

Attachment 1A
Meeting Summary
MEETING OF
DIRECTORS OF UTILITIES COMMITTEE
February 4, 2015
Chesapeake

1. Retreat - HRPDC FY2016 Water and Wastewater Programs

The Committee discussed FY16 priority projects for Water and Wastewater Programs that are not recurring program elements. The Committee discussed groundwater management and water supply planning and the proposed legislation to establish the Eastern Virginia Groundwater Management Advisory Committee. The HRPDC staff asked the Committee for feedback on: (a) background information that would be useful to the DEQ Advisory Committee; and (b) the CAOs' request for potential regional solutions (see presentation slides in Attachment 1C). The Committee noted the need to identify the optimum amount of groundwater available for permitted withdrawals. The groundwater capacity available for withdrawals changes with optimized well networks. Modifications to permit evaluation criteria or different criteria applied in critical areas will also change the capacity available for withdrawals. A regional solution is difficult because the abundance of groundwater varies with location and localities/utilities have individual priorities and investments to protect, which creates management and financial complications. Although water contracts have been useful in the past, it will be difficult for localities to agree to any new contracts without assured access to a new water source. The Committee noted that all of the ideas put forth as potential long-term alternatives to groundwater have significant drawbacks that detract from project viability. Past efforts to create new surface water reservoirs have been unsuccessful; wastewater reclamation and reuse must overcome economic and public education challenges; and desalination is expensive and has associated environmental concerns. The HRPDC staff will brief the CAOs on the Committee's discussion.

The Committee considered a project proposal to look at customer affordability in terms of regional cost scenarios (see presentation slides in Attachment 1D). The Committee directed the HRPDC staff to complete the regional cost scenarios and compile socio-economic indicator data for each locality/utility. The HRPDC staff will conduct a data call confirming cost scenario assumptions for each utility, then distribute the analysis with a data package to each utility.

For future meeting agendas, the Committee commented that fats, oils, and grease (FOG) issues should be discussed.

ACTION: HRPDC staff will brief the CAOs on the Committee's discussion of groundwater issues. HRPDC staff will complete a regional affordability analysis and compile socio-economic data packages for utility use.

2. Summary of the January 7, 2015 Meeting of the Directors of Utilities Committee

There were no comments on, or revisions to the summary of the January 7, 2015 meeting of the Directors of Utilities Committee.

ACTION: The January 7, 2015 meeting summary was approved.

3. Public Comment

There were no public comments offered at this point in the agenda. However, at the conclusion of the meeting, a citizen entered and asked whether any studies have been done to evaluate whether land subsidence in the region is impacting local stormwater runoff patterns. Committee members were not aware of studies of subsidence impacts to stormwater management, but noted that a USGS study, [Land Subsidence and Relative Sea-Level Rise in the Southern Chesapeake Bay Region](#), is available.

4. Groundwater Management

The Committee addressed groundwater management and proposed legislation under agenda item 1. There was no further discussion of this topic.

ACTION: No action.

5. Capacity Team Update

The Capacity Team met on January 26, 2015 and reviewed recent HRSD Commission Adopted Policies for Regional Sewage Flow Projection Data and Hydraulic Grade Line System Operating Pressure ([HRSD Commission Meeting Minutes, Items 11 and 12](#)). Mr. Phil Hubbard, HRSD, summarized the two policies for the Committee. There were no questions, and there was no Committee discussion.

ACTION: No action.

6. Staff Reports

Staff reports are summarized below. The presentation slides are included as Attachment 1E.

- **Regional Source Water Protection Planning:** In January, utility staff volunteers reviewed the draft plan outline and limited draft text. The HRPDC staff is incorporating comments. The VDH has transmitted GIS data for four utilities so far. The next project update will be provided at the April 1, 2015 Committee meeting.

- **HRPDC RFP for FY16 Professional Services:** The first round of review and comment for the draft RFP has been completed. The revised RFP was distributed to the selection panel for review and comment by February 25, 2015.
- **State Water Resources Plan:** The DEQ staff has requested the opportunity to brief the HRPDC on the forthcoming plan. The date and briefing details are being confirmed.
- **June 3, Joint Meeting of the Directors of Utilities and Health Directors:** The meeting will be held at the Chesapeake Bay Foundation's Brock Environmental Center instead of the HRPDC's Regional Board Room.

