

Attachment 2A
JOINT MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE
DIRECTORS OF HEALTH
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)
 - 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 the 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:** 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 utility affordability.