

AGENDA NOTE- HRPDC QUARTERLY COMMISSION MEETING

ITEM #18: PROJECT STATUS REPORTS AND ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE SUMMARY MINUTES

The summary minutes of the July 6, 2011 Directors of Utilities Committee and Health Directors Joint Meeting are attached.

Attachment 18A

B. HAMPTON ROADS CHESAPEAKE BAY COMMITTEE, THE REGIONAL STORMWATER MANAGEMENT COMMITTEE AND THE CHESAPEAKE BAY IMPLEMENTATION SUBCOMMITTEE SUMMARY MINUTES

The summary minutes of the July 7, 2011 Hampton Roads Chesapeake Bay Committee, Regional Stormwater Management Committee and Chesapeake Bay Implementation Subcommittee Meeting are attached.

Attachment 18B

C. PROJECT STATUS REPORT

Attached are status reports on other HRPDC programs.

Attachment 18C

**Attachment 2A
JOINT MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE
July 6, 2011
Newport News**

CLOSED SESSION

1. UASI Water Supply Assessment and Emergency Response Training Project

The Committee entered closed session to receive the project team presentation and discuss comments on the draft project methodology and risk scenarios. Following discussion, the Committee resumed open session.

ACTION: The project team was directed to finalize the methodology and risk scenarios per Committee comments. HRPDC staff will distribute the revised documents to the Committee upon receipt.

PUBLIC MEETING

2. Summary of June 1, 2011 Joint Meeting of the Directors of Utilities Committee and Directors of Health

The Summary of the June 1, 2011 joint meeting of the Directors of Utilities Committee and Directors of Health was approved.

3. Committee Reports

- **Water Reclamation and Reuse Regulatory Advisory Panel (RAP):** The Water Reuse RAP last met on June 2, 2011; minutes from the June 2, 2011 meeting will be provided to the Committee. Committee members who attended the meeting noted the following:
 - The issue of using reclaimed water to recharge groundwater aquifers is expected to be addressed at the next RAP meeting on July 7, 2011.
 - The RAP's discussion of indirect potable reuse has been focused on operational considerations. Discharges to reservoirs have not been discussed.

The Committee may want to comment on this regulation upon release for public comment. Any new information on the advisory group to examine incentivizing water reclamation and reuse will be provided at the next Committee meeting.

ACTION: No action.

- **Stormwater Reuse:** Ms. Katchmark summarized the issue of apparent regulatory obstacles to the practice of rainwater harvesting and invited interested Committee members to the July 7, 2011 Joint Environmental Committee meeting. Representatives from the Virginia Department of Health (VDH) and the Virginia Department of Housing and Community Development (DHCD) will provide a briefing and answer questions on VDH's regulations pertaining to gray water, VDH's guidelines for rainwater harvesting, and the Virginia Uniform Statewide Building Code. It was noted that DHCD is interested in identifying conflicts and gaps that should be addressed in future updates to the building code.

Action: No action.

- **Capacity Team:** Among the several ongoing efforts of the Capacity Team, the main issue of discussion has been consensus on population and employment projections for capacity assessments. If the localities do not agree with the projections provided, alternate information should be provided to HRSD as soon as possible. Mr. Craig Ziesemer emphasized that localities must be comfortable with the projections, as these numbers will be used to assign flows for the capacity assessment, ultimately affecting rehabilitation plans and the Regional Wet Weather Management Plan (RWWMP). This information will indicate the locality pump station service level and will be used to establish model boundary conditions for locality-level model analyses. The projections must hold firm through the development of the RWWMP; design and construction of future projects will be based on these projections. Discrepancies between projections and actual population will be reflected in post-implementation flow monitoring data.

The Regional Technical Standards direct the use of traffic analysis zone (TAZ) data to estimate non-residential consumption and employment projections. It has not been resolved as to how to translate non-residential consumption to projections of non-residential population. It was noted that reducing TAZ data to the basin-level is problematic, and that population projections used by locality finance departments should also be considered. It was recommended that locality revisions submitted to HRSD should be informed and adjusted with appropriate land use and planning information to provide a reasonable estimate of population and population distribution.

ACTION: No action.

4. Staff Reports

- **Final Regional Water Supply Plan:** Hard copies of the Hampton Roads Regional Water Supply Plan were distributed to Committee members present at the meeting. Copies will be mailed to those who were not in attendance. The DVD attachment to the plan includes an electronic copy of the document.

