

**MEMBER
JURISDICTIONS**

March 30, 2011

CHESAPEAKE

Memorandum #2011-55

FRANKLIN

TO: Directors of Utilities Committee

GLOUCESTER

BY: John M. Carlock, Deputy Executive Director

HAMPTON

**RE: Committee Meeting – April 6, 2011
RSVP – April 5, 2011**

ISLE OF WIGHT

This is to call the April meeting of the Directors of Utilities Committee for **April 6, 2011 at 11:00 a.m.** The meeting will be held in the **HRPDC Conference Room D, Chesapeake.**

JAMES CITY

NEWPORT NEWS

The Agenda and related materials are attached.

NORFOLK

A deli lunch will be provided. Please RSVP by April 5, 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.

POQUOSON

Please RSVP by April 5, 2011

PORTSMOUTH

TS/fh

SOUTHAMPTON

Attachments

SUFFOLK

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
DIRECTORS OF UTILITIES COMMITTEE
AGENDA
April 6, 2011
Chesapeake
11:00 AM**

1. Summary of March 2, 2011 Meeting of the Directors of Utilities Committee

The Summary of the March 2, 2011 meeting of the Directors of Utilities Committee is attached as item 1A for the Committee's review and approval.

Attachments:

- 1A February 2, 2011 Meeting Summary
- 1B February 2, 2011 Meeting Sign-in Sheet
- 1C City of Virginia Beach Presentation: "City of Virginia Beach Uranium Mining Impact Study, Lake Gaston Water Safety Council, February 23, 2011"
- 1D City of Norfolk Handout: "Public Water Supply System Concerns Related to Interbasin Transfers as Part of State Water Supply Planning (Draft 2/10/2011)"
- 1E HRPDC Draft Presentation: "Sanitary Sewer Overflow Consent Order, Private Property Inflow and Infiltration Abatement"

ACTION: Approve the Meeting Summary.

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

HRPDC staff presented the private property I/I abatement program development options and the Committee's recommendation at the March 17, 2011 Commission meeting. The Commission referred the issue for discussion at the April 21, 2011 Chief Administrative Officers meeting, with the intent of informing the May 19, 2011 Commission meeting. The Committee will discuss the next steps in facilitating program development and coordination with the rehabilitation business rules being developed by the Capacity Team (see item 3).

ACTION: Per discussion.

3. Rehabilitation Guidelines, Standards and Tools (RGST) Business Rules.

The Capacity Team has developed draft RGST Business Rules to provide a regionally agreed upon approach to assure that the Rehabilitation Plans submitted in November 2012 are appropriately developed to allow the Wet Weather Management Plan to be completed in November 2013.

Mr. Richard Stahr, Brown and Caldwell, will brief the Committee on the business rules, the Capacity Team's April 4, 2011 discussion of the draft with DEQ, and next steps. A copy of the draft rules was distributed separately prior to the meeting.

ACTION: Per discussion.

4. State Water Supply Plan Advisory Committee

The State Water Supply Plan Advisory Committee met on March 29, 2011. Whitney Katchmark attended for John Carlock. The Committee did not have a discussion of interbasin transfers. Ms. Katchmark will provide a summary of the meeting.

ACTION: Per discussion.

5. Irrigation Submeter Readings and Wastewater Credits

The Committee will discuss the practice of providing wastewater billing credits based on irrigation submeter readings. A summary of locality program practices is provided as Attachment 5A.

Attachment:

5A Summary of Locality Practices for Submeter Readings and Wastewater Credits

ACTION: Per discussion.

- 6. UASI Grant RFP Release and Pre-Proposal Conference:** The RFP for the "Water Infrastructure Assessment and Emergency Response Training" project was released on March 17, 2011, with notice of availability published on the HRPDC website and in the Daily Press, the Virginian-Pilot, and the New Journal and Guide. The RFP announcement was also sent to those on the HRPDC vendor list. The Pre-Proposal Conference was held on March 25, 2011, and the formal addendum documenting written questions, responses, and the pre-proposal conference was released on March 29, 2011. Proposals are due on April 14, 2011, and interviews (if needed) will be held on April 28, 2011. The selection panel's recommendation for a contractor will be presented at the May 4, 2011 Committee Meeting. Staff will provide a summary of the pre-proposal conference.

Attachment:

6A Addendum to RFP No. WR-RFP-2011-01

ACTION: No Action.

7. Advisory Committee Reports

- Water Reclamation and Reuse Regulations: The Advisory Committee will hold its first meeting on April 21, 2011. The Directors of Utilities Committee will confirm attendance by a representative.

ACTION: No Action.

8. Staff Reports

- H2O Program Status Update: Staff will provide a summary of recent program activities. Staff requests the Committee's review and comment on the H2O program contact list (Attachment 8A) and the list of total metered accounts by locality (Attachment 8B). Comments may be emailed to Lisa Hardy (LHardy@hrpdcva.gov).
- FOG Program Status Update: Staff will report on training for food service establishments (FSEs) and grease haulers. A summary of the status of locality FOG ordinances is provided as Attachment 8C.
- Committee Decision-Making Procedures: The guidelines for committee decision-making procedures were revised per comments received at the March 2, 2011 Committee meeting. The document was distributed separately prior to the meeting. Comments for incorporation into the final document may be emailed to Tiffany Smith (tsmith@hrpdcva.gov) by April 5, 2011.
- Regional Water Supply Plan: Section 6/7, "Statement of Need/Alternatives" will be distributed for review in April 2011. Committee comments on these sections will be incorporated into a pre-final document (Sections 1 through 7) to be distributed in May for use in briefing city managers prior to commencing the local program adoption process June/July 2011.

Attachments:

8A H2O Contact List

8B List of Total Metered Accounts

8C Summary of Locality FOG Ordinances

ACTION: No Action.

9. Other Business

- Suggested May/June Agenda Topic: Newport News Department of Public Works and the City's Division of Emergency Management would like feedback from other localities as to their interest in exploring options to safeguard equipment/assets by moving these resources out of the area of potential impact due to an impending catastrophe (e.g., tsunami or Category 3 or greater storm surge).