

**Attachment 1A**  
**MEETING SUMMARY**  
**DIRECTORS OF UTILITIES COMMITTEE MEETING**  
**February 1, 2017**  
**Chesapeake**

**1. Summary of the January 4, 2017 Meeting of the Directors of Utilities Committee**

There were no comments on, or revisions to the summary of the January 4, 2017 Committee meeting.

**ACTION:** The summary of the January 4, 2017 meeting of the Directors of Utilities Committee was approved.

**2. Public Comment**

There were no public comments.

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

Ms. Katie Cullipher, HRPDC Principal Environmental Education Planner, introduced Mr. Brent Werlein, the City of Virginia Beach's representative on the HRFOG education subcommittee. Mr. Werlein provided a summary of the subcommittee's discussion of the need to reconvene the HR FOG Technical Workgroup to update the regional standards for sizing grease control devices. Locality staff has observed several restaurants with undersized grease traps and encountered many out-of-state contractors using the wrong size GCDs. Mr. Werlein explained that recent plumbing code changes in terminology and definitions further complicate the drain fixture unit method for sizing GCDs.

The HR FOG Technical Workgroup will be reconvened to review and discuss changes to the regional standards. Committee members will notify Ms. Cullipher of their respective workgroup representatives.

Mr. Reed Fowler, Newport News Public Works Director, urged those who have not developed FOG ordinances to work toward ordinance adoption. Mr. David Jurgens, Chesapeake Public Utilities Director, noted that the City's FOG ordinance is anticipated to be adopted by the end of 2017. Chesapeake Public Utilities developed the joint ordinance with the Health Department to cover licensing and inspection of grease haulers. Mr. Jurgens will share the draft ordinance with the Committee when it becomes available.

**ACTION:** Committee members will provide appropriate points of contact to HRPDC staff for the FOG Technical Workgroup.

#### **4. EPA Environmental Financial Advisory Board Nomination**

The Committee reviewed the draft letter nominating HRSD General Manager Ted Henifin to the EPA Environmental Financial Advisory Board. The Committee approved the letter, with the incorporation of minor changes. The HRPDC staff will finalize the letter for [HRPDC endorsement](#) and submittal to the EPA.

**ACTION:** The Committee approved the nomination letter with minor changes.

#### **5. SWIFT and Regional Wet Weather Management Plan Update**

Mr. Henifin briefed the Committee on the status of the federal Consent Decree, the Sustainable Water Initiative for Tomorrow (SWIFT), as well as the January 30, 2017 meeting of the Capacity Team subcommittee.

With regard to regulatory status, Mr. Henifin noted that HRSD has completed negotiation of Minor Modification No. 4, which is pending execution by the EPA and the DOJ. Minor Modification 4 acknowledges that HRSD is planning SWIFT, that the Regional Wet Weather Management Plan (RWWMP) implementation schedule will be as expeditious as possible, that HRSD will submit financial capability information to include locality data, and that the approval of the RWWMP will trigger a major modification with judicial review and public comment period.

The design-build contract for the Phase 3 SWIFT 1-mgd demonstration facility at the Nansemond Treatment Plant was awarded in November 2016. The facility will be substantially completed and operating in January 2018 at a cost of approximately \$25 million. A series of monitoring wells will be installed around the injection well. The independent advisory panel convened by the National Water Research Institute (NWRI) will hold its initial meeting on February 2, 2017 at HRSD to begin their review of SWIFT. The USGS is expected to complete the installation of the extensometer in mid-2017. Amendment 370 #3h providing funding for the extensometer is progressing through the budget bill amendment process.

At the January 30, 2017 meeting, the Capacity Team subcommittee discussed the RWWMP activities and schedule and the solution set optimization process. A list of high priority RWWMP projects is expected in April 2017, and the Affordability Analysis will be completed in August 2017. It is unclear how the EPA will assess the additional financial data requested of HRSD and whether the EPA will provide a summary of the assessment. A presentation on the RWWMP solution set optimization is planned for the March 1, 2017 Directors of Utilities Committee meeting. If the solution set for a locality includes storage, HRSD will coordinate with utility directors on potential sites and the incorporation of community benefits into the design of the storage facility. The Committee discussed the HRSD RWWMP schedule with respect to locality MOM programs and how adjustments to program planning and budgets will be needed for the RWWMP implementation period.

Prior to the Capacity Team meeting, HRSD met with the localities that participated in the monitoring program to examine peak flows associated with new development. Preliminary results indicate that peak flows associated with growth areas are lower than the estimates included in the Regional Technical Standards for sizing infrastructure. The Committee discussed the preliminary results and noted that the data and analysis require further refinement. The Committee recommended that the discussion of future peak flow estimates be handled through the Committee rather than the Capacity Team.

**ACTION:** No action.

## 6. Status of Groundwater Permits and GWAC Next Steps

Ms. Katchmark briefed the Committee on the status of the fourteen groundwater permits that DEQ identified in the original proposed cuts. According to the DEQ staff, five permit renewals are complete, two are in the public comment period, five are expected to be negotiated within the next 30 days, and a timeframe for action on the two remaining permit renewals has not been established.

DEQ has worked out the conditions of most permits, which may influence the direction of the Eastern Virginia Groundwater Management Advisory Committee (EVGMAC) discussions. The Committee noted the need for longer permit terms and incentives to move users from groundwater to surface water sources. The next EVGMAC meeting is scheduled for March 14, 2017.

**ACTION:** No action.

## 7. Staff Reports

- **Affordability:** Previously, the CAOs' retreat discussion of poverty was to include the affordability of water and sewer services. As the issue of poverty was removed from the retreat agenda, staff is preparing to present the affordability issue at a future CAOs meeting as an area of concern for the region. The HRPDC staff will coordinate the materials to be presented to the CAOs with the Committee.
- **Utility Pay Scales:** The Committee volunteered utility contacts from JCSA, Newport News Public Works, and Norfolk Utilities to assist in developing a data call on utility staff compensation.
- **Support for Roanoke River Basin Association (RRBA):** The Directors of Utilities Committee was provided a copy of the HRPDC Personnel and Budget Committee's list of questions and answers on the RRBA's request for financial assistance. The Personnel and Budget Committee is anticipated to make a recommendation at its next meeting; the meeting date is pending.

- **Retreat:** The March 1, 2017 Committee meeting agenda will include a presentation on HRSD's RWWMP optimization process and the FY18 work program planning retreat. Committee members were encouraged to provide input for the retreat to Ms. Katchmark via email.

Mr. Jurgens described an issue for the Committee's consideration at a future meeting. There have been recent incidents where developers have failed to connect fire service lines to the master metered water supply during the construction of the private lines and private fire hydrants. The public safety issue is underscored by anecdotal information from the city fire department that private hydrants are typically so poorly maintained that firefighters cannot rely on them and must find the nearest city hydrant. The city is considering development approvals to require construction standards, maintenance, and inspection reports for private hydrants. On the wastewater side, if stormwater is allowed to enter the sanitary system via a private manhole, the city's collection system is effectively forced to accept the flow. The city is considering ways to measure sewer flow and trigger action to address the issue. Committee comments indicated that that these issues fall within a gray area for most localities. However, for Newport News, the building official has determined that this falls under the building code and conducts enforcement as appropriate.

**ACTION:** No action.

## 8. Other Business

The 2016 MOA for the Regional Groundwater Mitigation Program was signed by all parties as of January 2017. The HRPDC staff will distribute the fully executed MOA to the Committee.

**ACTION:** No action.