HRPDC staff asked for the Committee's feedback as to the presentation to be made to the Commission on July 21, 2011. A process-focused (rather than content-focused) presentation was recommended, and HRPDC will be asked to acknowledge completion of the plan. The presentation will emphasize that the regulation requires locality adoption of the plan.

The requirements for local program adoption were reviewed. It was emphasized that all towns, cities, and counties must adopt the plan. HRPDC staff will provide a presentation template for use by localities. If requested, HRPDC staff can be available to attend locality public hearings.

ACTION: The Regional Water Supply Plan will be presented at the July 21, 2011 HRPDC meeting. Localities will commence local program adoption process.

- **FOG Ordinance Status Update:** It was clarified that locality FOG ordinances are required as part of the Management, Operations and Maintenance (MOM) Plans. The status of pending FOG ordinances were reviewed as follows:
 - James City County: FOG regulation is expected to go to Council this summer; budget for staff has been provided; proceeding with coordination of next steps with the Williamsburg Restaurant Association.
 - Norfolk: Ordinance is pending approval.
 - Poquoson: Ordinance development will be discussed at upcoming retreat.
 - Portsmouth: Ordinance is undergoing development.
 - Suffolk: Ordinance is completed and pending adoption.

HRPDC staff reported that one more in-person FSE training will be hosted in August; the notice is pending distribution. The vendor for on-line training has been retained. Commencement of on-line training is pending.

ACTION: HRPDC staff will update the in-house locality FOG ordinance status information per discussion.

- **Help 2 Others (H2O) Program Update:** November 2011 is targeted for the launch of the fall campaign. HRPDC staff briefed the Committee on program progress. The discussion is summarized as follows:
 - H2O payments for combined utility bills: The Committee agreed that H2O payments may be applied to locality combined utility bills, as they include

water service. HRPDC staff will provide the donation envelope text explaining the use of donated funds to the Committee for review.

- HRSD collection of program donations: HRSD will be able to collect online donations. Each online donation will be considered a separate transaction subject to the billing vendor's \$0.75 transaction fee. Donation envelopes will be distributed in November and will include tear-off donation receipt for tax purposes.
- Funding available: Assistance funds of \$15,511.76; Administrative funds of \$141,185. The Committee discussed the potential use of some of the administrative funds for development of a program website and directed HRPDC staff to seek quotes.
- Salvation Army program administration: The Salvation Army has agreed to administer assistance funds and will receive regular lump sum disbursements for program use. Bills will be paid by the Salvation Army on behalf of the client. HRPDC staff will train Salvation Army staff on program administration and client screening. It is anticipated that funds will be disbursed in November, following completion of training. Salvation Army offices and coverage areas are listed below:
 - Williamsburg (JCC, upper YK, WM)
 - Peninsula Command (lower YK, GL, HA, NN, PQ)
 - Portsmouth
 - Tidewater Command (VB, NO, CH)
 - Suffolk (SU, SY, SH, IOW, Franklin)

ACTION: HRPDC staff to solicit quotes for H2O Program website development.

- **HR WET and HR GREEN Update:** HRPDC staff provided the following updates:

HR WET:

- HR WET trailer renovation completed: Interior renovations include new carpeting, cabinetry, countertops, hardware, and paint.
- Media Campaign: Ran two 60-sec AWWA public service announcements (with HR Green tagline) promoting the value of tap water for 6 weeks from April 18, 2011 through May 31, 2011 on a variety of radio stations as well as online banner ads on radio station websites, pilotonline.com, and dailypress.com.
- Promotional Items: Order over 63,000 promotional items (dye tabs, lemonade packets, cups, koozies, silly bands, rain gauges, etc.) as well as 10,000 new brochures and rack cards.
- Drinking Water Week/Earth Week Feature on The Hampton Roads Show: Program spot promoting the value of tap water vs. bottled water.

HR Green:

- Cahoon & Cross benchmarking research: Activities thus far included facilitated focus group meetings and an online survey. Consultant to provide market research, strategic plan, logo/slogan design, blog and website design and set-up, and advertising guidance.

- HRGreenBlog.com: Launched in January, blogs from each committee as well as the PDC staff have covered HR Green topics and pertinent events/programs throughout the region.
- AskHRgreen.org: The website is set to launch on July 19, 2011. The “one-stop-shop” website will feature:
 - Slideshow and “green tips” throughout the site with links to content. Each content section features information that is “Good to Know” and behaviors that are “Good to Do,” as well as links to helpful resources.
 - User-focused navigation to present information by areas of interest: home, yard, business, classroom, etc.
 - Interactive calendar function allowing users can view, download, and submit green events.
 - Advanced search functionality for website and blog to allow user to search by content type, location, and/or date range.
 - Twitter feeds and blog posts incorporated throughout the website.

