt to keep the survey simple to encourage responses.
- State and provincial members of the project oversight team will track down mailing addresses for the public suppliers over 100,000 gpd (system operators) by February 14.
- Suggestions for prospective project advisory committee members should be emailed to Commission staff.

Minutes Submitted by:

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ATTACHMENT #1

**Attendance List
Developing a Water Conservation “Tool Kit” for the Great Lakes Region**

**Conference Call Meeting of the
Project Advisory Committee
January 22, 2003**

Name	Affiliation
Jim Casey	Illinois
Phyllis Hartford	Illinois
Ralph Spaeth	Indiana
Ron Van Till	Michigan
Sean Hunt	Minnesota
Michael Holt	New York
Leonard Black	Ohio
Scott Christilaw	Ontario
Danielle DuMoulin	Ontario
Tom Denslinger	Pennsylvania
Simon Theberge	Québec
Linda Talbot	Wisconsin
Liz Lefrancois	EC
Gillian Huntley	EC
David Naftzger	CGLG
Maritza Jackson	AMRA
Tom Crane	GLC
Dan Blake	GLC
Becky Lameka	GLC

Developing a Water Conservation “Tool Kit” for the Great Lakes Region

Project Status as of January 22, 2002

ACTIVITY	TIMELINE	STATUS	NOTES
1. Project Scoping			Project website is being developed.
a. Assemble Advisory Committee	Dec. 2002-Jan 2003	In progress	Initial committee members convened Jan. 22, 2003. Members may be added after 1 st conference call..
b. Finalize Project Work Plan	Jan. 2003-Feb. 2003	In progress	
2. Water Conservation Briefing Paper	Jan. 2003-June. 2003	In progress	Foundation of the briefing paper, “Water Conservation Guidelines Report,” has been completed through the WRMDSS project.
a. Develop Survey	Jan. 2003-Feb. 2003	In progress	Initial background research is being conducted.
3. Summary of Current Best Practices	July 2003-Sept. 2003		
a. Case Study Analysis	Aug. 2003-Sept. 2003		
4. Assessment of Best Available Technology and Options for Water Conservation for the Public Water Sector Outside the Great Lakes Region	March 2003-Dec. 2003		
5. Online Directory of Water Conservation Tools, Data and Information	July 2003-Jan. 2004		
6. Final Report	Jan. 2004-Feb. 2004		

Conference Call Meeting of the Project Advisory Committee for

Developing a Water Conservation “Tool Kit” for the Great Lakes Region

January 22, 2003, 10:00 a.m. (EST)

1. Welcome and Introductions
2. Call Objectives
3. Project Overview and Associated Timelines
 - a. Water Conservation Briefing Paper
 - i. Survey to public water suppliers
 - b. Summary of Current Best Practices
 - i. Case study approach
 - c. Summary of Best Available Technology
 - d. Online Directory
4. Other Participants (Identification of new project partners)
5. Update on Regional Initiatives
6. Next Steps
7. Adjournment