

**Attachment 1A**  
**MEETING SUMMARY**  
**DIRECTORS OF UTILITIES COMMITTEE MEETING**  
**March 1, 2017**  
**Chesapeake**

**1. Summary of the February 1, 2017 Meeting of the Directors of Utilities Committee**

There were no comments on, or revisions to the summary of the February 1, 2017 Committee meeting.

**ACTION:** The summary of the February 1, 2017 meeting of the Directors of Utilities Committee was approved.

**2. Public Comment**

There were no public comments.

**3. Regional Wet Weather Management Plan Update**

Mr. Richard Stahr, Brown and Caldwell Senior Vice President, provided an update on HRSD's Integrated Plan/Regional Wet Weather Management Plan (RWWMP). His presentation included information on the integrated plan, regulatory status, planning activities and schedule, solution set optimization, and upcoming HRSD-locality interface points (see Attachment 1C).

Mr. Stahr summarized the water issues challenging Hampton Roads and explained how the EPA's Integrated Planning process allows communities to prioritize Clean Water Act obligations with the greatest health or environmental benefits first. He reviewed the benefits of HRSD's integrated plan and the Sustainable Water Initiative for Tomorrow (SWIFT) project's potential to offset stormwater sector nutrient and sediment reductions. Mr. Stahr explained the sequencing of SWIFT/RWWMP activities and listed possible criteria for selecting high priority RWWMP projects to be implemented during the first eleven years.

With regard to regulatory status, Mr. Stahr noted that Minor Modification No. 4 was filed in U.S. District Court last week. Minor Modification 4 acknowledges that HRSD is planning SWIFT, that HRSD will submit financial capability information to include locality data, that the Regional Wet Weather Management Plan (RWWMP) implementation schedule will be as expeditious as possible, and that the approval of the RWWMP will trigger a major modification with judicial review and public comment period.

Mr. Stahr reviewed the recent and upcoming RWWMP milestones and the activities being completed as HRSD progresses toward the RWWMP submittal. He discussed the RWWMP solution set optimization process, guiding principles, and preliminary results

for optimizing the I/I reduction program. He concluded his presentation with review of upcoming points of interface between HRSD and localities leading up to the October 1, 2017 RWWMP submittal deadline.

The Committee discussed the implementation timeframe for HRSD's I/I work and ongoing locality MOM work. In 2028-2029, HRSD will conduct flow monitoring and an assessment to determine if the system is performing as expected.

**ACTION:** No action.

#### **4. Affordability**

Ms. Whitney Katchmark, HRPDC Principal Water Resources Engineer, updated the Committee on plans for the CAO's discussion of the affordability of city services. Ms. Katchmark reviewed draft talking points for the Committee's consideration and comment. Talking points will be developed into a presentation on how the water infrastructure challenges faced by cities and counties nationwide and most Hampton Roads localities are anticipated to impact citizens in the form of rate increases. These challenges include aging infrastructure, state and federal enforcement actions, more stringent permit requirements, and increasing drinking water and wastewater treatment and testing requirements. The presentation is intended to prompt consideration of local strategies and encourage the sharing of information and lessons learned.

It was noted that the affordability issue to be highlighted for the CAOs is different and separate from the cost-based analysis being prepared for the Regional Wet Weather Management Plan. The Committee suggested that the presentation include: emphasis on the need for balancing expenses and revenues in utility enterprise funds; information on uncollectable accounts and the importance of developing a plan for addressing chronic delinquency and uncollectable revenue; and strategies that may require legislative action. Ms. Katchmark will provide the presentation to the Committee upon completion.

**ACTION:** No action.

#### **5. HRPDC FY 2018 Water and Wastewater Programs**

Ms. Katchmark reviewed the annual recurring program activities and technical assistance provided during FY2017, and then led a discussion of FY2018 priorities for the Regional Water Program and Regional Wastewater Program (see Attachment 1D). Staff suggestions for priority projects included the following:

- Research and technical assistance to support discussion of affordability issues and customer assistance programs;
- Continue participating in the groundwater regulatory process and provide technical and policy assistance on groundwater management issues; and

- Engage with DEQ to address compliance conditions for the Regional Water Supply Plan when the agency is ready to move forward with VA Hydro.

