

**MEMBER
JURISDICTIONS**

April 27, 2011

CHESAPEAKE

Memorandum #2011-68

FRANKLIN

TO: Directors of Utilities Committee

GLOUCESTER

BY: John M. Carlock, Deputy Executive Director

HAMPTON

**RE: Committee Meeting – May 4, 2011
RSVP – May 3, 2011**

ISLE OF WIGHT

This is to call the May meeting of the Directors of Utilities Committee for **May 4, 2011 at 1:30 p.m.** The meeting will be held at the Newport News Waterworks **Lee Hall Maintenance and Operations Center Conference Room, 425 Industrial Park Drive, Newport News.** The beginning of the meeting will be convened as the H2O – Help to Others – Program Board of Director’s meeting.

JAMES CITY

NEWPORT NEWS

NORFOLK

The Agenda and related materials are attached.

POQUOSON

Please RSVP by May 3, 2011 so we may make appropriate logistical arrangements. If you have any questions or need further information, please do not hesitate to call me or Whitney Katchmark.

PORTSMOUTH

Please RSVP by May 3, 2011

SOUTHAMPTON

TS/fh

SUFFOLK

Attachments

SURRY

VIRGINIA BEACH

WILLIAMSBURG

YORK

Utilities Committee

Lynn Allsbrook, HA
Daniel G. Clayton III, WM
Lawrence A. Dame, New Kent
John B. Edwards, Jr., SY
Bryan Foster, PO
Larry Foster, JCSA
H. Reed Fowler II, NN
Edward G. Henifin, HRSD
Bill Hopkins, SM
John Hudgins, YK
Julien Johnson, SH
Thomas M. Leahy III, VB
Eileen Leininger, NN
Kristen M. Lentz, NO

Jason Mitchell, HA
Albert Moor II, SU
Russell Pace, FR
Sonja Pruitt, SM
Brian Ramaley, NN
Martin Schlesinger, GL
Everett Skipper, NN
Michael Stallings, WN
Bob Speechly, PQ
Peter M. Stephenson, SM
Moses Thompson, PO
James K. Walski, CH
Brian K. Woodward, YK
Edwin P. Wrightson, IW

Copy:

Joseph Durant, NN
Frank Haltom, IW
Richard Hartman, PO
Stephen Land, NN
Nettleton Richard, VB
Ellen Roberts, PQ
Kenneth Sims, WN
Stephen Watson, FR
Albert Williams, PO
Craig Ziesemer SU

Capacity Team

Edward G. Henifin, HRSD
Phil Hubbard, HRSD
Stephen K. Land, NN
Kristen M. Lentz, NO
William J. Meyer, Jr., CH
Stephen T. Motley, VB
Nick Nagurney, VB
Richard H. Nettleton, VB
Ralph Patterson, WM

Danny Poe, JC
Eric Rosser, IW
Richard Stahr, Brown and Caldwell
Eric Tucker, NO
Kenneth Turner, NO
Rick Underhill, Greeley-Hansen
Stephen Williams, NN
Frank Wilson, PO
Craig Ziesemer, SU

**MEETING OF
H2O - Help to Others - Program Board of Directors
AGENDA
May 4, 2011
Lee Hall Maintenance and Operations Center
425 Industrial Park Drive
Newport News
1:30 PM**

1. Discussion of Re-Launch of H2O - Help to Others - Program

HRPDC staff will brief the Board of Director's on the steps necessary to re-launch the H2O Program. Discussion will include improving the allocation of funding process, and evaluating the assistance amount of \$250.

ACTION: Per discussion.

**MEETING OF
DIRECTORS OF UTILITIES COMMITTEE
AGENDA
May 4, 2011
Lee Hall Maintenance and Operations Center
425 Industrial Park Drive
Newport News
1:30 PM**

1. Summary of April 6, 2011 Meeting of the Directors of Utilities Committee

The Summary of the April 6, 2011 meeting of the Directors of Utilities Committee is attached as item 1A for the Committee's review and approval.

Attachments:

- 1A March 2, 2011 Meeting Summary
- 1B March 2, 2011 Meeting Sign-in Sheet
- 1C HRPDC Handout: "HRPDC Summary, Water Supply Plan Advisory Committee, Tuesday, March 29, 2011"

ACTION: Approve the Meeting Summary.

