

December 30, 2020

Memorandum #2020-163

TO: Directors of Utilities Committee

BY: Whitney Katchmark, Principal Water Resources Engineer

**RE: Directors of Utilities Committee Meeting –
January 6, 2021
RSVP – January 5, 2021**

A meeting of the **Directors of Utilities Committee** will be held on **Wednesday, January 6, 2021**. The meeting will begin at **1:30 p.m.** 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 meeting will be held electronically via Webex. Participants can join using the following information:

Join by computer: <https://hrpdc-418.my.webex.com/hrpdc-418.my/j.php?MTID=m421b282c585fb51ddd4dfc8a4ff13dd8>

-or-

Join by phone: +1-415-655-0001

Meeting number / Access code: 126 312 3565

Password: 1234

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

KK/kl

Attachments

Directors of Utilities Committee:

Robert Carteris, NO
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
Jason Mitchell, HA
Bob Montague, VB
Russell Pace, FR
Doug Powell, JCSA
Paul Retel, SU
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
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
Katie Krueger

**MEETING OF
DIRECTORS OF UTILITIES COMMITTEE
AGENDA
January 6, 2021
1:30 PM**

1. Summary of the December 2, 2020 Meeting of the Directors of Utilities and Health Directors Committee

The summary of the December 2, 2020 meeting of the Directors of Utilities and Health Directors Committee is attached for review and approval.

Attachment:

- 1 December 2, 2020 Meeting Summary

ACTION: Approve the meeting summary.

2. Public Comment

3. SSORS Discussion

Julianne Laferrier, DEQ, and Adam Wood, VDH will discuss trends in recent Sanitary Sewer Overflow (SSO) reporting and discuss the importance of accurate SSO reporting.

ACTION: Per discussion.

4. Lead Service Line Replacement Program

The City of Chesapeake was recently awarded funding from the drinking water state revolving fund (DWSRF) for a lead service line replacement/removal program. David Jurgens, CH, will summarize the application process and the plans for how to use the money.

ACTION: Per discussion.

5. Utility Directors Roundtable Discussion

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

- Emergency Debt Repayment Plan Updates
- Spending CARES Act funding
- Delinquency Maps
- Coronavirus updates
 - [Link to HRPDC Coronavirus Planning Hub](#)
- Lessons learned from the pandemic

ACTION: Per discussion.

6. Staff Reports

- **HRSD Integrated Plan – First Amendment to 2014 MOA:** Staff will review status of locality approvals of the MOA.
- **Regional FOG MOA** – Staff will review status of locality approvals of the regional MOA
- **Groundwater MOA** – Staff will review status of locality approvals of the MOA
- **State FOG MOA** - Staff will provide an update on the FOG MOA between DEQ and VDHCD
- **Rate Survey Updates** – Staff will discuss when to hold the regional Rate Survey Update
- **Water Supply Plan Updates** – Staff will review the progress of updates to the Water Supply Plan

7. Other Business

MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE
December 2, 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 December 2, 2020 at 1:30 pm via Webex. 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:

Robert Carteris, NO	Chad Krejcarek, PQ
J. Chris Dawson, GL	Yann A. Le Gouellec, NN
Wayne Griffin, SM	Jason Mitchell, HA
Frank James, NN	Bob Montague, VB
Donald Jennings, IW	Doug Powell, JCSA
David Jurgens, CH	Paul Retel, SU
	Erin Trimyer, PO
	Brian K. Woodward, YK

Health Directors:

David Fridley, VDH
Daniel B. Horne, VDH

Directors of Utilities Copy:

Kate Bernatitus, NN	Amanda Albright, HRSD
Bud Curtis, NN	Brent Werlein, VB

Members of the Public:

Ken Loucks, IW Consulting LLC

HRPDC Staff:

Katie Cullipher	Whitney Katchmark
Rebekah Eastep	Katie Krueger

1. Summary of the November 4, 2020 Meeting of the Directors of Utilities Committee

There were no comments on or revisions to the summary of the November 4, 2020 Committee meeting.

ACTION: The summary of the November 4, 2020 meeting of the Directors of Utilities Committee was approved by consensus

2. Summary of the June 3, 2020 Meeting of the Directors of Utilities and Health Directors Committee

There were no comments on or revisions to the summary of the June 3, 2020 Committee meeting.

ACTION: The summary of the June 3, 2020 meeting of the Directors of Utilities Committee was approved by consensus

3. Public Comment

4. Water Supply Plan Updates

Ms. Whitney Katchmark, HRPDC, reviewed the five-year update to the Regional Water Supply Plan (submitted in 2018). HRPDC staff has worked to rewrite and reformat the data that was collected in 2018 into a more readable format and to make the calculations used for demand and supply projections easier to understand. Committee members are encouraged to provide feedback for their locality's section. The draft Water Supply Plan was emailed to Committee members.

ACTION: Committee Members should provide feedback on the Updated Water Supply Plan draft by the January 6 meeting.

