

**Attachment 1A**  
**MEETING SUMMARY**  
**MEETING OF**  
**H2O – Help to Others – Program Board of Directors**  
**November 12, 2014**  
**Chesapeake**

**1. Program Status**

The annual meeting of the H2O – Help to Others – Program Board of Directors was held on November 12, 2014. HRPDC staff provided a program status update, which reviewed the reinstated 501(c)(3) program status, year-to-date fundraising and locality assistance results, and the program budget. A copy of the presentation is provided as Attachment 1C.

Staff noted that 2014 fundraising results are similar to that of last year, with approximately half of donations coming from mail-in envelopes and half from online giving. Although significantly fewer donations were made via envelopes, these 770 donations raised \$17,058.56 with an average donation amount of \$22.15. A total of 4,712 online donations raised \$17,027.15, with an average donation amount of \$3.61. Staff noted that envelope printing costs are decreasing as rate payers are participating in online billing programs. Staff will continue to look at ways to encourage online donations during the electronic bill payment process (e.g., check box for donations and option to round up to the next dollar).

It was clarified that assistance funding is allocated according to the number of accounts per locality and any remaining assistance funds and new donations are compiled and reallocated across localities twice yearly. The Committee agreed to a one-time transfer of \$10,000 of program reserve funds to assistance funds.

**Action:** Transfer \$10,000 of program reserve funds to locality assistance funding.

**2. Officers**

The Board discussed the appointment of officers; officers do not have specified terms and serve at the pleasure of the Board. The Board agreed that Mr. Doug Powell, JCSA General Manager, will replace Mr. Larry Foster (retired) and the terms of the other current officers will be continued. Officers are listed below:

- President – Tom Leahy, VB
- Vice President – Doug Powell, JCSA
- Treasurer, Secretary – Ted Henifin, HRSD
- Additional Director – Al Moor, SU
- Additional Director – Scott Dewhirst, NNWW

**Action:** Mr. Doug Powell, JCSA General Manager, replaces Mr. Larry Foster (retired) and the terms of the other officers are continued.

**Attachment 1A  
MEETING SUMMARY  
MEETING OF  
Directors of Utilities Committee  
November 12, 2014  
Chesapeake**

**1. Summaries of the September 3, 2014 and October 1, 2014 Meetings of the Directors of Utilities Committee**

There were no comments on, or revisions to the summaries of the September 3, 2014 and October 2, 2014 Committee meetings.

**ACTION:** The summaries of the September 3, 2014 and October 2, 2014 Directors of Utilities Committee meetings were approved.

**2. Public Comment**

There were no public comments.

**3. Coordination of Enforcement for Fats, Oils, and Grease Programs**

The HR FOG committee is working with HRSD on coordinating enforcement efforts for Fats, Oils, and Grease (FOG) Programs. HRPDC staff briefed the Committee on utility staff responses to a survey to help establish how HRSD should interact with various locality FOG programs when issues are discovered during field work. There were no objections to HRSD FOG enforcement. HRSD will provide notice of enforcement actions to local utilities to facilitate follow-up by the local utility. Responses are still pending from a few localities. Committee members will review respective survey responses and provide and comments or revisions to HRPDC staff by November 14, 2014.

Local utility crews have provided anecdotal reports of decreased grease-related SSOs and less grease observed during cleaning activities, but it is difficult to apportion successful results between utility maintenance activities (wet well and line cleaning and FOG programs) and education/outreach programs.

**ACTION:** No action.

**4. State Water Control Board Order by Consent**

HRPDC staff is continuing to collect the original signature pages for the Consent Order. All signature pages should be provided to HRPDC staff by December 5, 2014 for packaging and submittal to the Department of Environmental Quality.

**ACTION:** No action.

## **5. Regional Source Water Assessment Land Use Maps and Inventory of Risk Activities**

HRPDC staff provided a status update on the project proposal for developing regional source water assessment land use maps and land use activity risk maps. A copy of the presentation slides is provided as Attachment 1D.

The original project proposal was to update the 2002 Regional Source Water Assessment land use maps and land use activity risk maps. This would require considerable time and effort to develop the relevant GIS data. Discussions with the Virginia Department of Health (VDH) indicated that VDH has already developed the majority of this data to support development and implementation of Source Water Protection Plans (SWPPs). The VDH is willing to share the data with HRPDC if the data is used to develop a regional SWPP or individual utility SWPPs.