ACTION: No action.

- **Hampton Roads Water Quality Response Plan:** The 2011 update of the contact list is pending revised information from military installations. Completion is anticipated in mid-July 2011.

ACTION: No action.

- **Data Call – Water Rates and Water Use:** HRPDC staff will commence the annual data call for water rates and water use in late July 2011. The 2011 data call will utilize a new form to collect information on water rates, taxes, and disaggregated water use.

ACTION: No action.

- **Chesapeake Bay TMDL:** HRPDC staff summarized the following issues that may impact utilities:
 - Localities are interested in seeking nutrient reduction credits for reductions of sanitary sewer overflows (SSOs).
 - Localities are forming inter-departmental teams to address the Phase II Watershed Implementation Plan and to coordinate stormwater improvements across departments. Committee members may be contacted regarding this effort.

ACTION: No action.

- **Drought Conditions:** The Committee held a brief roundtable discussion of recent drought conditions. In general, utilities have not observed and are not anticipating impacts to water supplies. James City County's water demands have been lower than usual, despite dry conditions.

ACTION: No action.

5. Other Business

- **Special Order of Consent:** Newport News summarized a discussion with DEQ regarding affordability of locality rehabilitation plans. Although EPA considers combined water and sewer bill costs equivalent to up to 2% of the median household income as affordable, it was suggested that 1.5% is considered more reasonable by DEQ. It was commented that keeping fees below 1.5% of the median household income would just prolong the plan implementation period. It was also noted that regulators agreed that stormwater fees could be included in evaluation of utility affordability.

ATTACHMENT 1A
THE DRAFT SUMMARY OF THE MEETING OF THE
HAMPTON ROADS CHESAPEAKE BAY COMMITTEE, THE
REGIONAL STORMWATER MANAGEMENT COMMITTEE AND THE
CHESAPEAKE BAY IMPLEMENTATION SUBCOMMITTEE
July 7, 2011

JEC summary for HRPDC July Meeting

The Joint Environmental Committee met on July 7, 2011. The meeting included:

- 1) An update from HRPDC staff on the Department of Housing and Urban Development's (HUD) Sustainable Communities Regional Grant Program. An Advance Notice of Funding Availability for the FY2011 program was issued by HUD in June.
- 2) A brief presentation from HRPDC on a proposal by the General Assembly to include aquaculture as a permissible use under the Right to Farm Act. The Middle Peninsula Planning District Commission is coordinating data gathering by PDCs in the Coastal Zone to inform this effort.
- 3) A presentation from HRPDC staff on a client survey to gather feedback from local government staffs, regional organizations, and other stakeholders on HRPDC programs and processes.
- 4) A presentation from Pamela Mason of the Virginia Institute of Marine Science on living shorelines. The presentation covered the benefits of living shorelines compared to traditional shoreline hardening. Following the presentation, the Committee discussed locality needs regarding living shoreline policy development as well the upcoming requirements for Comprehensive Shoreline Management Plans.
- 5) An update from HRPDC staff on the Chesapeake Bay Total Maximum Daily Load (TMDL) Watershed Implementation Plan (WIP). The update included a new document from the Department of Conservation and Recreation in response to frequently asked questions they have received.
- 6) A brief report from HRPDC staff on the June 22 Stormwater Subcommittee meeting.
- 7) A presentation from Dwayne Roadcap of the Department of Health (VDH) and Larry Brock of the Department of Housing and Community Development (DHCD) on rainwater harvesting guidelines and greywater regulations. VDH does not have the authority to regulate rainwater harvesting; however, VDH issued guidance in March 2011. The Committee discussed the implications of the guidance on the use of rainwater harvesting and storage as a stormwater management practice.

PROJECT STATUS REPORTS

1. Regional Housing Program

Regional Housing Portal

HRPDC staff members are continuing to work on the implementation of the Regional Housing Portal. Staff is continually researching methodologies to host and develop the portal system. A grant proposal was submitted on June 30, 2011 to Housing Virginia seeking funding to provide technical assistance and development of the actual web tool for the portal. Grant funding is needed to develop the software necessary to ensure that the finished tool can be accessed via a web-based portal for consumers and housing providers to access appropriate services. A stakeholders meeting will also be scheduled in late July to evaluate the project to ensure that final product is consumer and housing provider friendly.

