

**Attachment 1A
MEETING SUMMARY
MEETING OF
DIRECTORS OF UTILITIES COMMITTEE
October 2, 2013
Chesapeake**

1. Summary of the September 4, 2013 Meeting of the Directors of Utilities Committee

There were no comments on, or revisions to the summary of the September 4, 2013 Committee meeting.

ACTION: The summary of the September 4, 2013 meeting of the Directors of Utilities Committee was approved.

2. Regional Sanitary Sewer System Asset Consolidation Study

Mr. Ted Henifin briefed the Committee on the September 24, 2013 action by the Hampton Roads Sanitation District Commission on the final report for the sanitary sewer system asset consolidation study. The Commission voted five to two to accept the report recommendation, with some exceptions, and to approve pursuit of an alternative approach where HRSD will implement wet weather improvements. Correspondence from HRSD to localities will be provided to explain the action. HRSD will be meeting with the Department of Environmental Quality (DEQ) and the U.S. Environmental Protection Agency (EPA) in October to discuss the concept.

The Committee discussed the likely need to modify the Special Order by Consent based on discussions with DEQ and EPA. It was agreed that the Directors of Utilities Committee is the appropriate body to negotiate any SOC modifications and Memorandums of Agreement between HRSD and localities for implementation of the Regional Wet Weather Management Plan, system maintenance, operations, and management.

ACTION: No action.

3. HRWET & HRFOG Program Updates

HRPDC staff provided an update on FY14 program activities for water awareness (HRWET) and fats, oils and grease (HRFOG) education (presentation slides are provided as Attachment 1C). Highlights include new messaging for holiday cooking and garbage disposals, what not to flush, infrastructure, TapIt Hampton Roads, and outdoor watering. Initiatives include search engine marketing and search engine optimization, outreach through HRSD bill messages, and multi-family property outreach.

Staff distributed hard copies of the askHRgreen Annual Report for FY13 (the report is available online at: http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreen-Annual-Report_final_web.pdf).

In response to questions from the Committee, staff noted that website hits are documented in the Annual Report, and monthly reports are also generated by Google Analytics. The TapIt Hampton Roads application for iPhone and Android mobile devices will allow users to locate local food service establishments that allow the public to refill personal water bottles free of charge. The app is being developed by the non-profit company that developed TapIt apps for New York City and Washington D.C., which allows for a price break on the rebranding. An app for Windows phones was also suggested.

ACTION: No action.

4. HRPDC FY2014 Unified Planning Work Program – Water Resources

The Committee discussed priority projects for the FY14 water and wastewater work programs. It was agreed that staff will focus initially on the following projects related to water and wastewater rate structures outreach, affordability, and groundwater policy and mitigation:

- **Rate Structure Outreach:** Increase HRPDC newsletter articles, outreach to media, promote issue via community groups (civic leagues, Rotary Clubs, and others).
- **Affordability research:** A) Use U.S. Counsel of Mayors worksheets to evaluate affordability metrics for all localities, and B) Identify subsidy program models and present pros/cons of different models.
- **Create Groundwater Subcommittee:** Subcommittee would vet policy recommendations to support Mission H2O and recommend research or modeling efforts to HRPDC staff.
- **Update Groundwater Mitigation Program:** Revisit the MOA and technical guidelines for evaluating mitigation claims.

The source water protection project will be undertaken later in the fiscal year:

- **Source Water Protection Update:** Update map of likely sources of contamination and revisit recommendations in the regional plan. Examine land uses surrounding reservoirs and potential impacts water quality.

Concerning the FY14 priority project for rate structure outreach, HRPDC staff summarized the HRPDC Executive Committee's comments on the September 19, 2013 presentation of the water and wastewater rate structures report. Staff briefed the Committee on the proposed approach and timeline for the rate structure outreach project (presentation slide is provided as Attachment 1D). The Committee agreed on

the need to focus first on outreach to elected officials and City and County Councils and Boards of Supervisors; Directors have found that it is effective to have an HRPDC presentation prior to approaching the locality council/board. The Committee also agreed with staff's proposed schedule and proposed approach to use a variety of no-cost tools.

For the FY14 priority project for affordability research, it was agreed that HRPDC staff will proceed with research and data collection activities to support the evaluation of affordability metrics and model programs.