HRPDC staff requested Committee input on how to proceed. The Committee would like the GIS data developed by VDH and might pursue a regional SWPP. There was concern that a regional SWPP might duplicate existing efforts and not provide a lot of additional value. HRPDC staff will discuss the issue with VDH and report back to the Committee.

**ACTION:** No action.

## **6. Integrated Planning**

The Committee discussed interest in forming a Subcommittee to develop objectives for water management and a strategic planning document. HRPDC staff noted the frequent invitations to the Planning District to partner and/or participate in multi-sector planning efforts, for example, the DEQ 2015 pilot project for long range environmental planning and the EPA's work in Norfolk with the Rockefeller Foundation's 100 Resilient Cities Initiative. Staff indicated that the development of water management objectives would help inform these regional planning discussions.

After discussing several questions related to the potential focus of the subgroup, the status of the DEQ pilot project, and the relationship to groundwater permits, the Committee agreed to revisit this topic in eight to nine months.

**ACTION:** No action.

## **7. Groundwater Permits Discussion**

HRPDC staff briefed the Committee on the draft November 20, 2014 presentation to the HRPDC on Virginia Tech's economic impact analysis and DEQ's timeframe for negotiating permits and cuts. Staff noted that the report characterizes aquifer depletions as a regional problem that can be address via regional solutions. If

Committee members find errors in the report data, please send that information to HRPDC staff. The draft presentation will be sent to the Committee for review and comment.

**ACTION:** No action.

## 8. Staff Reports

- **2014 Groundwater Permits Summary and Map:** The draft summary and map was distributed to the Committee. Materials will be finalized and posted on HRPDC website.

**ACTION:** No action.

## 9. Other Business

- **Legislative Agenda:** The legislative agenda for the City of Suffolk includes an item to consider grant funding to support locality and HRSD Consent Order activities in Hampton Roads.
- **Surface Water Regulations:** Norfolk Public Utilities is preparing a comment letter expressing significant concerns with the proposed revisions to the surface water regulations.
- **Keep Hampton Roads Beautiful Golf Tournament:** The 2014 tournament was very successful. Next year's tournament will be expanded to benefit all four askHRgreen.org committees. Funds raised can be used to offset the locality portions of the askHRgreen.org budget.
- **Land Subsidence:** The November 20, 2014 HRPDC meeting will include a presentation on land subsidence.

**ACTION:** No action.

Committee Meeting Sign-In Sheet  
November 12, 2014

Attachment 1B

Locality/Agency	Representative	Representative	Representative	Representative
HRSD	Ted Henifin			
Chesapeake				
Franklin				
Gloucester	Arnie Francis			
Hampton				
Isle of Wight				
James City County	Doug Powell			
Newport News				
Newport News	Everett Skipper			
Newport News	Steve Land			
Norfolk	Kristen Lentz			
Poquoson				
Portsmouth	Bryan Foster	Erin Trimyer		
Smithfield				
Southampton				
Suffolk	Al Moor			
Surry				
Virginia Beach	Tom Leahy			
Williamsburg				
Windsor				
York	Brian Woodward			
HRPDC	Randy Keaton	Katie Cullipher	Rebekah Eastep	
HRPDC	Whitney Katchmark	Tiffany Smith		
New Kent				
DEQ				
EPA				
USGS				
VDH				
VDH				
VDH				
Emergency Managers				
Emergency Managers				
Emergency Managers				
AECOM				
AquaLaw				
Arcadis				
Brown & Caldwell				
CH2M-Hill				
Christian Barton				
Golder Associates				
HDR				
Hurt & Proffitt, Inc.				
McGuire Woods				
Rice Associates				
REMSA				
Troutman Sanders				
Virginia Fusion Center				
Virginia WARN				
URS				
Whitman, Requardt & Assoc.				
Private citizens				

# H2O Board of Directors Meeting

November 12, 2014

Hampton Roads Planning District Commission



## Agenda

- \* 501(c)(3) Status Update
- \* Election of Officers and Directors
- \* YTD Fundraising Results
- \* YTD Locality Assistance
- \* Budget

## 501(c)(3) Status Update

- \* 501(c)(3) Reinstatement
  - \* Received October 17, 2014
  - \* Retroactive to November 15, 2013
- \* IRS annual report filed on November 6, 2014