Hampton Roads Loan Fund Partnership

The staff has recently completed HOME requests for down-payment and closing cost assistance funding to local administrators for qualified first-time homebuyers in the region for FY11 as of June 30, 2012. The Department of Housing and Community Development is currently assessing its funds to see if the program will be extended past the June 30, 2011 program deadline in an effort to assist more buyers in the region.

Housing & Human Services Technical Assistance

Staff members are working to provide information and guidance to localities, non-profit housing agencies, and housing authorities on the newly released final ruling from the Department of Housing and Urban Development (HUD) related to the Secure and Fair Enforcement Mortgage Licensing Act of 2008 (SAFE ACT). This regulation was once thought to affect housing services and programs such as down-payment assistance, rehabilitation services, and mortgage default counseling.

The HRPDC has also been working with the Hampton Roads Housing Consortium (HRHC) in the coordination of a regional housing symposium entitled ***Riding the Housing Wave*** to be held on July 28, 2011. This symposium will provide updates to existing programs on the Federal and State levels related to rental and homeownership programs, as well as information on down-payment and closing cost assistance programs for the region. The agenda and program is designed for housing professionals from public, private and non-profit organizations and others interested in expanding housing opportunities for low and moderate income households.

2. Regional Economics Program

Technical Assistance

Economics staff routinely provides technical assistance and support to member jurisdictions and regional organizations. Information from both the HRPDC Data Book and the Commission's Benchmarking Study provides easy access to a great deal of regional information. Over the past month, staff has responded to information requests from individuals, member localities, regional organizations, and the media. Staff is currently exploring the development of an index of regional economic conditions in cooperation with economists from several higher education institutions.

Analysis of Energy Development Strategies

Staff has begun work on an analysis of energy development strategies in Hampton Roads. At present, very little is commonly understood as to the ability for the region to capitalize on various forms of energy development. Staff will be collecting and compiling information on the region's capacity to develop energy and with research the potential economic benefits associated with energy development.

3. Emergency Management Project Update

Hampton Roads Tactical Regional Area Network (HRTacRAN)

The EM Administrator continues to work with the Hampton Roads Interoperability Communications Advisory Committee (HRICAC) Oversight Group in an effort to find a funding solution for sustainment of the system for follow-on service and maintenance procurement. The FY09 Port Security Grant Application was submitted to VDEM in August 2010 as a potential temporary solution for sustainment. We are still waiting for DHS approval. Also, the FY08 UASI investment supporting ORION was modified to support HRTacRAN and sent to DHS for approval. This request was denied by DHS since the HRTacRAN was built with FY06 Port Security Grant Funds. On-going discussions with VDEM and the Governor's Office of Commonwealth Preparedness continue as we seek solutions to advocate an approval from DHS with a re-submission of the request.

Peninsula Local Emergency Planning Commission (PLEPC)

The Committee met in June and is nearing the completion of the updated plan.

Hazard Mitigation Planning

The HRPDC and Hazard Mitigation Planning Committee (for the Southside Hampton Roads Hazard Mitigation Plan, the Franklin Hazard Mitigation Plan and the Southampton Hazard Mitigation Plan) are on-going with the consultant. The Hazard Mitigation Planning Committees for each of these plans continue to meet to provide input and review the updated materials developed for these plans. The Franklin and Southampton plans are available on-line for public review and input. Each of these will be available for 30 days. Once the period has passed, the plans will be finalized

and sent to VDEM and FEMA for review and approval. Once approved, they will be ready for their respective community adoption process. The South Hampton Roads plan just completed the public meetings at the end of June and now the draft is available on-line for public review and input.

The Emergency Management staff continues to work with the City of Hampton's Emergency Management Office (Project Manager) by providing support to update the Peninsula Hazard Mitigation plan when requested.

A website supporting this project for the staff, local agencies and future public participation has been established: www.remtac.org/mitigation. The Peninsula planning effort is now represented on this site.

Regional Catastrophic Planning Grant Program (RCPGP) Support

The Emergency Management staff continues to support the Regional Catastrophic Planning Team and the three workgroups to ensure existing projects and data are integrated. Current efforts are focused on the Logistics and Supply Demand Analysis that will be incorporated into the framework being developed.

Urban Area Security Initiative (UASI)

The Emergency Management staff continues to manage and support the Hampton Roads Urban Areas Security Initiative (UASI) Grant Program for the Urban Area Working Group (UAWG). FY11 UASI Grant guidance was released May 19, 2011. There was a 30 day turn around period for submitting the grant application to DHS. Staff worked diligently with the UAWG, Virginia Department of Emergency Management Grants Office, and the Governor's Office of Veteran's Affairs and Homeland Security to ensure the application was submitted on time.

