

**AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING**

**ITEM #11: PROJECT STATUS REPORTS AND ADVISORY COMMITTEE SUMMARIES**

**A. DIRECTORS OF UTILITIES COMMITTEE SUMMARY MINUTES**

The summary minutes of the July 11, 2012, August 1, 2012 & September 5, 2012 Directors of Utilities Committee Meetings are attached.

Attachment 11A-1

Attachment 11A-2

Attachment 11A-3

**B. HAMPTON ROADS CHESAPEAKE BAY COMMITTEE AND REGIONAL STORMWATER MANAGEMENT COMMITTEE MEETING SUMMARY**

The summary of the July 12, 2012 & September 6, 2012 Hampton Roads Chesapeake Bay Committee and Regional Stormwater Management Committee Meeting will be included in the September Executive Committee Meeting Agenda.

Attachment 11B-1

Attachment 11B-2

**C. PROJECT STATUS REPORT**

Attached are status reports on other HRPDC programs.

Attachment 11C

## MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on July 11, 2012. The following items were addressed during the meeting:

- The Committee discussed HRPDC priority projects for the FY13 Water Program; these are major projects that are not reoccurring program elements and are in addition to annual projects and tasks for program administration. Recent priority projects include the Regional Water Supply Plan (2011) and the forthcoming UASI infrastructure resiliency study (2012). The Committee reviewed staff project recommendations and agreed to pursue the following:
  - Revision/update of the Hampton Roads Water Quality Response Plan
  - The State of Hampton Roads Drinking Water Infrastructure

The Committee agreed that no changes will be made to the FY2013 Water Program budget, approved in February 2012.

- The deadline for proposals for the Sanitary Sewer System Asset Consolidation Study was June 18, 2012; seven proposals were received and the Steering Committee developed a short list for consideration. Interviews were held on July 10, 2012, and the selection committee unanimously agreed on the proposal rankings. EPA sent an email on July 10, 2012 indicating their agreement in principle to the proposed study and process and that a formal response with additional conditions is forthcoming. Contract negotiations with the first choice vendor have commenced. It was noted that locality participation in project-related meetings and workshops will be critical for the data gathering phase.
- Committee members discussed staffing issues related to aging workforce, early retirement, deferral of retirement, the Family Medical Leave Act, and workers compensation and disability. The group also discussed the implementation of required changes for VRS contributions.
- Regarding the Special Order of Consent for sanitary sewer overflows, the Committee discussed the results of the preliminary Capacity Assessment for the Regional Hydraulic Model. The group shared comments that were made at the July 9 and 10 meetings held with HRSD and localities to review South Shore and North Shore service area results.

## MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on August 1, 2012. The following items were addressed during the meeting:

- The Committee considered two follow-up items from the June 14, 2012 and July 11, 2012 Committee work program discussions. HRPDC staff presented subcommittee recommendations for FY2013 HRWET program messaging and educational campaigns. The Committee endorsed campaign elements and requested further information on specific items; staff will report back to the committee and proceed with campaign development tasks as appropriate. HRPDC staff presented the draft proposal for the project "The State of Hampton Roads Water Infrastructure." The Committee provided comments on the draft scope of work, deliverables, and schedule; staff will provide a revised project description and coordinate next steps as directed.
- The Committee discussed the need to renew the Memorandum of Agreement (MOA) providing the administrative framework for the Regional Water Supply Planning process, which expired on December 31, 2011. The Committee agreed that the MOA clearly establishes and documents the regional commitment to the planning process, and that any required plan updates should be carried out through the HRPDC work program. Therefore, the MOA does not need to be renewed.
- For the FY2013 HRPDC Legislative Agenda, the Committee agreed that the positions expressed in the FY2012 HRPDC Legislative agenda on the following items are still appropriate: uranium mining; septic tanks; state fees on local government services; water quality funding; and recycling requirements.
- Regarding the Sanitary Sewer System Asset Consolidation Study, EPA provided a July 31, 2012 response letter to HRSD's regionalization proposal. The Committee reviewed the key points and items for HRSD follow-up. The Committee agreed that EPA's response was positive and that the regionalization study should proceed. HRPDC will issue the notice of intent to award the contract and distribute the negotiated scope of work and fee proposal to the project steering committee. HRPDC staff will begin coordination in anticipation of the initial project workshop in late August/early September.
- HRPDC staff provided updates on the UASI water assessment project, the FY2013 rate and water use data call, and an upcoming locality-HRPDC wastewater staff meeting.
- Committee members held a roundtable discussion on the following: wastewater operator work schedules and administrative practices regarding the calculation of eligible time worked for overtime pay; HRSD overflow points; and presentations for an upcoming conference at the Virginia Institute of Marine Science.

## MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on September 5, 2012. The following items were addressed during the meeting:

- The Committee was briefed on the After Action Report (AAR) from the May 23-24, 2012 regional water and wastewater utility tabletop training exercise. The exercise was conducted as part of the Urban Areas Security Initiative (UASI) Water Supply Assessment and Emergency Response Training project. Recommendations from the AAR will be integrated into the forthcoming initiatives in the draft regional improvement plan.
- As a follow-up to the May 23-24, 2012 UASI water and wastewater utilities tabletop training exercise, the Committee was briefed by the Virginia State Police, Virginia Fusion Center on two of programs: Fusion Liaison Officer (FLO) training, and Suspicious Activity Reporting (SAR). The briefing provided perspective for utilities on the training offered to law enforcement and first responders, including examples of suspicious activities and inquiries and staff training to recognize and report incidents. This free training is also offered to utilities. VFC serves as a communication node to exchange information across jurisdictions and specialties. The VFC also offered utilities membership in the Homeland Security Information Network, which provides access to a common operation procedure and can be used to share information between utilities and across jurisdictions
- The Committee discussed the kick-off of the Regional Consolidation of Sewer System Assets Study. The first workshop, to be facilitated by the project team of HDR, Inc., McGuire Woods, and Davenport, is scheduled for September 7, 2012. This first workshop will focus on the methodology for asset valuation. The Committee reviewed recent Capacity Team activities to document unresolved issues and the delineation of issues that need to be resolved during the regional consolidation study. The Committee also discussed the status of the Consent Decree modification.
- At the request of the Advisory Group for the 24<sup>th</sup> Annual Environment Virginia Symposium, to be held in Lexington on April 9 -11, 2013, the Committee discussed suggestions for topics of interest to localities.
- HRPDC staff provided a summary of the August 17, 2012 user group meeting for the regional Sanitary Sewer Overflow Reporting System (SSORS). The resultant recommendations and cost estimates for system enhancements will be considered by the Committee in October 2012.

**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 12, 2012**

**1. Special Presentation**

Mr. John Carlock, HRPDC, presented a Resolution of Appreciation to Ms. Kathy James-Webb, Newport News, for her work with the City of Newport News and the region. The Resolution is attached.

**2. Summary of the June 7, 2012 Meeting of the Hampton Roads Chesapeake Bay and Regional Stormwater Management Committees and Chesapeake Bay Implementation Subcommittee**

The Summary of the June 7, 2012 Meeting of the Hampton Roads Chesapeake Bay and Regional Stormwater Management Committees and Chesapeake Bay Implementation Subcommittee was approved as distributed.

**3. Sea Level Rise**

Mr. Benjamin McFarlane, HRPDC, gave a presentation to the Committee on the FY10-11 HRPDC Sea Level Rise Report. The report is the final deliverable for the HRPDC's three-year Coastal Zone Management Program climate change focal area grant. The report documents the methodologies and results of a study of the region's exposure to sea level rise, as well as various public outreach and partnership efforts undertaken on related projects during the grant period. The goals of the study were to develop a GIS tool to model the region's exposure to sea level rise and demonstrate its use. The report also describes a tool developed by the U.S. Army Corps of Engineers (USACE) to incorporate future projections of sea level rise into the planning and design of infrastructure projects. The analysis results are summarized as maps and tables for each locality and the region as a whole. Comments were solicited from localities and other stakeholders; those comments were incorporated into the report to the best extent practicable.

Ms. Ellen Roberts, Poquoson, made several comments. She suggested that it would be preferable to use better local data if it is available. She recommended that HRPDC staff work with other groups on related projects and not duplicate effort. She also stated that sea level rise was being included in the City's early comprehensive plan drafts, and she expected that the final plan would as well. However, based on concerns with the analysis and findings, she would not be voting to recommend the report's approval by the Commission.

Based on the lack of a consensus by the Committee on whether or not to recommend the report's approval by the Commission, HRPDC staff suggested a vote by the Committee in which each local government present would be allowed to vote or to abstain. Twelve (12) of sixteen (16) localities were represented at the meeting.

The motion, to recommend the report's approval for publication and distribution by the Commission, was made by Mr. LJ Hansen, Suffolk, and seconded by Mr. Bill Johnston, Virginia Beach. By a vote of ten (10) in favor and one (1) opposed, with one (1) abstention, the motion carried.