## Officers & Directors

- \* Thomas M Leahy, III, President
- \* Larry M Foster, Vice President\*
- \* Edward G. Henifin, Secretary/Treasurer
- \* Scott Dewhirst, Director\*
- \* Albert Moor, Director

# Fundraising Results

- \* Donations January 1 - October 24, 2014
  - \* 5,482
  - \* \$34,085.71
- \* Envelopes
  - \* 770 donations
  - \* \$17,058.56
  - \* \$22.15 average donation
- \* Online
  - \* 4,712 donations
  - \* \$17,027.15
  - \* \$3.61 average donation

# Assistance by Locality January 1 – October 24, 2014

	Allocation	# Customers	Assistance	Average Assistance
Chesapeake	\$7,449.89	28	\$6,073.53	\$216.91
Gloucester	\$2,399.76	11	\$1,665.26	\$151.39
Hampton	\$5,918.83	18	\$4,115.71	\$228.65
Isle of Wight	\$2,213.93	5	\$1,028.98	\$205.80
James City	\$3,743.68	15	\$2,783.06	\$185.54
Newport News	\$6,549.76	21	\$4,923.53	\$234.45
Norfolk	\$7,638.96	31	\$6,554.14	\$211.42
Poquoson	\$2,379.03	0	\$0.00	\$0.00
Portsmouth	\$4,877.42	2	\$441.29	\$220.65
Smithfield	\$2,257.60	5	\$711.96	\$142.39
Southampton County	\$2,084.35	1	\$69.90	\$69.90
Suffolk	\$4,166.37	28	\$3,925.73	\$140.21
Virginia Beach	\$13,667.85	76	\$16,732.59	\$220.17
Williamsburg	\$2,345.03	2	\$494.48	\$247.24
Windsor	\$2,071.78	1	\$250.00	\$250.00
York County	\$3,650.02	3	\$609.39	\$203.13
<b>Totals</b>	<b>\$73,414.26</b>	<b>247</b>	<b>\$50,379.55</b>	<b>\$203.97</b>

# Budget

FY15 H2O Promotions and Materials Budget	
Program Carryover	\$80,282.17
FY15 Program Budget	\$20,000.00
<b>Total</b>	<b>\$100,282.17</b>
FY15 Expenses	
Envelopes – Printing	\$26,527.50
Envelopes – Shipping	\$418.00
SCC Reporting	\$25.00
IRS Reporting	
Advertising	
<b>Total</b>	<b>\$26,970.50</b>
<i>Anticipated FY16 Carryover</i>	<i>\$73,311.67</i>



# Source Water Protection Land Use Maps and Inventory of Risk Activities

## Project Scoping Update

Directors of Utilities Committee  
November 12, 2014

1

## Background

### Committee Actions:

- September 4, 2013 - Agreed to update components of the 2002 Regional Source Water Assessment (land use maps and risk inventories).
- July 2, 2014 – Directed HRPDC staff to develop project proposal for FY15.

2

# Background

Project scoping issues:

- Identify source waters where updated information on surrounding land uses would be valuable.
- Identify relevant land use activities for risk inventory (*create GIS data*).
- Develop a project proposal and appropriate scope of work for consideration by the Directors of Utilities Committee.