Hampton Roads Medical Special Needs and WebEOC Implementation Update (FY08 UASI Project)

The WebEOC Subcommittee continues to implement its plan for institutionalizing WebEOC in the region.

The Special Needs website and registry (www.hrspecialneeds.org) continues to be populated by/for citizens with special needs in Hampton Roads. Registrations have recently increased as a result of outreach activities. The new hurricane guide now has a page dedicated towards special needs emergency preparedness planning.

Multi-Region Target Capabilities Assessment (FY08 UASI Project)

The Emergency Management staff provides program management and implementation support for the Target Capabilities Assessment (TCA), through the UASI Grant program. Workshops to interview the health districts staff, hospitals, mass care representatives, and regional hazardous materials teams for additional data gathering have been on-going and will continue through July and August.

Pet Sheltering Support (FY09 UASI Project)

The first of seven trailers with pet sheltering supplies and equipment was delivered to the City of Chesapeake. Emergency Managers and animal control officials were able to view the trailer configuration and make recommendations for adjustments before the rest are built. The remaining trailers are now being constructed and reconfigured based on the recommendations.

4. Regional Solid Waste Program

The HRPDC staff and consultant SCS Engineers are continuing work on two major solid waste planning initiatives – 2010 Update to Regional Solid Waste Management Plan for Southeastern Virginia and the Post-2018 Study. Both projects address the solid waste management situation for the eight localities that are members of the Southeastern Public Service Authority of Virginia (SPSA). Both projects were presented to the Solid Waste Technical Committee on May 17, 2011 and to the Southside CAOs on May 19, 2011.

The 2010 Plan Update is being developed to assist the Southside localities to meet the state Regional Solid Waste Planning Regulation. Following revisions to reflect Technical Committee review, the draft Plan will be released for public review and comment. The HRPDC staff will conduct a Public Hearing on the draft plan during August 2011. Based on any public comment that is received, the Plan Update may be revised. Following any necessary revisions, the Plan Update will be presented to the Commission for approval and referral to the Southside localities for consideration and use. Concurrently, the HRPDC staff will be working with the Southside localities, including the eight Towns in Isle of Wight and Southampton to complete the redesignation of the Regional Solid Waste Planning Agency, as approved by the HRPDC and the SPSA Board in March 2010. The redesignation effort was placed on hold until the Plan Update could be completed.

The Post-2018 Study is being conducted on behalf of the Chief Administrative Officers of the SPSA member localities. This study examines solid waste management options that may be available to the SPSA member localities after 2018, when the existing contracts between the localities and SPSA expire. A draft was provided to the localities for review during June 2011. This report will be the subject of extensive discussion by the eight localities as they determine how to manage solid waste after 2018. Once the localities reach consensus on this direction, the 2018 Study will be presented to the HRPDC and to the SPSA Board for consideration.

5. Regional Chesapeake Bay TMDL Implementation Program

On June 30, 2011, the EPA released draft revised nutrient and sediment loading targets to the Bay Jurisdictions for review. Following review, EPA will finalize the revised target allocations by August 1, 2011. Localities should receive revised land use areas and target allocations from the State by mid August.

HRPDC staff has formed the Regional Steering Committee for the Chesapeake Bay TMDL Phase II Watershed Implementation Plan (WIP). The first meeting will be held on Thursday July 14, 2011 at 1:30 pm at the HRPDC Regional Building. The Steering Committee is composed of representatives from local governments, state and federal agencies, soil and water conservation districts, and environmental groups. The Steering Committee will meet monthly through March 2012 and will have three initial objectives:

1. Divide nutrient loads based on land use and ownership (Agricultural, VDOT, DoD, etc.) to clearly identify the portion of the nutrient reductions that the locality must implement.
2. Coordinate with the EPA and DCR to expand the types of BMPs that can be incorporated into the Bay model.
3. Provide regional feedback to the State on what localities need from the State such as more authority, regulations or funding.

HRPDC staff has requested that localities form local government workgroups to begin developing management action strategies that will be incorporated into Virginia's Phase II WIP. Currently, localities are working to compare local information on existing stormwater best management practices and septic tank systems with data provided by the State. Localities should be prepared to provide revisions to this information to Virginia by October 2011. More detailed information on the specific management actions needed to achieve locality nutrient and sediment targets should be provided to Virginia by February 2012.

On July 8, 2011, Jeffrey Corbin, EPA provided a response to the Commission's June 3, 2011 letter regarding questions concerning the Chesapeake Bay TMDL. The letter is included as attachment 19E.