#### **4. LIDAR Update**

Mr. McFarlane gave an update to the Committee on the status of a LIDAR acquisition possibility. The U.S. Geological Survey and the National Geospatial Intelligence Agency are in the process of acquiring LIDAR data for two areas of interest in Hampton Roads covering all or part of eight localities. HRPDC staff is working with VGIN to identify funding and develop specifications so that the entire eight-locality region can be covered by the acquisition. This would provide a complete high resolution elevation dataset for all of Hampton Roads with all data acquired in the last three years. HRPDC staff will present the proposal to the Commission at its July meeting.

#### **5. Coastal Zone Grant Project: Land and Water Quality Protection in Hampton Roads**

HRPDC staff updated the Committee on the HRPDC's Section 309 Coastal Zone Project, Land and Water Quality Protection in Hampton Roads. Ms. Jenny Tribo, HRPDC, described the project's background and gave an overview of the project's expected deliverables. The first deliverable will be an assessment of what the new stormwater regulations and the Chesapeake Bay TMDL will require for localities. This assessment will inform the second deliverable, which will be a study of how local ordinances can be updated to help localities achieve the goals of the stormwater regulations and Chesapeake Bay TMDL.

Mr. McFarlane gave a brief update on the local ordinances study. This study has three parts: development of a list of ordinances to review; identifying and discussing possible changes with the pilot localities (Norfolk and Suffolk); and creating a checklist or tool to assist other localities with similar reviews. Three categories of development regulations and programs are under consideration for review. For new development, the study will look at how to incorporate BMPs more effectively into new subdivisions. For redevelopment, the study will look at policies to promote redevelopment, which will include new BMPs. For existing development, the study will look at programs to encourage BMPs on private property and the development of BMPs on public property. Regulations, ordinances, and programs to review include, but are not limited to, stormwater ordinances, CBPA ordinances, design and development standards, zoning ordinances, subdivision ordinances, nuisance ordinances, and others. The Committee suggested looking also at agriculture regulations, accessory structures, and alternative energy.

## **6. Stormwater Regulations and Local Programs Update**

HRPDC staff announced that there would be a meeting in the afternoon following the Joint Environmental Committee meeting to discuss updates concerning the stormwater regulations.

## **7. Status Reports**

Virginia Beach staff reported that they are struggling with enhanced BMPs. Virginia Beach is also harvesting phragmites.

Norfolk staff reported that the City will be hiring a project manager/ civil engineer III for flooding and sea level rise. The City is also expanding its environmental program for regulations.

Hampton staff requested information from other localities concerning EPA's audits and plan reviews.

VDOT staff reported that they are retrofitting BMPs. Also, the University of Minnesota has developed a filter that uses steel wool to fixate phosphorus that is dissolved in water. The filter may be worth looking into further for local applications. VDOT is also completing a flood assessment of the Blackwater, Nottoway, and Meherrin River watersheds. This assessment incorporates a working model of large scale flooding events up to four days after the event. The purpose of this assessment is to help VDOT deploy its emergency assets better.

HRPDC staff reported that the Virginia Institute of Marine Science is putting together a stakeholder advisory group composed of local government staff and officials for its Recurrent Flooding study. Three local government staff representatives from Hampton Roads have been selected:

- 1) Ellen Roberts, Poquoson
- 2) Robb Braidwood, Chesapeake
- 3) Fred Brusso, Portsmouth

## **8. Other Matters**

The next meeting of the Joint Environmental Committee is scheduled for August 2, 2012 at the HRPDC office in Chesapeake, Virginia. Materials will be sent in advance for review.

**MEETING SUMMARY**  
**CHESAPEAKE BAY AND REGIONAL STORMWATER MANAGEMENT COMMITTEES**

The Chesapeake Bay and Regional Stormwater Management Committees met on September 6, 2012. The following items were discussed.

- Ms. Tiffany Smith, HRPDC, updated the Committee on several issues related to Virginia Stormwater Management Regulations.
- Ms. Shelly Frie, CH2M HILL, gave a presentation to the Committee on the findings of a HRPDC study of redevelopment in Hampton Roads and how it can be used to help localities meet load reduction requirements for the Chesapeake Bay TMDL. The study was funded by a grant from the Virginia Coastal Zone Management Program. The Committee recommended that the Commission approve the final project report for publication and distribution.
- Ms. Lisa Hardy, HRPDC, briefed the Committee on the final report for the Hampton Roads kickoff event for the Great American Clean Up. Ms. Hardy also briefed the Committee on upcoming environmental education initiatives and programs from [askHRgreen.org](http://askHRgreen.org).
- Mr. John Carlock, HRPDC, briefed the Committee and led a discussion on the HRPDC's legislative agenda and areas of concern for Hampton Roads localities for the 2013 Session of the General Assembly.
- Mr. John Carlock, HRPDC, briefed the Committee on next April's Environment Virginia Conference, to be held in Lexington, and solicited input from the Committee that will be communicated to the event's organizers.