ACTION: No action.

7. Other Business

- **Newport News One City Marathon:** The City of Newport News will host the One City Marathon race events and Health and Wellness Expo from March 13 through 15, 2015. Registration and event information is available at www.onecitymarathon.com.

ACTION: No action.

Directors of Utilities Committee Meeting Sign-In Sheet
February 4, 2015

Attachment 1B

| Locality/Agency | Representative | Representative | Representative | Representative |
|----------------------------|-------------------|-----------------|----------------|----------------|
| HRSD | Phil Hubbard | | | |
| Chesapeake | David Jurgens | | | |
| Franklin | | | | |
| Gloucester | | | | |
| Hampton | Tony Reyes | Jason Mitchell | | |
| Isle of Wight | Frank Haltom | Donald Jennings | | |
| James City County | Doug Powell | | | |
| Newport News | Reed Fowler | | | |
| Newport News | Everett Skipper | | | |
| Newport News | Scott Dewhirst | | | |
| Norfolk | Kristen Lentz | | | |
| Poquoson | | | | |
| Portsmouth | Bryan Foster | | | |
| Smithfield | | | | |
| Southampton | | | | |
| Suffolk | Craig Zieseemer | | | |
| Surry | | | | |
| Virginia Beach | Tom Leahy | Bob Montague | | |
| Williamsburg | | | | |
| Windsor | | | | |
| York | Brian Woodward | | | |
| HRPDC | Whitney Katchmark | Tiffany Smith | | |
| HRPDC | | | | |
| New Kent | | | | |
| DEQ | | | | |
| EPA | | | | |
| USGS | | | | |
| VDH | | | | |
| VDH | | | | |
| VDH | | | | |
| Emergency Managers | | | | |
| Emergency Managers | | | | |
| Emergency Managers | | | | |
| AECOM | | | | |
| AquaLaw | | | | |
| Arcadis | | | | |
| 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 | | | | |

Groundwater: next steps

Whitney Katchmark, Principal Water Resources Engineer

February 4, 2015



DEQ Advisory Committee Tasks

The Committee shall examine:

- (i) options for developing a long-term alternative water sources, including water reclamation and reuse, ground water recharge, desalination, and surface water options, including creation of storage reservoirs;
- (ii) the interaction between the Department of Environmental Quality's ground water management programs and local and regional water supply plans within the Eastern Virginia Groundwater Management Area for purposes of determining water demand and possible solutions for meeting that demand;
- (iii) potential funding options both for study and for implementation of management options;
- (iv) alternative management structures, such as a water resource trading program, formation of a long-term ground water management committee, and formation of a commission;
- (v) additional data needed to more fully assess aquifer health and sustainable ground water management strategies;
- (vi) potential future ground water permitting criteria.

Retreat Questions

1. What background information would be useful to the advisory committee? Do you want HRPDC staff to gather or generate that information?
2. Mission H2O is advocating for regional, collaborative solutions. Hampton Roads CAOs want a regional solution/approach.
 - § What does that mean?
 - § What is feasible?
 - § What are the roles of the Directors of Utilities Committee and HRPDC staff?

Customer Affordability: Data Package for Utilities

Directors of Utilities Committee Meeting
February 4, 2015

Decision Point August 2014

USCM/AWWA/
WEF
Affordability
Workbooks

OR

Alternate
HRPDC 2020
Cost Impact
Scenarios

Requirements :

