

August 30, 2017

Memorandum #2017-101

TO: Directors of Utilities Committee

BY: Whitney Katchmark, Principal Water Resources Engineer

RE: Meeting Announcement – September 6, 2017
RSVP – September 5, 2017

The Directors of Utilities Committee meeting and the H2O – Help to Others – Program Annual Board of Directors' meeting will be held on Wednesday, **September 6, 2017** beginning at **1:30 p.m.** in the **James Room, City Center, Fountain Plaza II, 700 Town Center Drive, Newport News.**

All members of the Directors of Utilities Committee are members of the H2O Program Board of Directors. The agenda and related materials are attached.

Please RSVP by September 5, 2017 so we may make appropriate arrangements. If you have any questions or need further information, please do not hesitate to contact me.

TS/sl

Attachments

Directors of Utilities Committee:

Lynn Allsbrook, HA
Daniel G. Clayton III, WM
J. Chris Dawson, GL
H. Reed Fowler II, NN
Tyrone W. Franklin, SY
Edward G. Henifin, HRSD
Donald Jennings, IW
Julien Johnson, SH
David Jurgens, CH
Kristen M. Lentz, NO
Louis Martinez, NN

Bob Montague, VB
Albert Moor II, SU
Russell Pace, FR
Doug Powell, JCSA
Everett Skipper, NN
Bob Speechly, PQ
Michael Stallings, WN
Peter M. Stephenson, SM
Erin Trimyer, PO
Brian K. Woodward, YK

Directors of Utilities Copy:

Mark Bellamy, YK
Alan Benthall, NN
Kate Bernatitus, NN
Marilyn Crane, VB
Scott Dewhirst, NN
Joseph Durant, NN
Sonja Eubank, SM
David Fauber, Cape Charles
Ted Garty, CH
Sue Houser, NN
Ron Harris, NN
Phil Hubbard
Josiah Jendrey, SM
Thomas M. Leahy III, VB
Melissa Lindgren, IW

Stephanie Luton, JCSA
Jason Mitchell, HA
Stephan Motley, VB
Richard Nettleton, VB
Brenton E. Payne, GL
Danny Poe, JCSA
Jack Reed, SM
Paul Retel, SU
Ellen Roberts, PQ
Kenneth Sims, WN
Jessie Snead, SM
Richard Stahr, Brown and Caldwell
Stephen Watson, FR
Shannon M. White, NO
Sherry D. Wright, NN

HRPDC Staff:

Keith Cannady
Robert Crum
Katie Cullipher
Rebekah Eastep

Katherine Filippino
Whitney Katchmark
Tiffany Smith
Joe Turner

**MEETING OF THE
H2O – Help to Others – Program Board of Directors
AGENDA
September 6, 2017
Newport News
1:30 PM**

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:	Scott Dewhirst, Newport News Waterworks
Director:	Al Moor, Suffolk Public Utilities

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

2. Program Status

The HRPDC staff will review fundraising and distribution results for FY 2017, the current program budget, and fundraising objectives for FY 2018 and beyond.

ACTION: Per discussion.

**MEETING OF THE
DIRECTORS OF UTILITIES COMMITTEE
AGENDA
September 6, 2017
Newport News
2:00 P.M.**

1. Summary of the August 9, 2017 Meeting of the Directors of Utilities Committee

The summary of the August 9, 2017 Committee meeting is attached for review and approval.

Attachments:

- 1A August 9, 2017 Meeting Summary
- 1B August 9, 2017 Meeting Sign-in Sheet
- 1C HRSD Apprenticeship Program (presentation slides)
- 1D High School Career and Technical Education Programs (presentation slides)
- 1E Grease Control Device Sizing Standards (presentation slides)
- 1F Water Supply Plan Compliance (presentation slides)

ACTION: Approve the meeting summary.

2. Public Comment

3. Hampton Roads Regional Technical Standards for the Sizing of Grease Control Devices (GCDs)

Following the August 9, 2017 presentation to the Committee on proposed revisions, the HR FOG Technical Subcommittee finalized the regional standards for sizing grease control devices on August 15, 2017. HRPDC Principal Environmental Education Planner Katie Cullipher will present the final document for the Committee's approval.

Attachment:

- 3A Hampton Roads Regional Technical Standards for the Sizing of Grease Control Devices

ACTION: Approve the final document.

4. Imagine a Day Without Water

October 12, 2017 is the third annual [Image a Day Without Water](#) national awareness day. Ms. Katie Cullipher, HRPDC, will brief the Committee on the week-long media campaign and outreach efforts planned by the Water Awareness subcommittee, including an op-ed piece for local print publications on the importance of water infrastructure (draft to be distributed prior to the meeting).

ACTION: Endorse the op-ed for publication by local news media.

5. Final FY19 Regional Water and Wastewater Program Budgets

The Committee will consider endorsement of the FY 2019 budgets for the Regional Wastewater Program and the Regional Water Program. The guidelines for Committee actions related to budget planning are listed below:

Recommendations related to budget planning require unanimous agreement by the Committee. Committee members will have opportunities to review and comment on proposed budgets at monthly meetings or via email. Committee members may express their support of proposed budgets either in-person at Committee meetings or via written communication to HRPDC staff.

Any Committee decision regarding budget planning is an endorsement by the Committee and amounts to a commitment by the locality to include recommending the agreed-upon budget in the locality departmental budget as input to the locality's budget. If a locality representative did not attend the Committee meeting to vote on budget planning, HRPDC staff will contact the locality to confirm that the locality is aware of and supports the proposed budget.

Attachments:

- 5A Final FY2019 Regional Water Program Budget
- 5B Draft FY2019 Regional Wastewater Program Budget

ACTION: Endorse the FY 2019 Regional Water Program and Regional Wastewater Program budgets.

6. October Committee Meeting

The Committee will discuss canceling the October 4, 2017 meeting.

ACTION: Per discussion.

7. Customer Assistance Programs

The HRPDC staff will provide a summary of recently published resources on funding and implementing customer assistance programs, including examples of programs that are receiving national attention.

ACTION: Per discussion.

8. Integrated Plan/Regional Wet Weather Management Plan (Closed Session, as Necessary)

The Committee will have the opportunity for consultation with legal counsel and a briefing by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body (motion needed to approve Closed Session request).

Brown and Caldwell Senior Vice President Richard Stahr will brief the Committee on the status of HRSD's Integrated Plan/Regional Wet Weather Management Plan that is due to EPA not later than October 1, 2017.

ACTIONS: 1) Motion to enter Closed Session for discussion with legal counsel, consultants, and staff regarding actual litigation [Specific Exemption: Va. Code §2.2-3711.A7].

2) Motion to reconvene meeting.

9. Other Business