## **PROJECT STATUS REPORTS**

### **1. Regional Housing Program**

#### **Hampton Roads Loan Fund Partnership**

The Housing and Human Services staff was recently notified of the FY13 award of HOME funds from the Department of Housing and Community Development (DHCD). The Hampton Roads Planning District Commission was awarded \$76,875 to provide down payment and closing cost assistance to qualified individuals in Planning District #23. A training teleconference will be held to educate regional partners on the new guidelines for funding and discuss the current mortgage criteria changes.

The staff recently completed a program monitoring review of the HOME program with DHCD in August. The HRPDC was notified on August 29, 2012 that all files reviewed were in compliance with all HOME program guidelines of DHCD.

#### **Regional Housing Portal**

HRPDC staff members are continuing to work on the implementation of the Regional Housing Portal. Initial design of the online component is being developed. This information will be used to create a regional web-based portal for consumers and housing providers to access appropriate services.

#### **Housing and Human Service Technical Support**

Staff members are also continuing to assist the Hampton Roads Housing Consortium and are currently working on the planning efforts for the Sixth Annual Housing Awards to be held in October. HRHC recently completed two input sessions for the development of the Virginia Housing Trust Fund. Comments and input were submitted to the State on August 31, 2012.

### **2. Regional Economics Program**

#### **Technical Assistance**

Economics staff routinely provides technical assistance and support to member jurisdictions and regional organizations. The HRPDC Data Book and the Commission's Benchmarking Study provide easy access to a great deal of regional information. Staff also provides special reports on topics of timely significance. Over the past two months, staff has delivered presentations to various community organizations and has responded to information requests from individuals, member localities, regional organizations, and the media.

#### **HRPDC Socio - Economic Forecast**

Every four years the Federal Highway Administration requires that the Hampton Roads Transportation Planning Organization (HRTPO) complete a long-range

transportation plan. One of the first steps in putting the plan together is to conduct a regional socio-economic forecast.

HRPDC economics staff is in the process of developing the 2040 forecast for the region that will include information on the region's population, households, employment, workers and passenger vehicles. Staff has met with the planning staffs from all of the localities to discuss comprehensive planning activities and growth management assumptions. This work product will be conducted in concert with the HRTPO and member jurisdictions and will comply with the regulations of the FHWA. Staff will also work to include the needs of other local and regional organizations that rely on the socio-economic forecast for their planning efforts.

### **3. Emergency Management Project Update**

#### **Hazard Mitigation**

Updates to the Southside Hampton Roads Hazard Mitigation Plan, City of Franklin Hazard Mitigation Plan, and Southampton County Hazard Mitigation Plan are complete. The Federal Emergency Management Agency has approved the plans and the grant has been closed-out. The plans satisfy Federal grant requirements for the next five years. In addition, HRPDC staff applied for funds on behalf of the City of Poquoson to update its hazard mitigation plan.

#### **Ready Hampton Roads**

The HRPDC Emergency Management staff continues to support the Ready Hampton Roads program. Television ads, purchased with Citizen Corps grant funds, will continue to advertise the site through September, primarily aimed at recruiting emergency volunteers. In addition, staff is actively promoting the website this September as part of National Preparedness Month.

#### **Pet Shelter Supply Trailers**

The HRPDC Emergency Management staff is in the process of purchasing the final three pet shelter supply trailers. The trailers are being purchased with FY09 UASI funds and will be delivered by the end of November.

#### **Regional Emergency Management Technical Advisory Committee (REMTAC)**

The Emergency Management staff continues to manage and support the Regional Emergency Management Technical Advisory Committee and its associated tasks and committees. The REMTAC last met on August 28, 2012. Recent activities included:

- Continued support of regional debris management planning efforts, including development of regional debris monitoring contracts that utilize Automated Debris Management Systems.
- A briefing by VDEM on recently declared Hazard Mitigation funding requirements and opportunities.

- Discussion of the 2012 CAO Tabletop Exercise, the after action report, and next steps.
- Discussion of possible legislative items important to the emergency management community in Hampton Roads.