With respect to FY14 priority projects for the creation of a Groundwater Subcommittee and the update of the groundwater mitigation program, HRPDC staff briefed the Committee on the September 30, 2013 Mission H2O meeting, noting that upcoming Mission H2O work to develop several whitepapers may inform the groundwater mitigation program. Whitepapers will likely target the State Water Commission. Mission H2O members will divide the workload and prioritize the proposed whitepaper topics:

- Past use of groundwater models to issue groundwater withdrawal permits in Virginia.
- Methods and criteria employed by other states to issue groundwater withdrawal permits and the use of models and other tools.
- Cost and feasibility of implementing a recycled water supply pipeline from HRSD to paper mill.
- History of surface water storage projects in Virginia.
- Advantages and disadvantages of aquifer storage and recovery wells.
- Feasibility, advantages, and disadvantages of developing recycled water distribution systems.
- Options to optimize groundwater withdrawal permits (e.g., adjustments to permit cycles).
- Options and tradeoffs of Virginia's groundwater management criteria.
- Data gaps (add to DEQ's existing list).
- Advantages and disadvantages of across-the-board cuts to groundwater withdrawal permits in Virginia and how cuts were implemented in other states.

It was agreed that HRPDC staff will participate in the development of whitepapers with Mission H2O in support of the FY14 priority projects for the creation of a Groundwater Subcommittee and the update of the groundwater mitigation program. The Committee comments are summarized below:

- Middle Peninsula communities are advocating for DEQ implementation of further regulation of groundwater use. This will impact Gloucester.

- A recent presentation by Scott Kudlas, DEQ, focused on the relationship between groundwater withdrawals and land subsidence. The presentation indicated that too much groundwater is already being withdrawn and that resultant impacts from current withdrawals will not be observed for decades.
- Grandfathered groundwater rights that are not being used are forcing restrictions on permitted withdrawals. This is related to the issues of optimizing permits and across the board cuts or small adjustments.
- Evaluating the model assumptions used by DEQ's consultant Aquaveo and rewriting the regional mitigation policy will take a considerable amount of effort. The groundwater mitigation program MOA can be revised pending the outcome of this effort.

ACTION: The FY14 work program was approved.

5. FY15 Wastewater and Water Program Budgets

The Committee discussed the FY15 budgets for Wastewater and Water Programs and unanimously endorsed the budgets as proposed (see October 2, 2013 meeting agenda Attachments 5A and 5B). It was agreed that program increases over the FY14 budgets (\$5,975 for Wastewater and \$8,035 for Water) will be provided for through the respective special assessments.

HRPDC staff will follow-up with the Committee members who were not represented at the meeting to participate in the budget action.

ACTION: The Committee endorsed the FY15 Wastewater and Water Program budgets.

6. Staff Reports

HRPDC staff provided the following updates to the Committee:

- **State Water Commission:** At the September 11, 2013 presentation to the State Water Commission, Mission H2O recommended creating a Ground Water Advisory Committee to evaluate data gaps, develop policy options, evaluate feasibility and funding options for reuse, propose reuse incentives, develop recommendations for management through the State Water Resource Plan, and evaluate DEQ funding and staffing needs and priorities. Related to groundwater management, the Committee noted an apparent disconnect between the state's high level of concern about sea level rise and a lack of concern for the influence of groundwater withdrawals on land subsidence. It was also noted that the state-sponsored recurrent flooding study panel may present an opportunity to prompt the State Water Commission to examine the subsidence issue. The Committee's

interests are complicated by groundwater permits and source water protection concerns (ASR/aquifer recharge with reclaimed water).

- **DEQ Ambient Groundwater Quality Monitoring Strategy:** Staff briefed the Committee on the September 2013 revised final draft of the monitoring strategy and the implementation plan for FY2014. A detailed hydrogeological analysis of the Coastal Plain and redesign of the chloride monitoring network are proposed, although cost estimates and funding sources are not available. The handout and presentation slides are included as Attachment 1E. HRPDC staff will update the Committee as the interim monitoring strategy is implemented.
- **FY14 Water and Wastewater Rate Data:** The compiled results of the annual water and wastewater rate data call was distributed to the Committee on September 18, 2013. HRPDC staff prepared a summary of rate data from FY05-FY14 and will distribute the electronic file to the Committee.
- **Water and Wastewater Rate Structures Report:** The HRPDC Executive Committee approved the report for distribution on September 19, 2013. Staff distributed hardcopies of the report (the full report and two-page summary are available at: <http://www.hrpdc.org/news/index/view/id/1576>).

ACTION: No action.

