

August 26, 2020

Memorandum #2020-101

TO: Directors of Utilities Committee

BY: Whitney Katchmark, Principal Water Resources Engineer

RE: Directors of Utilities Committee and the Help to Others (H2O) Program Annual Board of Directors Meeting- September 2, 2020

RSVP – September 1, 2020

The next **Directors of Utilities Committee and the H2O – Help to Others – Program Annual Board of Directors’** meeting has been scheduled for **Wednesday, September 2, 2020**. The meeting will begin at **1:30 pm**. The agenda and related materials are attached.

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the committee members, staff, and general public, the Directors of Utilities Committee and the H2O – Help to Others – Program Annual Board of Directors’ meeting will be held electronically via Webex. Participants can join using the following information.

Join by computer: <https://pdc-tpo-staff.my.webex.com/pdc-tpo-staff.my/j.php?MTID=m8a66c3cda227f7266ff747f74f6b554d>

-or-

Join by phone: +1-408-418-9388

Meeting Number/Access Code: 126 136 6785

Password: 1234

If you have any questions or need further information, please do not hesitate to contact me.

KK/cm

Attachments

Directors of Utilities Committee:

Bo Clayton, NN
Daniel G. Clayton III, WM
J. Chris Dawson, GL
Wayne Griffin, SM
Edward G. Henifin, HRSD
David Howell, SH
Frank James, NN
Donald Jennings, IW
David Jurgens, CH
Chad Krejcarek, PQ

Yann A. Le Gouellec, NN
Kristen M. Lentz, NO
Jason Mitchell, HA
Bob Montague, VB
Albert Moor II, SU
Russell Pace, FR
Doug Powell, JCSA
Erin Trimyer, PO
Brian K. Woodward, YK

Directors of Utilities Copy:

Dennis Beale, SH
Alan Benthall, NN
Kate Bernatitus, NN
Kristin Chhim, NN
Marilyn Crane, VB
Bud Curtis, NN
Barry Dobbins, HA
Joseph Durant, NN
David Fauber, Cape Charles
Garrett Feagans, PQ
Ron Harris, NN
Sue Houser, NN
Phil Hubbard, HRSD
Stephanie Luton, JCSA

Danny Poe, JCSA
Paul Retel, SU
Ellen Roberts, PQ
Kenneth Sims, WN
Joe Sisler, YK
Amanda Smith, SH
Jeff Smith, SM
Jessie Snead, SM
Richard Stahr, Brown and Caldwell
Stephen Watson, FR
Shannon White, NO
Sherry Wright, NN
James J. Young, NN

HRPDC Staff:

Keith Cannady
Robert Crum
Katie Cullipher
Rebekah Eastep

Whitney Katchmark
Joe Turner
Katie Krueger

**MEETING OF THE
H2O – Help to Others – Program Board of Directors
AGENDA
September 2, 2020
Chesapeake
1:30 PM**

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the committee members, staff, and general public, the H2O – Help to Others – Program Annual Board of Directors’ meeting will be held electronically.

1. Officers

The Board will decide to continue the terms of current officers and/or elect new officers. The officers do not have specified terms. The bylaws state that the officers serve at the pleasure of the Board. Current officers are listed below:

President:	Doug Powell, JCSA
Vice President:	David Jurgens, Chesapeake Public Utilities
Secretary/Treasurer:	Ted Henifin, HRSD
Director:	Al Moor, Suffolk Public Utilities
Director:	Kristen Lentz, Norfolk Utilities

ACTION: Continue the term of current officers and/or elect new officers.

2. Program Status

The HRPDC staff will review FY2020 program activities, fundraising and distribution results. Staff will also provide an overview of the FY2021 budget.

ACTION: Per discussion.

**MEETING OF
DIRECTORS OF UTILITIES COMMITTEE
AGENDA
September 2, 2020
2:00 PM**

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the committee members, staff, and general public, the Directors of Utilities Committee meeting will be held electronically.

1. Summary of the August 5, 2020 Meeting of the Directors of Utilities

The summary of the August 5, 2020 meeting of the Directors of Utilities Committee is attached for review and approval.

Attachments:

1A August 5, 2020 Meeting Summary

ACTION: Approve the meeting summary.

2. Public Comment

3. Affordability

The committee will discuss SB 5118 and budget language for Utility Repayment Plans. The CAOs also have this topic on their agenda for September 2nd at 11:30am. Staff will summarize that discussion.

HRPDC staff will discuss next steps regarding data collection for new customer assistance programs tied to COVID-19, delinquency rates, and future affordability burdens.

ACTION: Per discussion

4. Project Introduction: What is in Your Floodplain?

HRPDC staff will provide an introduction on research being conducted to evaluate the potential risks associated with hazardous waste and/or chemicals and flood-related events that could lead to contamination of our waterways. This project will seek to: 1) identify hazard sites, 2) assess the risk as it is related to sea level rise, flooding, and climate change impacts, 3) evaluate who is affected if contamination occurs, and 4) determine how the region can reduce these risks through policies and regulations and develop mitigation strategies. Feedback on next steps is appreciated.

ACTION: None required

5. Fats, Oils and Grease MOA

HRPDC staff will provide a quick review of the purpose of the FOG MOA and status of approvals.

ACTION: Per discussion

6. Source Water Protection Plan Next Steps

HRPDC staff will update the Committee on VDH feedback to updating the Source Water Protection Program (SWPP) inventory and risk assessment. Additionally, HRPDC staff will discuss possible next steps for the project.

ACTION: Establish frequency for HRPDC staff to update the inventory

7. Utility Directors Roundtable Discussion

The Utility Directors will have the opportunity to discuss matters of mutual interest. Including:

- Coronavirus updates
- Lessons learned from the pandemic
- Preparing for the hurricane season

ACTION: Per discussion.