### **Hampton Roads Medical Special Needs**

- The Special Needs Subcommittee met regarding the following actions in July. Andrea Clontz (Isle of Wight, Chair) asked Scott Mahone (Norfolk, Vice Chair) to lead a temporary workgroup to review, revise and update the Special Needs Subcommittee Charter and to bring the recommendations before the Special Needs Committee and then to REMTAC in the fall.
- The Regional Special Needs Planner has begun implementing the Registry outreach plan beginning with Departments of Social Services and Community Service Boards.
- Following an initial meeting between HRPDC emergency management staff and HRT, the Special Needs Subcommittee is facilitating a meeting between local emergency managers and HRT to discuss closer coordination and collaborations.
- The Regional Special Needs Planner presented draft marketing materials that integrate with ReadyHamptonRoads.org. The Special Needs section on ReadyHamptonRoads.org is live and able to accept online applications. New pop-up language is being added to the website encouraging visitors to sign-up without delay for the Registry.
- The Special Needs Committee is requesting the WebEOC Subcommittee oversee an ad hoc working group responsible for developing Special Needs Registry standardized reports as that subcommittee has a better perspective on all the work that is being carried out regarding WebEOC.

### **Hampton Roads Tactical Regional Area Network (HRTacRAN)**

HRPDC and VDEM staff have obtained an extension to the FY 2008 UASI grant from FEMA. The extension extends the FY08 performance period until February 28, 2013. Communications stakeholders have indicated that the new timeframe allows for sufficient time to complete the augmentation of the HRTacRAN system. Since the extension has been received, communications stakeholders have published a request for proposals to complete the associated work.

### **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). In February 2012, the HRPDC received official notice that Hampton Roads has been eliminated from the UASI program in fiscal year 2012. As such, the HRPDC and UAWG leadership have been primarily focusing on the sustainment of UASI funded initiatives after September 2014 (end of fiscal year 2011 performance period). This involves:

- a) The collection and analysis of UASI sustainment data  
HRPDC staff has worked with the Virginia Modeling, Analysis, and Simulation Center (VMASC) of Old Dominion University to create a UASI database. The database will serve as both an online program management tool and avenue to collect sustainment information from UASI project managers. A training session occurred on June 18, 2012. A request is included in the HRPDC Consent Agenda to amend a contract with VMASC for work necessary to draft a sustainment plan.
- b) Presidential Policy Directive 8  
The federal government has adopted Presidential Policy Directive 8 (PPD-8) which is designed to facilitate an integrated, all-of-nation/whole community, capabilities-based approach to preparedness. Involving federal partners, state, local and tribal leaders, the private sector, non-governmental organizations, faith based and community organizations – and most importantly the general public – is vital to keeping people and communities safe and preventing the loss of life and property when disasters strike. The HRPDC will work with stakeholders to transition regional preparedness efforts into the PPD-8 framework. This involves working with the state to draft an all encompassing Virginia Preparedness Plan and Regional Threat and Hazard Identification and Risk Assessment (THIRA). HRPDC staff is currently in the process of drafting an MOU with the Office of Homeland Security and Veterans Affairs to have the vendor completing the Virginia Preparedness Plan also complete a regional THIRA for the Hampton Roads UASI region, as there is overlap in the data that feeds best products.
- c) UASI Effectiveness Study  
Since the inception of the Hampton Roads region into the UASI program, over \$35 million has been invested to assist in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats or acts of terrorism. The HRPDC has identified funds to support this effort. A request to amend a preexisting contract is included in the HRPDC agenda to begin work on this effort.

#### **4. Southside Recycling Rate Report – Calendar Year 2011**

The HRPDC staff has completed the annual recycling rate report for recycling activities in the eight Southside Hampton Roads localities that are covered by the Southeastern Public Service Authority (SPSA). These include Chesapeake, Franklin, Isle of Wight, Norfolk, Portsmouth, Southampton, Suffolk and Virginia Beach, as well as the eight towns in Isle of Wight and Southampton Counties (Boykins, Branchville, Capron, Courtland, Dreweryville, Newsoms, Windsor and Smithfield). The Virginia Code and the Virginia Regulations for Solid Waste Management Planning require each city, county, town or region to maintain a minimum 25% recycling rate and to report activities within the area on an annual basis. Historically, SPSA has been responsible for reporting recycling activities for its service area. Reported activities include both public and private efforts.

On July 25, 2012, the Virginia Department of Environmental Quality advised the HRPDC that DEQ had completed its review and accepted the region's report. For Calendar Year 2011, the Southside Hampton Roads area achieved a recycling rate of 36.3%, up from 31.87% in 2010, which exceeds the state requirement. Both total waste tonnage disposed of in 2011 and the percentage recycled showed an increase from 2010, which, at least in part, reflects economic conditions.