5. VDH Office of Drinking Water Program Update

Mr. Dan Horne, VDH-ODW Southeast Virginia Field Office Director, briefed the Committee on regulatory updates. Currently, VDH staff is still primarily teleworking, but field work has fully resumed. The revisions to the Waterworks XXX is going before the Board of Health on December 3, 2020 and is expecting the regulations to be finalized in mid to late 2021.

The EPA has still not issues the final Lead and Copper Rule Revisions (LCRR) and likely won't until 2021. There is an ASDWA workgroup that is working to develop a guidance on how to create a Lead Service Line Inventory, this is likely what VDH will adopt as well. VDH has received a grant from EPA to sample daycares for lead, they have been working with Social Services and the Department of Education to implement sampling plans. They will recommend the 3T's sampling protocol that has been specifically designed for schools and daycares. As of yet, they have not asked for lead sampling plans from schools. Additionally they have received a grant to fund remediation if if they find high lead levels.

VDH also has a workgroup that works on PFAS, with the first meeting held on October 20, 2020. Hampton Roads utilities are represented on this workgroup. They are able to sample from a maximum of 50 water sources/sites and have to provide a report to the General Assembly by October/November 2021.

ACTION: No Action.

6. FOG Program Updates

Ms. Katie Cullipher, HRPDC, Ms. Amanda Albright, HRSD, and Mr. Ken Loucks, IW Consulting LLC, presented the update regional FOG technical standards. Changes in the new technical standards include: updating the sizing requirement for grease control devices, discouraging installation of gravity grease interceptors, encouraging high efficiency units, and adding appendices that allow for regionally consistent submittal process and documentation. Additionally, HRPDC and HRSD staff are working to improve the MOA between the Virginia DHCD and DEQ. These changes will provide more consistent regional best management practices, fewer backups and spills, reduced repairs and maintenance costs, and improved environmental stewardship.

ACTION: The Committee voted to approved the regional FOG technical standards and endorse the model MOA between Virginia DHCD and DEQ. The following localities voted:

Yes: Norfolk, Newport News, Gloucester, Smithfield, Isle of Wight, Chesapeake, Poquoson, Hampton, Virginia Beach, James City County Service Authority, Suffolk, York, Portsmouth

No: None

Not Present to Vote: Southampton, Williamsburg, and Franklin

7. Lead Service Line Updates

Ms. Katie Krueger, HRPDC, gave a brief overview of the November 10 subcommittee meeting for addressing the Lead and Copper Rule Revisions. Ms. Krueger reviewed concerns of the subcommittee including: how to fund and navigate the legality of private side lead service line replacement, how to prove a thorough inventory has been completed, and day care or licensed child care facilities outreach. The next meeting of the subcommittee will be held once the final Lead and Copper Rule Revisions are released.

ACTION: HRPDC staff will work to develop an inventory of what other cities around the country have done to address Lead Service Lines. Additionally HRPDC staff will work to develop a list of daycares and licensed childcare facilities within Hampton Roads.

8. Utility Directors and Health Directors Roundtable Discussion

Ms. Whitney Katchmark, HRPDC, reviewed the information she presented at the CAO's meeting earlier in the day including that the utilities have provided \$400,000 in customer assistance, but have \$35 million in arrearages.

The Committee discussed the Virginia Municipal League comments (published November 30) on CARES Act funding, which say that money must be spend by December 31, with the extended deadline of January 29 being time for all administrative paperwork

to be completed. This caused confusion during the discussion and HRPDC staff agreed to reach out directly to the Virginia Department of Housing and Community Development to clarify when the rules and regulations associated with CARES Act funding.

The Committee discussed the need for media outreach to encourage customers to apply for funding. They decided to shorten the campaign from three to two weeks. The media campaign will include a 1 minute radio, digital billboards, and a short video that will be used for social media and television. This, in addition to the door tags that HRSD is planning to put out, should generate interest in the CARES Act program. Additionally, HRPDC is creating a unique url that will lead customers to the HRPDC website with contact information about the program.

The Committee also discussed if the need to revisit earlier pandemic work schedules due to the rising numbers of COVID-19 cases in the region. Chesapeake stated that they have yet to return to the offices, with only 25-50% occupancy in the office. James City Service Authority was also wondering if they needed to adjust work schedules, stating the big difference between current conditions and conditions earlier in the spring is that there is not a PPE shortage which improves the safety for their employees.

ACTION: HRPDC staff will seek comments on the media outreach, specifically the radio script.

9. Staff Reports

- **HRSD Integrated Plan** – First Amendment to 2014 MOA - Ms. Katchmark requested that localities send the signed MOA to Ms. Katie Krueger, HRPDC.
- **FOG MOA** – Ms. Katchmark requested that localities send the signed MOA to Ms. Katie Krueger, HRPDC
- **Groundwater MOA** – Ms. Katchmark requested that localities send the signed MOA to Ms. Katie Krueger, HRPDC.
- **2021 Meeting Schedule** – Scheduled in-person meetings may change to a virtual format, HRPDC staff will provide advanced notice via meeting agendas;

10. Other Business