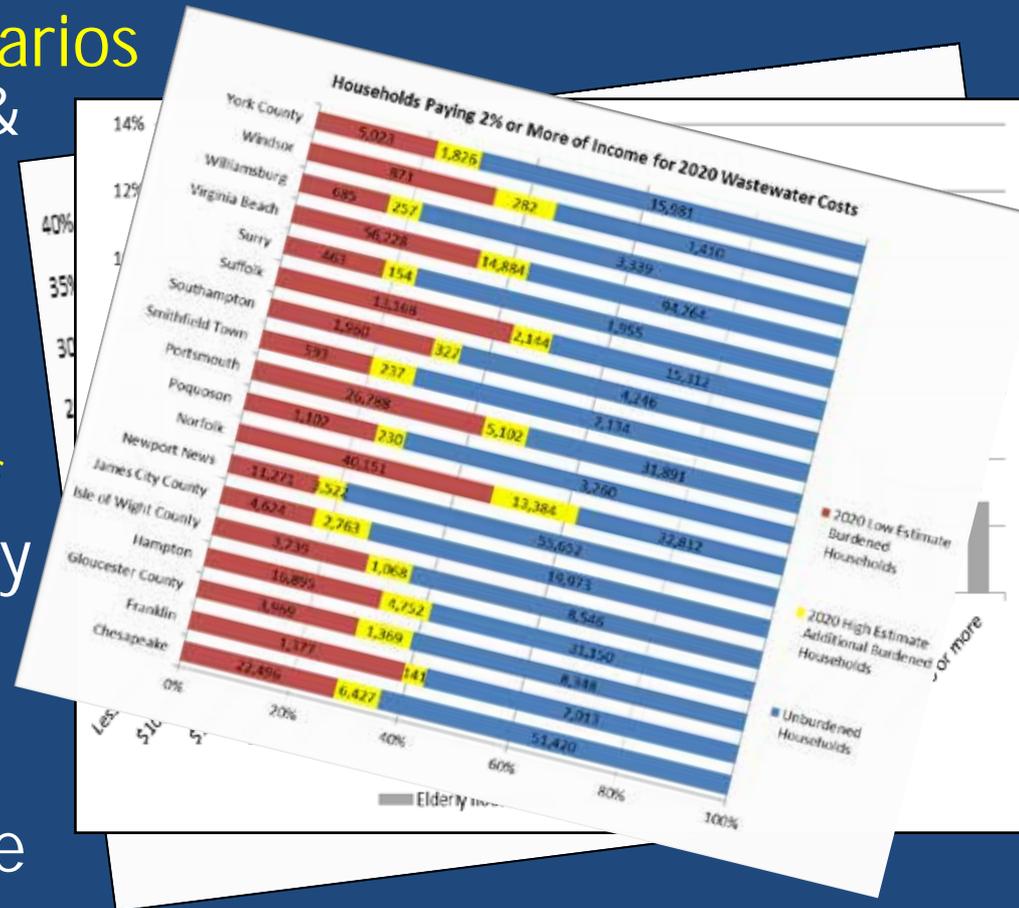
- Agree on year for projected costs
- Allocate regional CIP and O&M costs to localities
- Modify workbooks to suit region
- ID other information needed for decision making

Requirements:

- Assumptions for projected locality and HRSD cost increases
- ID other information needed for decision making

Alternate HRPDC Analysis

- Develop 2020 cost scenarios for water, wastewater, & stormwater
- Assess cost impacts on different levels of household incomes
- Estimate the number of households burdened by 2020 costs
- Provide locality-specific socioeconomic data workbooks for reference

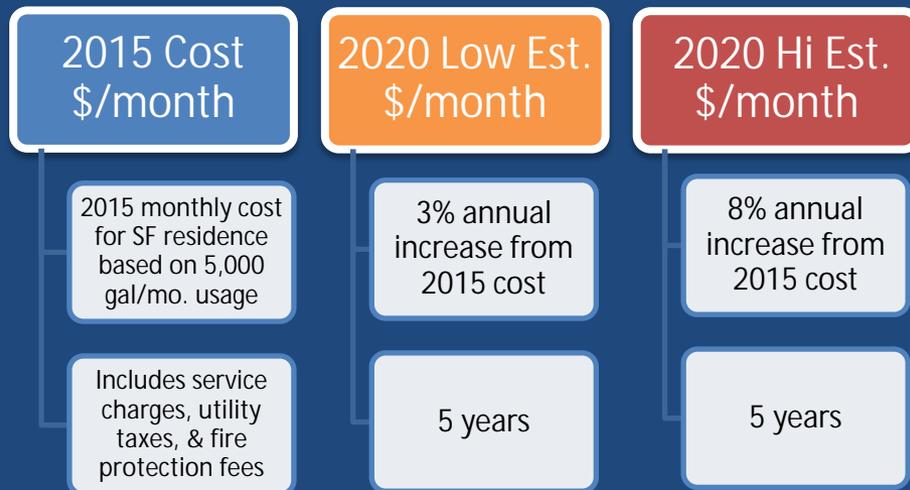


Answers the question: **“Who in my community will be ‘burdened’ if costs are pushed to certain levels?”**