7. Other Business

- The Committee discussed citizen concerns regarding the addition of fluoride to public drinking water systems. It was agreed that this topic will be included on the agenda for the December 4, 2013 joint meeting of the Directors of Utilities Committee and Health Directors. To facilitate discussion, Virginia Beach Public Utilities staff will provide a presentation on the issue.

Committee Meeting Sign-In Sheet
October 2, 2013

Attachment 1B

Locality/Agency	Representative	Representative	Representative	Representative
HRSD	Ted Henifin			
Chesapeake	Bill Meyer			
Franklin				
Gloucester	Martin Schlesinger			
Hampton	Tony Reyes	Jason Mitchell		
Isle of Wight	Frank Haltom	Donald Jennings		
James City County	Larry Foster			
Newport News	Scott Dewhirst			
Newport News	Reed Fowler			
Newport News	Everett Skipper			
Norfolk	Kristen Lentz			
Poquoson	Bob Speechley	Ellen Roberts		
Portsmouth	Bryan Foster			
Smithfield				
Southampton				
Suffolk	Al Moor	Craig Zieseemer		
Surry				
Virginia Beach	Tom Leahy	Robert Clark	Steve Motley	Peter Pommerenk
Virginia Beach	Bob Montague			
Williamsburg				
Windsor	Michael Stallings			
York	Brian Woodward			
HRPDC	Julia Hillegass	Katie Cullipher	Rebekah Eastep	
HRPDC	Whitney Katchmark	Tiffany Smith		
New Kent				
DEQ				
EPA				
USGS				
VDH				
VDH				
VDH				
AECOM				
AquaLaw				
Brown & Caldwell				
CH2M-Hill				
Christian Barton				
CNA				
HDR				
Hurt & Proffitt, Inc.				
McGuire Woods				
Rice Associates				
REMSA				
Troutman Sanders				
Virginia Fusion Center				
Virginia WARN				
URS				
Watermark Risk Management				
Private citizens				



askHRgreen.org
YOUR GO-TO RESOURCE FOR EVERYTHING GREEN IN HAMPTON ROADS

ENVIRONMENTAL EDUCATION UPDATE
Directors of Utilities Committee | October 2, 2013



FY 14 Campaign | Media Planning

Fall

- FOG: Holiday Cooking/Garbage Disposals – *new creative*
 - Nov 18-24 - Radio, Online Display, Facebook
- Water Awareness: Infrastructure Sustainability
 - Nov 25-Dec 8 - Radio, Online Display, Facebook

Spring

- FOG (Radio, Online Display, Facebook)
 - Feb: What Not To Flush – *new creative*
 - Mar: Garbage Disposal
 - May: FOG/Water Awareness Joint Infrastructure Campaign – *new creative*



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FY 14 Campaign | Media Planning

Spring continued...

- Water Awareness (Radio, Online Display, Facebook)
 - TBD: TapIt Hampton Roads – *new creative – media to include Transit advertisements*
 - Mar: Fix a Leak Week
 - Apr: Outdoor Watering – *new creative*
 - May: FOG/Water Awareness Joint Infrastructure Campaign – *new creative*



FY 14 Campaign | New Initiatives

Ongoing

- Search Engine Marketing/Search Engine Optimization
- HRSD bill messages

Multi-Family Property Outreach

- Targeting community associations, property management groups, community volunteers, etc.
- New Brochure in Development
 - Understanding Water Systems, FOG, Garbage Disposals, What Not to Flush, HHW Disposal
- Online Toolkit



