

August 31, 2011

Memorandum #2011-147

TO: Directors of Utilities Committee

BY: John M. Carlock, Deputy Executive Director

RE: Committee Meeting - September 7, 2011
RSVP - September 6, 2011

This is to call the September meeting of the Directors of Utilities Committee and the H2O – Help to Others – Program Board of Director’s meeting for **September 7, 2011**. The meeting will be held in the **James Room, Fountain Plaza II, City Center, Newport News**. The agenda and related materials are attached. The meeting schedule is as follows:

12:15 p.m. Deli lunch served
12:30 p.m. H2O – Help to Others – Program Board of Director’s Meeting
1:30 p.m. Directors of Utilities Committee Meeting

A Deli lunch will be provided. Please RSVP by September 6, 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.

Please RSVP by September 6, 2011

TS/fh

Attachments

Utilities Committee:

Lynn Allsbrook, HA
Daniel G. Clayton III, WM
Bryan Foster, PO
Larry Foster, JCSA
H. Reed Fowler II, NN
Tyrone Franklin, SY
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
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
September 7, 2011
Newport News
12:30 PM**

1. Salvation Army Partnership Update

HRPDC staff has met with representatives from the regional Salvation Army offices in Norfolk (serves Norfolk, Virginia Beach, Chesapeake), Portsmouth (serves Portsmouth and part of Chesapeake), Suffolk (serves Suffolk, Surry and Isle of Wight County), Franklin (serves Franklin, South Hampton and part of Isle of Wight) and Williamsburg (serves Williamsburg, James City County and upper York County). A meeting has yet to be finalized with the Hampton office (serves Hampton, lower York County, Gloucester County, Newport News, and Poquoson).

Representatives from the five offices were very interested in partnering with the H2O Program as they continue to see great need for utility assistance in Hampton Roads. The next step is for the H2O Board of Directors to take formal action on entering into a partnership with the Salvation Army. Once that has been voted on, a Memorandum of Agreement (MOA) will be drafted by HRPDC between the H2O Board of Directors, HRSD, HRPDC, and the participating Salvation Army offices. The MOA will be routed through the proper chain of command at the Salvation Army offices with final approval from the Washington DC office.

The following next steps are contingent on the Board agreeing to partner with the Salvation Army:

- HRPDC will draft MOA.
- Envelope printing proposals are due August 29th. HRPDC will select the best proposal. First shipment of 250,000 envelopes will be sent to HRSD for November bills.
- HRPDC will solicit quotes for H2O website development.
- HRPDC will collect direct contact numbers from each utility billing office to provide to Salvation Army.
- HRPDC will work with Salvation Army to compile screening questions.
- HRPDC compile Program Administration Package and set-up training days for Salvation Army in December.
- HRPDC set-up H2O Program kick-off meeting with Salvation Army and Utility Billing Department representatives in January.

- ACTION:** 1. Vote on entering into a formal partnership with the Salvation Army.
2. Direct HRPDC staff as to pursuit of next steps (listed above).

2. Program Eligibility Criteria Document

The H2O program eligibility criteria (see Attachment 2) have been reviewed by HRSD, HRPDC and the Salvation Army. The following questions have been raised for discussion by the Board of Directors:

Criteria # 3

- Is the \$250 amount adequate to cover the water and wastewater fees, trash fee, and stormwater fee?
- Will assistance cover late fees, set-up fee or connection fee, outstanding balance from previous residence?
- How will customers who have diverted water or tampered with the water meter be handled?

Criteria #4

- Is it necessary to include water conservation education? Should this be an optional requirement necessary only if water mismanagement is apparent?

Criteria #5

- Can language be added that if a utility bill is over \$250, Salvation Army must require client to show they have paid down the difference to \$250?

Attachment:

- 2 Help to Others Program Criteria Document (mark-up showing proposed revisions)

ACTION: Per discussion.

**MEETING OF
DIRECTORS OF UTILITIES COMMITTEE
AGENDA
September 7, 2011
Newport News
1:30 PM**

CLOSED SESSION

1. UASI Water Supply Assessment and Emergency Response Training Project

HRPDC staff will brief the Committee on upcoming project activities:

- Scheduling of data collection interviews with utility departments; and
- Scheduling of data collection workshops with emergency managers.

ACTION: No action.

PUBLIC MEETING

2. Summary of August 3, 2011 Meeting of the Directors of Utilities Committee

The summary of the August 3, 2011 meeting of the Directors of Utilities Committee is attached as item 2A for the Committee's review and approval.

Attachments:

- 2A August 3, 2011 Meeting Summary
- 2B August 3, 2011 Meeting Sign-in Sheet
- 2C HRSD presentation on SSO Consent Decree Schedule

ACTION: Approve the Meeting Summary.

3. Special Order of Consent: Proposed Amendment to the Regional Technical Standards and Development of a Memorandum of Agreement (MOA) for Private Property Infiltration/Inflow (I/I) Abatement

At the August 3, 2011 Committee meeting, Mr. Richard Stahr reviewed the deadlines for the required deliverables and tasks required for compliance with the Special Order of Consent (SOC) and discuss the recommended interim deadlines to stay on schedule. The Capacity Team has been working with the Department of Environmental Quality (DEQ) to memorialize practices for Rehabilitation Planning and for the regional private property I/I abatement program. Consensus among locality representatives and with DEQ was anticipated on August 31, 2011. Mr. Stahr will brief the Committee on the discussions with DEQ and next steps.

ACTION: Per discussion.

4. Staff Reports

- **Final Regional Water Supply Plan:** HRPDC staff will provide an update on local program adoption activities (see Attachment 4A). Staff is collecting the following by September 30, 2011 for submittal to the Department of Environmental Quality:
 - Copy of approved minutes from local public hearing;
 - Copies of any written comments received and locality responses;
 - Copy of the locality resolution adopting the plan.
- **Water and Sewer Rates and Water Use Data Call:** HRPDC staff will provide the Committee with a preview of the format for the 2011 data call, which requests information on water and sewer rates, taxes, and water use by category. Discussion will include feedback on format and the need to document assumptions for disaggregated water use data.

Attachments:

4A Regional Water Supply Plan Local Program Adoption Status

ACTION: No action on Staff Reports.

5. Other Business

- **Approval of Agenda Topics:** The Committee will discuss how new business should be approved for inclusion on future Committee agendas. A list of potential agenda topics is provided below based on past meetings and project activities.

October 5, 2011 Meeting:

- (Closed Session) Mike Milicich, Department of Homeland Security (DHS): Briefing on Enhanced Critical Infrastructure Protection (ECIP) Initiative and Infrastructure Survey Tool (IST) and guidance on utility information sharing for UASI project.
- (Closed Session) Watermark Team: Presentation on UASI project "to-be" state for Hampton Roads.
- (Open Session): Scott Kudlas, DEQ: Briefing on International Paper's groundwater withdrawal permit.

Future Meetings:

- Newport News Waterworks: Briefing on the evaluation of irrigation meter implementation.
- Roundtable discussion on Virginia Department of Health (VDH) requirements for boil water notices

ACTION: Per discussion.