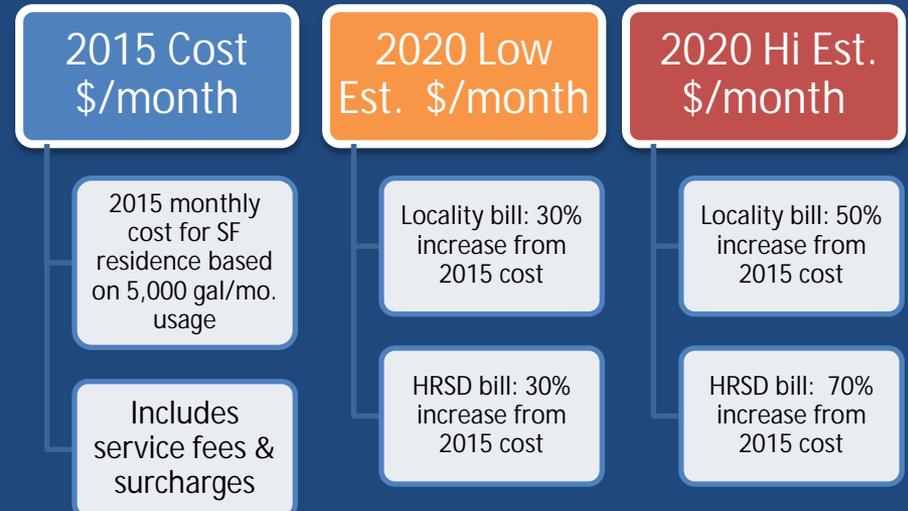
August 2014 Data Call – 3 Questions

1. Is **5,000 gal/month usage** for a single-family residence appropriate?
2. Would you like to change the **2020 water cost assumptions for your utility** (low and high)?
3. Would you like to change the **2020 wastewater cost assumptions for your utility** (low and high)?

Water Assumptions



Wastewater Assumptions



Water & Wastewater Residential Rates Affordability Assessment Tool

Interactive Spreadsheet Tool
Version 1.0 (July 22, 2014)

1) Utility Information

Name of the utility:

Select the state, District of Columbia, or Puerto Rico from the dropdown menu:

Assess affordability of water, wastewater or combined water & wastewater rates?

River Run Utility
District of Columbia
Water & Wastewater

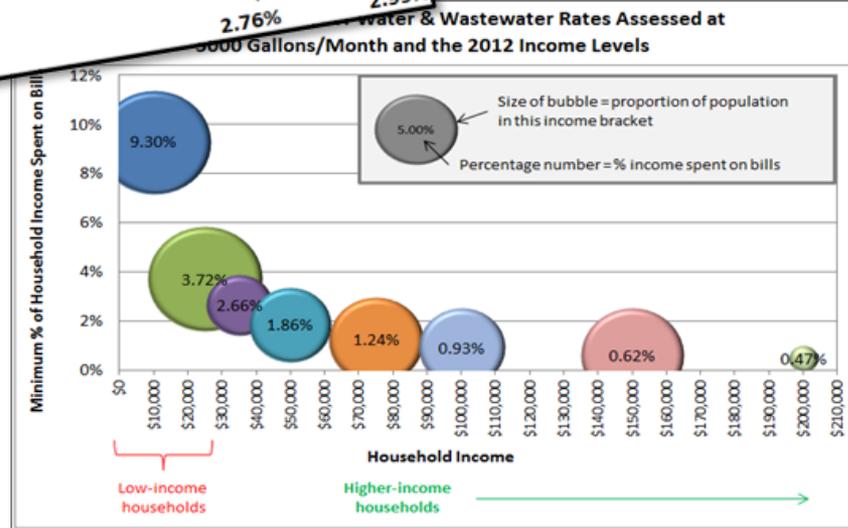
2) Monthly Charges at [Near] the Average Residential Water Use

What is the approximate average residential monthly consumption?

