

Attachment 1A
Meeting Summary
MEETING OF
DIRECTORS OF UTILITIES COMMITTEE
January 7, 2015
Newport News

1. Summary of the December 3, 2014 Joint Meeting of the Directors of Utilities Committee and Health Directors

There were no comments on, or revisions to the summary of the December 3, 2015 joint meeting of the Directors of Utilities Committee and Health Directors.

ACTION: The December 3, 2014 meeting summary was approved.

2. Public Comment

There were no public comments.

3. Land Subsidence

The Directors of Utilities Committee was briefed on the December 19, 2014 meeting of the HRPDC Special Committee on Recurrent Flooding and Sea Level Rise and the Special Committee's recommendation for assessing land subsidence in the region. The Directors of Utilities Committee agreed with the Special Committee's recommendation to pursue a USGS study to assess land subsidence monitoring methods and to develop cost estimates.

ACTION: The Committee recommended pursuing a USGS study to assess subsidence monitoring methods and to develop cost estimates.

4. Investigating Aquifer Recharge

Mr. Ted Henifin, HRSD, briefed the Committee on HRSD's aquifer recharge study. Phase I of the study is currently underway to evaluate impacts to the groundwater aquifer and assess technologies and feasibility of implementation.

The Committee had a brief discussion on site accommodation issues, groundwater model runs, depth of recharge, interaction with the salt water interface, disposal of treatment discharge, sources of financing, and nutrient credits. Depending on the results from Phase I, anticipated in mid-2015, Phase II of the project will consist of a cost analysis to be completed in late 2015.

ACTION: No action.

5. Groundwater Management

The Committee discussed groundwater management issues, including the December 15, 2014 State Water Commission Meeting discussion; DEQ's proposals for regulating small capacity withdrawals; and Mission H2O Virginia's proposal to advocate for legislation requiring the establishment of a groundwater advisory committee.

The Committee approved support for Mission H2O's lobbying effort to pursue legislation requiring formation of a Groundwater Advisory Committee to evaluate regional solutions for groundwater management in the Eastern Virginia Groundwater Management Area and prohibiting DEQ from requiring individual permit reductions while this evaluation is taking place. This proposal is in response to DEQ's proposed cuts to the largest groundwater permit holders in the region. Ms. Andrea Wortzel, Troutman Sanders, is leading this effort. The HRPDC's participation in this effort will be supported by the existing HRPDC Water Program funds and does not require additional funding. The HRPDC staff will coordinate with Ms. Wortzel and provide updates to the Directors of Utilities Committee on this initiative.

The Committee noted that, to better assess groundwater withdrawals, DEQ should fund and execute an effort to collect and digitize well construction data from VDH paper files and estimate total groundwater withdrawals.

ACTION: The Committee approved support for Mission H2O's lobbying effort to pursue legislation to establish a state groundwater advisory committee.

6. Regional Source Water Protection Planning

The HRPDC staff provided an update on the Regional Source Water Protection Plan. Staff is coordinating with VDH to acquire appropriate GIS data. Utility staff volunteers will review and comment on the draft plan outline, and HRPDC staff will provide a progress update at the February 4, 2015 Committee meeting. A copy of the presentation slides are provided as Attachment 1C.

ACTION: No action.

7. Staff Reports

- **State Water Control Board Order by Consent:** The 30-day public comment period concluded on December 18, 2014. No comments were received by DEQ. The [final Order](#) became effective on December 19, 2014.

The Committee discussed the following related to the Order:

- New HRSD Policy for Regional Sewage Flow Projection Data was adopted to replace the former Regional Technical Standards for flow projections.

- Updated population and employment forecasts, based on HRTPO projections, were sent to localities and will be used for preparation of the Regional Wet Weather Management Plan.
- **HRPDC Continuing Services Contracts:** The Committee was briefed on a forthcoming HRPDC Request for Proposals for FY16 professional services. A copy of the presentation slides are provided as Attachment 1D. Two Committee representatives volunteered to participate in the RFP development and review process.

ACTION: No action.