Informing the Public About Water/Wastewater Rates



Methods

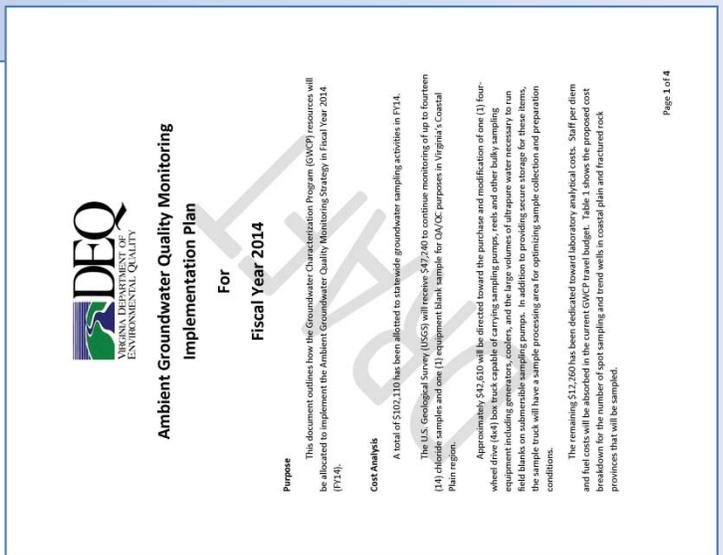
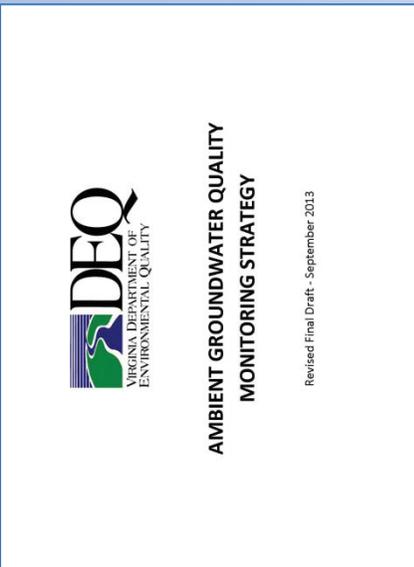
- Personal Media Contacts
- Meeting w/Editorial Boards
- Speakers Bureau
- HRPDC E-newsletter
- askHRgreen.org E-newsletter
- Target Civic Leagues & HOAs
- Press Releases
- HRPDC Web Content
- HRPDC Special Reports
- Search Engine Marketing
- Display Ads
- Public Meetings/Forums
- Lunch-n-Learn Series
- Newspaper Insert



Ambient Groundwater Quality Monitoring Strategy

(DEQ Revised Final Draft, September 2013)

- Acknowledges HRPDC/USGS cooperative chloride monitoring (1995-2012).
- Long-term statewide strategy is very robust. Start-up costs = \$1,097,130. Annual operating and analysis costs = \$2,229,554.
- Interim chloride monitoring plan continues the current, limited DEQ/USGS cooperative effort.
- Recommends detailed analysis and redesign of Coastal Plain chloride monitoring network and drilling new observation wells (costs unknown).

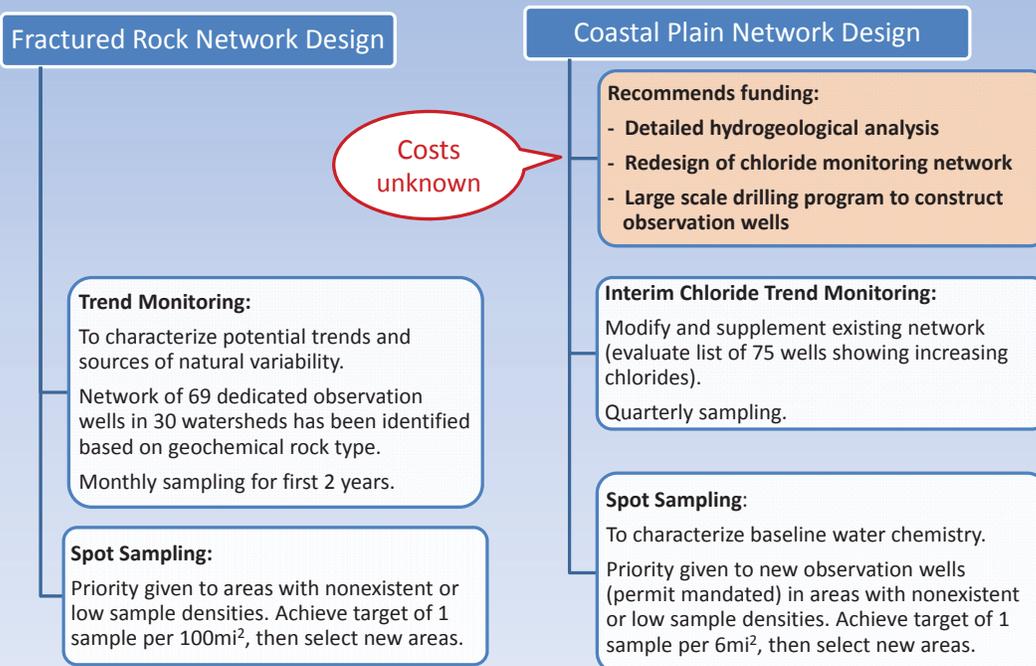


Ambient Groundwater Quality Monitoring Strategy (DEQ Revised Final Draft, September 2013)