4,360 gallons/month or

In the "Assessment" worksheet, the tool automatically populates tables and charts to assist you in assessing the affordability of your utility's current and alternative rates for the average customer, low-income customers, and customers of varying ranges of income.

| | Current rates | Alternative rates |
|---|---------------|-------------------|
| Monthly water & wastewater bill at 5000 gallons/month | \$77.50 | \$84.00 |
| Annual bills at same level of use | \$930.00 | \$1,008.00 |
| Median Household Income in 2012 for Carthage | \$33,684 | |
| Water & Wastewater % MHI | 2.76% | 2.99% |



- Uses multiple metrics.
- Compares two rate structures (at 5,000 gal/month usage)
- Easy to use; minimal effort.
- Provides basic information on socioeconomic conditions.

The "Assessment" worksheet also displays key socioeconomic indicators for your community and compares them to the state and national averages. This allows you to consider the greater context of your customer base's socioeconomic conditions while assessing the affordability of your rates.

Customer Affordability “Data Package” Components

- HRPDC 2020 Regional Cost Scenarios (includes all utilities)
- Individual Utility Tables & Tools
 - Socio-Economic Indicator Data, Tables, & Charts
 - Households Impacted at Different Income Levels (Wastewater Costs)
 - UNC Residential Rates Affordability Assessment Tool

Decisions:

1. Complete the Regional Cost Scenarios?

(requires Committee responses to data call)

2. Compile Individual Utility Tables and Tools?

3. Include the UNC Assessment Tool?

“Data Package” Components:

- HRPDC 2020 Regional Cost Scenarios (includes all utilities)
- Individual Utility Tables & Tools
 - Socio-Economic Indicator Data, Tables, & Charts
 - Households Impacted at Different Income Levels (Wastewater Costs)
 - UNC Residential Rates Affordability Assessment Tool

Staff Reports

Directors of Utilities Committee

February 4, 2015

Regional Source Water Protection Plan

- January 20-30, 2015 – Utility staff volunteers reviewed draft plan outline and limited draft text. HRPDC staff incorporating comments.
- Plan structure: Components that can be addressed at regional level, with utility-specific appendices
- January 23, 2015 – VDH transmitted GIS data for:
 - § Gloucester
 - § Portsmouth
 - § Newport News
 - § Williamsburg
- Next Committee update on April 1, 2015

HRPDC RFP for FY16 Professional Services

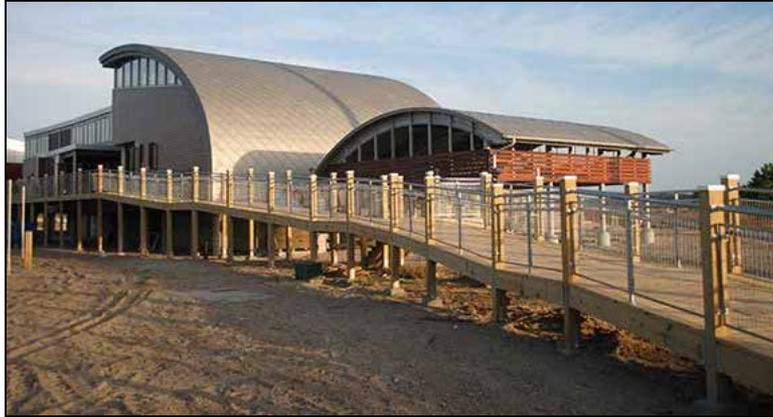
Committee Approvals - Directors of Utilities Committee &
Regional Environmental Committee