3

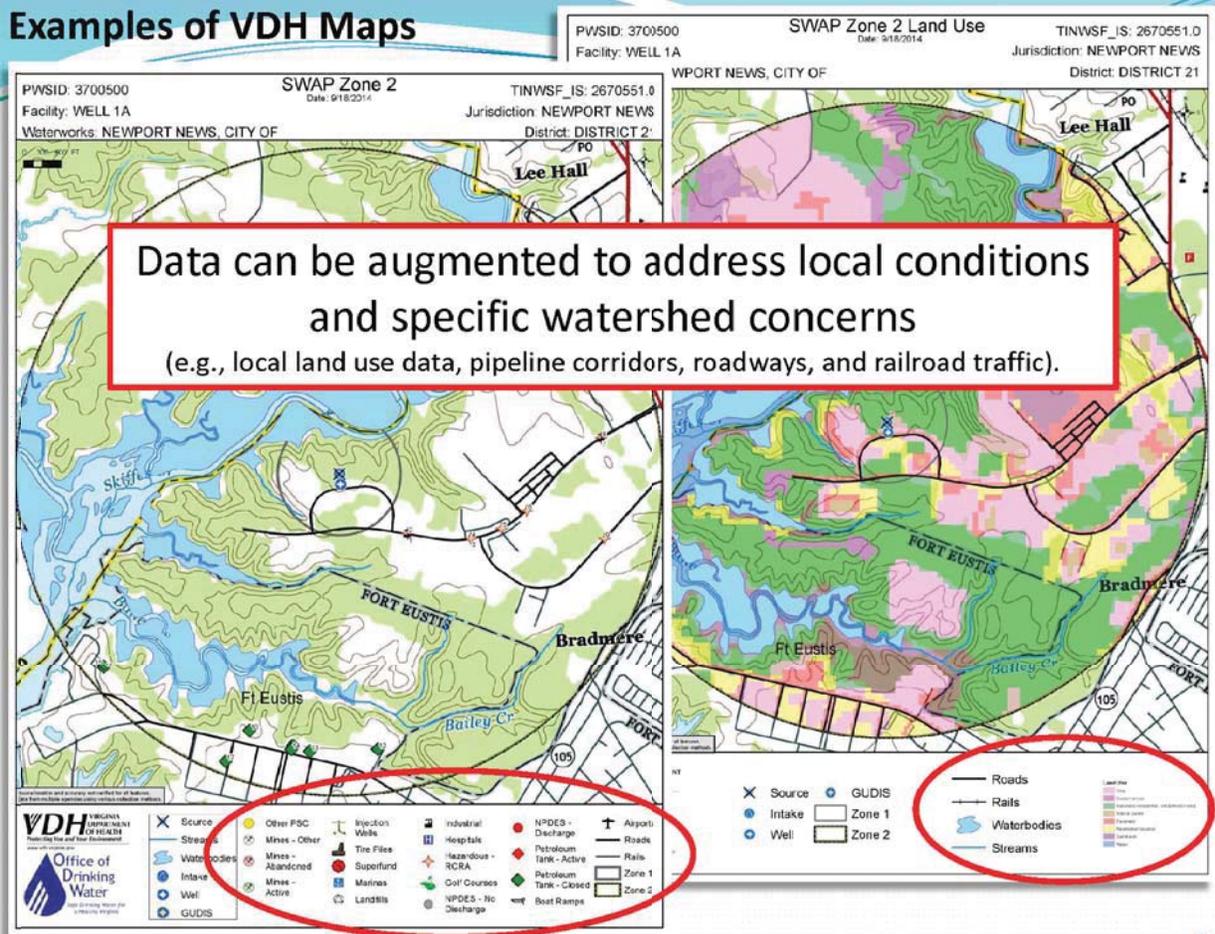
# New Developments

VDH-ODW has developed GIS resources:

- VDH Risk Inventory:
  - Identified public databases that are reliable/useful;
  - Compiled, categorized, and geocoded public data;
  - Developed GIS layers and consistent map symbology.
- VDH Land Use Data:
  - Generalized version of DCR's land use/land cover data.

4

## Examples of VDH Maps



5

## New Developments

- VDH is focusing on **Source Water Protection Plan (SWPP)** development.
- VDH is willing to provide GIS data to water systems that develop a SWPP and pursue substantial implementation.
- VDH is amenable to the development of a Regional SWPP, with the Directors of Utilities Committee serving as the “local advisory committee.”

6

# New Developments

## VDH SWPP Development Approach:

1. Form a [Local Advisory Committee \(LAC\)](#)
2. Educate the LAC
3. Source Water Assessment Review
4. Identify Wellhead Protection Options
5. Source Water Protection Plan Development
6. Wellhead Protection Plan Implementation

## VDH SWPP Components:

- Description of the Public Water System
- Description of Source Water Protection Area
- Inventory of Potential Contamination Sources
- Strategies to manage/minimize risks:
  - Public Education
  - BMPs
  - Planning
  - Emergency spill response

Links: [Sample WHPP](#) and [Draft SWPP](#)

7

# Discussion

Potential options for project scoping:

1. Request VDH's GIS data and pursue **Regional Source Water Protection Plan**. Directors of Utilities Committee serves as the "local advisory committee."
2. Request VDH's GIS data and pursue **Individual Utility Source Water Protection Plans**: Membership of "local advisory committee" to be determined by utility.
3. Other?

8