There were no objections to the suggested priorities above. Staff also noted plans to update the technical guidance for the Groundwater Mitigation Program.

Ms. Katchmark related that the HRPDC Coastal Resiliency Committee has inquired about the resiliency of utility systems; she asked the Committee members whether design standards have changed since the Committee's 2012 discussions of emergency preparedness and response planning. Analysis completed by some utilities indicates that roadway access to utility facilities will be the biggest problem during flooding events, as key routes will be submerged. Other utilities are contending with water quality issues following extreme weather events; organics and other constituents become so concentrated that it becomes difficult for treatment processes to remove materials. Other utilities have found that high winds, and not flooding, pose the greatest threat to facilities.

Ms. Katie Cullipher, HRPDC Principal Environmental Education Planner, asked for the Committee's input on public education and outreach initiatives that should be prioritized in FY2018. The Committee discussed the potential to develop advertising partnerships with retail establishments and suppliers for goods that are complementary to askHRgreen.org campaigns; community-based product selection would enable retailers to target sales to the local market (e.g., clear lawn/leaf disposal bags). Ms. Cullipher stated that staff can look at potential partnerships, as well as opportunities to do outreach at store sites with giveaways of askHRgreen.org promotional items. The Committee also discussed the potential for a print media series on the cost of municipal services. Staff can talk with the marketing consultant about examining how other communities have been successful in getting retailers to do community-based product selection and how outreach on the cost of municipal services is being discussed and addressed in other parts of the country.

**ACTION:** Identified priority projects for the FY2018 HRPDC Water and Wastewater programs.

## **6. Eastern Virginia Groundwater Management Advisory Committee Follow up**

Ms. Katchmark led a discussion of priority issues for resolution by the Eastern Virginia Groundwater Management Advisory Committee (EVGMAC). The following were suggested for the Committee's consideration:

- Lengthening the permit term;
- Incentivizing users to transition from groundwater to surface water sources; and
- Determining how groundwater will be allocated after SWIFT is implemented.

It was suggested that the EVGMAC also recommend the establishment of a framework to recognize the benefits of aquifer replenishment and to encourage such projects.

Ms. Katchmark will incorporate this comment into the third bullet above and submit the Committee's comments to the facilitator.

**ACTION:** Submit the Committee's priorities to the EVGMAC facilitator.

## 7. Staff Reports

- **Drinking Water State Revolving Funds:** Application deadline is April 1, 2017; a funding workshop will be held in the Suffolk area on March 13, 2017. The VDH is offering a new [Lead Service Line \(LSL\) Replacement Program](#) that provides up to \$5000 in grant funds per each service line replaced on the homeowner's side of the meter.
- **Utility Pay Scales:** Staff reviewed the draft data call on utility staff compensation, which included input from JCSA, Newport News Public Works, and Norfolk Utilities staff. The Committee reconsidered the objectives of the exercise and agreed that a monthly roundtable discussion focused on a specific staff position would be more beneficial. The Committee agreed to begin these roundtables at the May meeting, starting with entry level positions that require a commercial driver's license (e.g., dump truck and backhoe operators).
- **Support for Roanoke River Basin Association (RRBA):** The HRPDC Personnel and Budget Committee is anticipated to make a recommendation at its next meeting on March 2, 2017.

**ACTION:** No action.

## 8. Other Business

Ms. Cullipher briefed the Committee on an issue raised in administering the H2O – Help to Others – Program and requested input from the H2O Program Board of Directors (the Committee). Ms. Cullipher asked if a resident who receives water through a master metered account billed by a third-party service provider is eligible to receive H2O assistance. The Board of Directors (Committee) concluded that only direct metered accounts with the municipal utilities qualify for H2O program assistance. Submetered or distributed accounts are not eligible. Accounts with third-party billing service providers are not eligible because HRSD and the municipal utilities do not have access to billing records and cannot verify the water and sewer charges. This clarification will be added to the program eligibility criteria.

**ACTION:** Update the H2O program eligibility criteria to reflect the discussion.