8. Other Business

- **FY16 Retreat:** It was agreed that the retreat discussion will be incorporated into the agenda for a regular monthly meeting.

ACTION: No action.

Directors of Utilities Committee Meeting Sign-In Sheet
January 7, 2015

Attachment 1B

Locality/Agency	Representative	Representative	Representative	Representative
HRSD	Ted Henifin			
Chesapeake	David Jurgens			
Franklin				
Gloucester	Arnie Francis			
Hampton	Jason Mitchell			
Isle of Wight				
James City County	Doug Powell			
Newport News				
Newport News	Scott Dewhirst	Dave Morris		
Newport News				
Norfolk	Kristen Lentz			
Poquoson				
Portsmouth	Bryan Foster			
Smithfield				
Southampton				
Suffolk	Al Moor	Craig Zieseemer		
Surry				
Virginia Beach	Tom Leahy			
Williamsburg				
Windsor				
York	Brian Woodward			
HRPDC	Whitney Katchmark	Julia Hillegass	Tiffany Smith	
HRPDC				
New Kent				
DEQ				
EPA				
USGS				
VDH				
VDH				
VDH				
Emergency Managers				
Emergency Managers				
Emergency Managers				
AECOM				
AquaLaw				
Arcadis	Ryan Nagel			
Brown & Caldwell				
CH2M-Hill				
Christian Barton				
Golder Associates				
HDR				
Hurt & Proffitt, Inc.				
McGuire Woods				
Rice Associates				
REMSA				
Troutman Sanders				
Virginia Fusion Center				
Virginia WARN				
URS				
Whitman, Requardt & Assoc.	Mike Barbachem			
Private citizens				

Regional Source Water Protection Plan

Project Update

Directors of Utilities Committee
January 7, 2015

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Milestones

- December 3, 2014 – Committee agreed to pursue Regional Source Water Protection Plan. Directors of Utilities Committee serves as the “local advisory committee.”
- January 15, 2015 – VDH to provide GIS data for SWPP land use maps and risk maps. HRPDC staff identify local data gaps and impacts to project schedule.
- January 20-30, 2015 – Utility staff volunteers review & comment on draft Table of Contents & proposed schedule.
- February 4, 2015 – Project update to Committee

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Municipal Systems to be included in Regional SWPP:

- City of Chesapeake
- City of Franklin
- City of Norfolk
- City of Portsmouth
- City of Suffolk
- City of Virginia Beach
- City of Williamsburg
- County of Gloucester
- County of Isle of Wight
- County of Southampton
- James City Service Authority
- Newport News Waterworks
- Town of Smithfield
- Town of Windsor

HRPDC RFP FY16 Multiple Award IDIQ Contract for Professional Services

- Solicit proposals for professional and technical services to support HRPDC programs and special projects.
- Anticipate awarding 2 or more contracts.
- 1 year initial term; option to renew for up to 4 successive 1 year periods.

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RFP Schedule – Advisory Committee Approvals Directors of Utilities Committee & Regional Environmental Committee

January 28: Draft RFP Comment Deadline

February 25: Revised RFP Comment Deadline

March 4 to 5: Final RFP Committee Approvals

March 16 to April 16: RFP response period

April 17 to 30: Selection Panel reviews proposals

**May 6 to 7: Committees Endorse Selection Panel
Recommendations**

May 11 to 30: Contract negotiations

June 2015: Contract award (FY16 performance period)

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Selection Panel Nominations?

**Directors of Utilities Committee – 2 representatives
Regional Environmental Committee – 2 representatives**

Required Commitments:

- January 28: Comments on Draft RFP to PDC staff**
- February 25: Comments on Revised RFP to PDC staff**
- April 17-23: Review and evaluate proposals**
- April 23: Selection Panel conference call (10 am);
identify proposers for interviews**
- April 30: Interviews & Selection Panel Meeting**
 - 9:30 to 11:30 am - Interviews with proposers**
 - 11:30 am – Selection Panel Meeting (working
lunch); agree on recommendations for
contract negotiations**