- ü 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)*

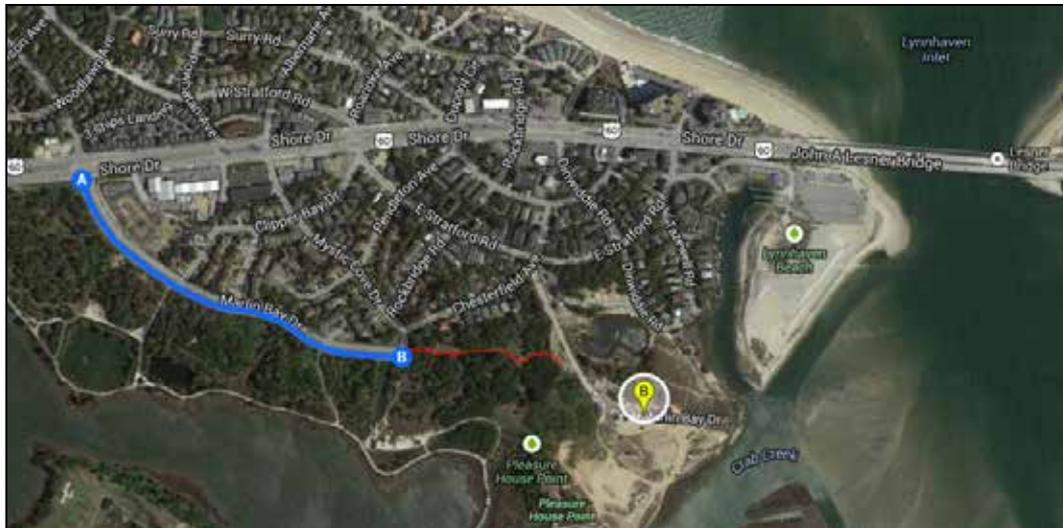
State Water Resources Plan

- On February 2, 2015, DEQ staff indicated Plan will soon be available for public review
- DEQ staff requested the opportunity to brief the Commissioners
- Date and contents of briefing to be confirmed

June 3, 2015 Joint Meeting of Directors of Utilities Committee and Health Directors



Chesapeake Bay Foundation's
Brock Environmental Center
3663 Marlin Bay Drive
Virginia Beach, Va. 23455



GUIDELINES FOR COMMITTEE ACTIONS
Hampton Roads Planning District Commission
Directors of Utilities Committee

Introduction

The Hampton Roads Planning District Commission (HRPDC) Directors of Utilities Committee (DUC) is charged with addressing technical, policy and administrative issues associated with the planning and operation of the region's water supply and wastewater systems, as well as a broad range of other water resource management issues. The Committee includes the Directors of Utilities from the sixteen member local governments, the Towns of Smithfield and Windsor, the Hampton Roads Sanitation District and the HRPDC. Directors may designate senior staff to serve as their representatives. Semiannually, the committee meets jointly with the local Directors of Health and the Virginia Department of Health to discuss issues of mutual concern associated with drinking water and other water quality issues.

Purpose

The purpose of this document is to delineate guidelines for the DUC's decision-making procedure. As an advisory committee to the HRPDC Executive Committee, the DUC provides recommendations, technical review, and planning advice that may affect budget planning and expenditures. The intent of these guidelines is to ensure that a consistent process is applied in the determination of DUC recommendations or endorsements.

Guidelines

General

1. Decisions by the DUC are commensurate on general or widespread agreement between committee members present at the monthly meetings with the exception of decisions related to legislation, regulations, and the budget.
2. Recommendations related to legislation and regulations should be agreed to by Committee members such that the overall recommendation is supported by all members, although members may disagree with specific elements of the recommendation. Letters with Committee comments on legislation and regulations will not be released until all Committee members have an opportunity to comment either at the monthly meeting or via email.
3. Recommendations related to budget planning require unanimous agreement by the Committee. Committee members will have opportunities to review and comment on proposed budgets at monthly meetings or via email. Committee members may express their support of proposed budgets either in-person at Committee meetings or via written communication to HRPDC staff.

4. Any Committee decision regarding budget planning is an endorsement by the Committee and amounts to a commitment by the locality to include recommending the agreed-upon budget in the locality departmental budget as input to the locality's budget. If a locality representative did not attend the Committee meeting to vote on budget planning, HRPDC staff will contact the locality to confirm that the locality is aware of and supports the proposed budget.
- ~~4.5.~~ Decisions related to the expenditure of any remaining Water and Wastewater Program funds collected in past fiscal years (reserve funds) will be subject to approval by a simple majority of member localities. Each member locality may cast one vote. Committee members will have opportunities to review and comment on proposed reserve fund expenditures at monthly meetings or via written communication. Committee members may vote on proposed reserve fund expenditures either in-person at the Committee meeting or via written communication to HRPDC staff. If a vote taken during a Committee meeting does not result in a decision by simple majority, HRPDC staff will contact any committee members who were not present for the vote and confirm their position on the proposed reserve fund expenditure.