2. Private Property Infiltration and Inflow (I/I) Abatement Program

The options for development of a private property I/I abatement program were discussed at the April 21, 2011 Chief Administrative Officers (CAO) meeting. HRPDC staff will provide a summary of the meeting. The Committee will discuss the next steps toward program development.

ACTION: Per discussion.

3. UASI Grant Proposals and Selection Panel Review

The deadline for proposals in response to RFP No. WR-RFP-2011-01 was April 14, 2011. Six proposals were received from the following project teams:

- **Tetra Tech EM Inc.** (with Janet L. Clements Consulting and Dutko Global Risk Management)
- **Virginia Modeling, Analysis and Simulation Center** (with Old Dominion University Dept. of Civil Engineering, WBB Consulting, and Dynamis)
- Security Management International, LLC
- **Watermark Risk Management International, LLC** (with CH2M Hill and CNA)
- Abrams Learning and Information Systems, Inc. (with Dawson & Associates and Intelligent Decision Systems, Inc.)
- **URS Corporation** (with Alliance Solutions Group, Inc.)

The selection panel completed reviews of each proposal and conducted interviews with 4 project teams (bold text above) on April 28, 2011. HRPDC staff and selection panel members will brief the Committee on the review process and provide a recommendation for consultant selection.

ACTION: Select a contractor and make recommendation to Commission at May meeting to execute a contract.

4. Committee Reports

- **Water Reclamation and Reuse Regulations:** The Advisory Committee held its first meeting on April 21, 2011. A summary of the meeting will be provided by Mr. Eric Tucker.

ACTION: Per discussion.

- **Consensus on Regional Hydraulic Model Inputs and Calibration:** Minor Revision Number 1 to the Regional Technical Standards states that "HRSD and the Localities shall reach consensus on the flow parameters and other Locality provided Regional Hydraulic Model (RHM) inputs and RHM calibration not later than May 1, 2011." The Capacity Team developed a document to memorialize

consensus on the referenced input data and application of the model. The agreement was to be executed by the Utility Directors no later than May 1, 2011 as a matter of compliance with the Special Order of Consent. The Committee will review the agreement and confirm execution by the Utility Directors.

ACTION: Per discussion.

- **Rehabilitation Guidelines, Standards and Tools (RGST) Business Rules:** Per discussion at the April 6, 2011 Committee meeting, Mr. Richard Stahr, Brown and Caldwell, contacted the Department of Environmental Quality (DEQ) regarding the possibility of memorializing the RGST Business Rules via a Minor Revision to the Regional Technical Standards. At the April 11, 2011 Capacity Team meeting, Mr. Stahr reported that DEQ is not amenable to a Minor Revision. However, DEQ indicated that locality and HRSD rehabilitation plans prepared in accordance with the Business Rules are unlikely to be rejected. The Capacity Team will revise the Business Rules document into a technical memorandum to be signed by the Utility Directors and HRSD.

The Capacity Team will also prepare several rehabilitation plans for early submission to DEQ in June. This exercise is intended to reinforce understanding of the Business Rules and facilitate future DEQ review of rehabilitation plans.

ACTION: Per discussion.

5. Staff Reports

- **Committee Decision-Making Procedures:** The guidelines for committee decision-making procedures were finalized per comments received at the April 6, 2011 Committee meeting and distributed to the Committee on April 26, 2011.
- **Regional Water Supply Plan:** Section 6/7, "Statement of Need/Alternatives" will be distributed for review in May 2011. Committee comments on these sections will be incorporated into a pre-final document (Sections 1 through 7) to be distributed to the Committee and presented to the Hampton Roads Planning District Commission on June 16, 2011, prior to commencing the local program adoption process. The Committee will discuss the timeframe for completing pre-final review.
- **Hampton Roads Water Quality Response Plan:** HRPDC staff is conducting the annual update of the Hampton Roads Water Quality Response Plan Contact List. The June 28, 2010 version of the list was distributed to the Committee for review/update of water utility contact information (see Attachment 8A). Submit revisions and updates by May 31, 2011 to Tiffany Smith (tsmith@hrpdcva.gov).

- **Sanitary Sewer Overflow Reporting System (SSORS):** HRPDC staff will brief the Committee on budget issues. The Committee will discuss the next steps toward implementing a maintenance agreement.

Attachment:

8A Hampton Roads Water Quality Response Plan Contact List

ACTION: Per discussion.

6. Other Business

- Topics for discussion at the June 1, 2011 Joint Meeting of the Utility Directors and Health Directors