

**Attachment 1A**  
**MEETING SUMMARY**  
**MEETING OF DIRECTORS OF UTILITIES COMMITTEE**  
**January 9, 2019**  
**Newport News**

**1. Summary of the December 5, 2018 Meeting of the Directors of Utilities Committee**

There were no comments on, or revisions to the summary of the December 5, 2018 Committee meeting.

**ACTION:** The summary of the December 5, 2018 meeting of the Directors of Utilities Committee was approved.

**2. Public Comment**

There were no public comments.

**3. Source Water Protection**

The Directors of Utilities Committee approved the regional Source Water Protection Plan (SWPP) in January 2017. HRPDC staff distributed the SWPP along with digital resources, including regional GIS data and updated VDH Source Water Assessments. When the plan was approved, the Committee agreed to continue activities such as askHRgreen.org, water supply planning, groundwater mitigation, SSORS, etc. They also agreed to add several recurring tasks to the HRPDC work plan, including coordination with other entities such as Dominion Power and Railroad operators, checking with VDH annually for source inventory updates, and holding annual Local Advisory Committee meetings. This agenda item will serve to address the annual meeting of the Local Advisory Committee. Ms. Katchmark led a discussion to solicit input on any new ideas, strategies, or data gathering, etc.

Mr. Harris explained that there are hundreds of pollution sources listed incorrectly in the public document largely because of inaccurate geographic coordinates. The databases are maintained by DEQ and VDH and need to be reevaluated. HRPDC staff can help in this capacity. Mr. Harris suggested that the sources be prioritized so that HRPDC staff can investigate the most significant potential sources first.

Mr. Curtis noted that VDH's septic tank database is also inaccurate. Several hundred septic systems were incorrectly listed as connected to sewer in the City of Newport News. Mr. Jurgens agreed that the City of Chesapeake has found similar errors.

Ms. Katchmark asked the Committee if there was interest in developing public outreach materials, such as the groundwater pamphlet published in 1995. After some discussion, the Directors did not think it would be an effective way to reach the public.

Mr. Henifin suggested that HRSD's SWIFT project be discussed in the SWPP, with explanations of the treatment technologies used prior to injection.

The Directors requested that the next update of the SWPP include the USGS research that evaluated the age of the groundwater and descriptions of the confining units that protect the aquifers.

**ACTION:** In the next update of the SWPP, HRPDC staff should verify the PSC inventory, include SWIFT, and include USGS research on the age of the groundwater in the deep aquifer.

#### **4. Roanoke River Basin Association (RRBA)**

The MOA approved in 2017 between the HRPDC and the RRBA outlines the expectations and three year funding timeline. Ms. Katchmark asked the Committee to consider whether to provide Mr. Scott Van Der Hyde, Executive Director of RRBA, additional feedback and schedule a meeting for him to brief the CAOS or the HRPDC.

The HRPDC will submit the third payment of \$50,000 to the association in July 2019. The HRPDC funding is contingent upon Mr. Van Der Hyde finding at least some local sources of funding moving forward. Some Committee members felt as though Mr. Van Der Hyde has not been dedicated in this regard.

After some discussion, the Directors agreed that the HRPDC should send a letter to the RRBA as a reminder of the need to secure local funding and to provide a briefing this summer. They also requested that Mr. Van Der Hyde continues to meet with the Directors of Utilities Committee rather than the CAOs or the Commission.

**ACTION:** HRPDC staff will send a letter reminder to the RRBA.

#### **5. Regional Construction Standards (RCS)**

Ms. Katchmark provided an update on the RCS program. The annual full committee meeting was held on November 19, 2018. Ms. Katchmark reviewed a snapshot of the number of projects completed, under design, and under construction using the RCS, which has steadily increased since 2006. Not all of the Hampton Roads localities use the standards. The Cities of Portsmouth, Norfolk, Chesapeake, and Virginia Beach and James City and York Counties have the most projects. The most common construction elements used in the projects are utilities, sewer rehabilitation, stormwater, and roadway.

Mr. Bob Sciacchitano distributed the annual data call on November 21, 2018 and has not received responses from all of the localities. Ms. Katchmark will forward the email to the Committee.

There are significant changes from the fifth to the sixth editions. Last year, training session included three HRPDC workshops, offsite workshops for multiple localities, and a one-hour inspector course. Staff is working with CDM Smith to estimate the cost of providing an online training option.

The RCS website was improved. It's been two years since the 6th edition was adopted but only 2 localities, James City County and the City of Newport News, have posted their Special Provisions on the website.

The central office of VDOT has not been receptive to endorsing the RCS, and the committee made the decision to abandon efforts to get their acceptance. The new focus is to compile all the Measurement and Payment in section 109 of the front-end documents. This will allow more flexibility for localities to edit pay items, and they can build off the City of Norfolk Utilities list of 600+ items. Work on the next RCS edition would commence after this effort is complete.

Ms. Lentz offered to have one of the City of Norfolk project managers present their items at a future RCS committee meeting if it would be helpful.

Finally, Ms. Katchmark explained the difficulties in getting City Managers to appoint representatives to the RCS Committee. She proposed that the Utility or Public Works Directors appoint members and copy the City Manager or County Administrator. The Directors of Utilities did not support that approach. It was suggested that the RCS Committee procedures be revised to be less formal to allow department heads to make appointments. Ms. Katchmark will distribute the list of vacancies to the Directors.

**ACTION:** HRPDC staff will forward the annual data call email, coordinate with the City of Norfolk to potentially brief RCS Committee meeting, and continue to work towards filling the vacancies on the RCS Committee.

#### 6. **Dominion Water Service Line Letters**

Ms. Katchmark asked the Directors to discuss the attached example letter that Dominion has been sending its customers offering a Water Line Replacement Program. The Directors were familiar with the letters and said it is fairly common across the nation for insurance companies to partner with utility providers like Dominion to reach potential customers. The committee discussed typical responses to inquiries from citizens about the program.

**ACTION:** None

#### 7. **Water Supply Plan Compliance**

Ms. Katchmark reviewed the input provided to DEQ in the five-year Regional Water Supply Plan update. She expected the letters from DEQ to the localities to arrive any time. There was some concern that the letters may not be directed to the appropriate staff person.

Ms. Katchmark attempted to develop supply and demand summaries for each locality using the Va Hydro model, but because Hampton Roads does not fit well into the model, it did not work. There were several instances of double counting. For example, for the

City of Virginia Beach, Lake Gaston's 60 MGD was entered twice. Ms. Katchmark intends to demonstrate the model in a future Committee meeting.

**ACTION:** HRPDC staff will continue to work with DEQ on the Va Hydro model.

## 8. Staff Reports

- **HRSD Integrated Plan – First Amendment to the 2014 MOA:** Isle of Wight and Gloucester Counties still need to sign the MOA.
- **SSORS (-1) Data:** DEQ has requested that localities enter an estimate of the order of magnitude of a release instead of (-1) if the volume of an overflow is unknown. Several Directors have reviewed the data but concluded most (-1) entries occur during extreme weather events.
- **Regional Affordability Workgroup:** The first meeting will be held on February 12, 2019.

## 9. Other Business

Mr. Henifin noted that HRSD met with EPA on January 22, 2019 for the annual Consent Decree meeting. They provided no indication of when they will review the plan for SWIFT. EPA did ask a few questions concerning affordability and schedule.

The Committee members are interested in proposed legislation and would like to continue receiving updates from Mission H2O.

The next meeting of the Directors of Utilities Committee will be held on February 6, 2019 at the City of Chesapeake Emergency Operations Center.