8. Staff Reports

1. **HRSD Integrated Plan – First Amendment to 2014 MOA:** Staff will review status of locality approvals of the MOA.
2. **Lead and Copper Rule, Testing subcommittee** – Staff will discuss next steps.
3. **Groundwater MOA** – materials and the MOA have been distributed.
4. **FY22 Water and Wastewater Budgets** – Staff will review the status of the locality approvals of FY22 budgets

9. Other Business

**MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE
August 5, 2020
Webex**

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the committee members, staff, and general public, the meeting was held on August 5, 2020 at 1:30 pm. These electronic meetings are required to complete essential business on behalf of the region. A recording of the meeting is available on the website. The following attended electronically:

Directors of Utilities Committee:

J. Chris Dawson, GL	Jason Mitchell, HA
Edward G. Henifin, HRSD	Bob Montague, VB
Frank James, NN	Doug Powell, JCSA
Donald Jennings, IW	
David Jurgens, CH	
Chad Krejcarek, PQ	
Yann A. Le Gouellec, NN	

Directors of Utilities Copy:

Alan Benthall, NN	Robert Carteris, NO
Kate Bernatitus, NN	Paul Retel, SU
Bud Curtis, NN	

HRPDC Staff:

Katie Cullipher	Whitney Katchmark
Greg Grootendorst	Katie Krueger

1. Summary of the July 1, 2020 Meeting of the Directors of Utilities Committee

There were no comments on or revisions to the summary of the July 1, 2020 Committee meeting.

ACTION: The summary of the July 1, 2020 meeting of the Directors of Utilities Committee was approved by consensus

2. Public Comment

There were no public comments.

3. Groundwater Mitigation Program

Ms. Whitney Katchmark and Ms. Katie Krueger, HRPDC, presented the summary document and slides that provide a short explanation of the Groundwater Mitigation

Program. These materials are intended to support briefings to elected officials who have questions about renewing the MOA. The committee commented that the slides did a good job of explaining a confusing topic. There were no suggested changes or requests for additional material.

ACTION: No Action

4. FY22 Draft Water and Wastewater Budgets

Ms. Whitney Katchmark, HRPDC, presented the proposed FY22 Water and Wastewater Budgets. Ms. Katchmark proposed flat budgets and using more reserve funds than in FY21 so the localities' contributions would be lower in FY22 .

ACTION: HRPDC staff will reach out for votes on the budget via email.

5. Affordability Programs

Ms. Whitney Katchmark, HRPDC, reviewed an affordability presentation developed by HRPDC staff in 2018. The Committee debated updating the five-year rate projections and how the data would be used. HRPDC staff suggested doing more projections to assess the fiscal impact of utility bills on low income customers.

The Committee discussed different affordability programs across the region. Chesapeake refers customers to the rental assistance program that uses CARES Act money to help citizens pay their bills. Virginia Beach recently (July 1) started a program through their human services group that helps customers pay their bills through a combination of CARES Act funds and general funds. Suffolk also recently started a similar program for customers who have experienced job loss (i.e. 50% reduction in hours, furlough, etc) and have an unpaid balance post March 1. Suffolk is working on developing another affordability program that is not tied to coronavirus. HRSD has recently suspended their assistance program because they had such low numbers of participation. Norfolk has \$57,000 budgeted for an assistance program that is run through their human services department.

Ms. Katchmark reviewed the responses to delinquency trends across the region. Delinquency rates are up from 2019, with over 86,000 accounts becoming delinquent in the past 6 months. The committee concluded that we needed additional data for a trend to be substantiated. HRPDC staff will develop a list of questions about local assistance programs to inform data gathering from now to October. Based on that data, a regional template or lessons learned for assistance programs will be developed.

ACTION: HRPDC staff will collect information on locality assistance programs using CARES Act funds. Additionally, HRPDC staff will work to update rate projections.

6. Utility Directors and Health Directors Roundtable Discussion

Norfolk asked the Committee whether other localities inspected private grinder pumps. The general response was that localities did not inspect private grinder pumps. James City County did inspect the private grinder pumps at installation and then the offered a grinder pump maintenance agreement. Norfolk also asked the Committee if they were putting up permanent barriers between driver and passenger in their field vehicles. The general response was that they were not.

The Committee discussed new coronavirus cases within utilities. Chesapeake has had 6-7 cases, Poquoson, Suffolk, and Newport News have each had a few employees quarantine due to family member contact, and James City County has had a few employees test for coronavirus but no positive cases yet.

ACTION: No Action

7. Staff Reports

- **Lead and Copper Rule, Testing subcommittee** – VDH does not have a list of contacts for schools and daycare facilities that must test for lead or plans for an outreach program. Ms. Katchmark will set up a committee subcommittee.
- **Fats, Oils and Grease MOA** – Ms. Katchmark requested that localities send the signed MOA to Ms. Katie Krueger, HRPDC.
- **HRSD Integrated Plan – First Amendment to 2014 MOA** – The integrated plan is close to being finalized.
- **Update on Source Water Protection Program Risk Assessment Meetings** – Ms. Katchmark reported that HRPDC staff has discussed the inventory updates for the Source Water Protection Program with VDH and they will provide feedback if they have questions about the methodology.
- **Mission H2O** – Ms. Katchmark suggested using reserve funds to renew the regional Mission H2O membership. Votes on whether or not to renew the membership will be collected via email.

8. Other Business

No other Business

The next meeting of the Directors of Utilities will be on Wednesday, September 2, 2020 via Webex.