Meeting Participation

- ~~5.6.~~ The DUC member or their designated representative may attend DUC meetings and participate in Committee decisions.
- ~~6.7.~~ A minimum of six DUC members (or their designated representatives) will constitute a quorum for the transaction of Committee business.
- ~~7.8.~~ In matters where the Committee cannot reach consensus, the Committee will provide a recommendation on whether or not HRPDC staff or Committee members should: a) provide additional information or alternatives, and bring the matter back to the Committee at a subsequent meeting; or b) convene a subcommittee to develop further information or recommendations.

The Hampton Roads All Hazards Advisory Committee

Information:

The Hampton Roads All Hazards Advisory Committee (AHAC) is a consolidated organization assuming the missions of the Regional Emergency Management Technical Advisory Committee, the Hampton Roads Urban Area Working Group, the Hampton Roads Regional Catastrophic Planning Team, the Hampton Roads Metropolitan Medical Response System Oversight Committee, and the Hampton Roads Interoperable Communications Advisory Committee. The group was established to reduce duplication of efforts, enhance collaboration, and establish a governance structure with the necessary flexibility to enhance disaster prevention, preparedness, response, recovery, and mitigation in the Hampton Roads region.

Background:

In 2013, the Virginia Modeling, Analysis and Simulation Center worked with the Hampton Roads Planning District Commission (HRPDC) to submit a study titled *Reducing Stakeholder Fatigue: Integrating Governing Bodies, Committees and Working Groups Contribution to Risk Mitigation*. Among its findings, the reports states: "The Hampton Roads region spends approximately \$2.1M and 34K man-hours annually at risk management meetings (and exercises) including transportation of personnel to and from them." Additionally, a 2013 *Regional Sustainment Framework* completed by the Hampton Roads Regional Catastrophic Preparedness Team stated: "The Hampton Roads region is currently at a crossroads with regard to how it will proceed with sustainment of regional emergency management planning. The multitude of planning initiatives and grant programs that have been undertaken in the region have resulted in the unintentional side effect of creating an unwieldy number of planning organizations and working groups. In many cases these organizations share parallel mission, schedules, and agendas thereby creating the unintended consequence of duplicating time and effort spent on critical emergency management issues facing the region. With the decline of federal grant funded programs and the need to assume broader responsibilities for sustaining existing efforts, the region is in a position to consider ways to streamline and consolidate its emergency management planning activities."

In 2013, Emergency management stockholders presented this information to the Hampton Roads Urban Area Working Group (UAWG) due to its cross-discipline representation. The UAWG then established a subcommittee to draft the charter of what would become the Hampton Roads All Hazards Advisory Committee. After a year of work, the subcommittee presented the draft charter to the UAWG for approval on October 15, 2014. The UAWG, in turn, brought the charter to the Hampton Roads Planning District Commission's Annual Meeting where it received approval on October 16, 2014.

Consolidated Groups:

The Hampton Roads All Hazards Advisory Committee will assume the missions of the following committees:

1. The Hampton Roads Urban Area Working Group
Ensure a safe, secure and prepared Hampton Roads by developing a coordinated prevention, preparedness, response and recovery strategy for natural and man-made disasters and emergencies, including terrorism that includes federal, state, local, private entities and the citizens of Hampton Roads.
2. The Hampton Roads Regional Emergency Management Technical Advisory Committee
Serve as a regional planning body that addresses emergency management mitigation, preparedness, response, and recovery matters of importance to the region while serving in a technical advisory capacity to the Hampton Roads Planning District Commission Board.
3. The Hampton Roads Regional Catastrophic Preparedness Team
Serve as a unified regional approach to coordination and collaboration in Hampton Roads that creates a safe and secure environment for the citizens of our region.
4. Hampton Roads Metropolitan Medical Response System Oversight Committee
Provide expert advice and guidance to the HRMMRS program and management on all matters related to HRMMRS planning and operations, including an all-hazards approach for regional mass casualty incident preparedness and response
5. The Hampton Roads Interoperable Communications Advisory Committee
HRICAC seeks to facilitate opportunities for technical communication interoperability from a regional perspective.