- Network design and sampling strategy for characterizing and monitoring groundwater geochemical conditions.
- Serves as plan for distributing sampling resources in efficient and defensible manner.
- Periodic revisions to strategy will be based on monitoring results and evolving data needs.
- **Yearly implementation plan will be prepared for allocating DEQ's Groundwater Characterization Program funds (FY14 draft).**

Ambient Groundwater Quality Monitoring Strategy (DEQ Revised Final Draft, September 2013)



Estimated Program Costs

Estimated Costs for Full Implementation of Groundwater Monitoring Strategy in Fractured Rock Regions of Virginia			
ITEM	NUMBER	ITEM COST	TOTAL
ANNUAL OPERATING COSTS			
Full Time Employee - Salary & Benefits	14	\$80,100	\$1,121,400
Per Diem/Lodging*	36	\$3,016	\$108,576
Fuel*	36	\$3,570	\$128,520
Equipment Maintenance / Replacement			\$25,000
LABORATORY ANALYTICAL COSTS			
Trend Sites			
CORE sample	828	\$235	\$194,580
Equipment Blank	14	\$235	\$3,290
Spot Sites			
CORE sample	20	\$235	\$4,700
RADIOLOGICAL sample	20	\$250	\$5,000
CLEAN METALS sample	20	\$260	\$5,200
CLEAN METALS field blank	20	\$260	\$5,200
INITIAL PROGRAM DEVELOPMENT COSTS			
Sample Trucks	7	\$50,000	\$350,000
Pickup Trucks	7	\$25,000	\$175,000
Anthropogenic Sampling	69	\$1,000	\$69,000
RADIOLOGICAL sample	69	\$250	\$17,250
CLEAN METALS sample	69	\$260	\$17,940
CLEAN METALS field blank	69	\$260	\$17,940
Field Equipment	7	\$3,000	\$20,000
INITIAL PROGRAM DEVELOPMENT			\$847,130
ANNUAL OPERATING AND ANALYTICAL			\$1,596,266

Estimated Costs for Full Implementation of Groundwater Monitoring Strategy in Coastal Plain Region of Virginia			
ITEM	NUMBER	ITEM COST	TOTAL
ANNUAL OPERATING COSTS			
Full Time Employee - Salary & Benefits	4	\$80,100	\$320,400
Per Diem/Lodging	36	\$1,508	\$54,288
Fuel	36	\$1,016	\$36,590
Equipment Maintenance / Replacement			\$12,500
LABORATORY ANALYTICAL COSTS			
Trend Sites			
CORE sample	300	\$235	\$194,580
Equipment Blanks	36	\$235	\$8,460
Spot Sites			
CORE sample	6	\$235	\$1,410
RADIOLOGICAL sample	6	\$250	\$1,500
CLEAN METALS sample	6	\$260	\$1,560
Anthropogenic Sampling	2	\$1,000	\$2,000
INITIAL PROGRAM DEVELOPMENT COSTS			
Sample Trucks	2	\$50,000	\$100,000
Pickup Trucks	2	\$25,000	\$50,000
Field Equipment			\$100,000
INITIAL PROGRAM DEVELOPMENT			\$250,000
ANNUAL OPERATING AND ANALYTICAL			\$633,288

Does not include cost estimates for network redesign.

Start-up Total: \$1,097,130.00
 Annual Budget: \$2,229,554.00

- Cost for trend sites assumes:
- 75 wells in network
 - Rotated, quarterly sampling
 - 300 sampling events per year

Ambient Groundwater Quality Monitoring Strategy Draft FY14 Implementation Plan

FY14 Trend Sampling

Coastal Plain:

- 3 wells (USGS); quarterly
- 2 wells (DEQ); quarterly

Fractured Rock Provinces:

- None

FY14 Spot Sampling

Coastal Plain:

- 4 wells (DEQ)

Fractured Rock Provinces:

- 5 wells (DEQ)

\$102,110	DEQ FY14 allotment for statewide groundwater sampling
\$47,240	USGS monitoring of up to 14 chloride samples + 1 blank in Coastal Plain region
\$42,610	Purchase and modification of sample truck
\$12,260	Laboratory analytical costs for DEQ samples

DEQ Laboratory Analytical Costs (2 chloride trend wells + 9 spot sampling wells)

	Cost per Unit	Fractured Rock		Coastal Plain		Total #	Total Costs
		Trend Wells	Spot Sampling	Trend Wells	Spot Sampling		
Number of Monitoring Sites	N/A		5	2	4	11	N/A
CORE (Major Ions, Nutrients, Physical parameters)	\$235.00		5	8	4	17	\$3,995.00
Equipment Blank - CORE	\$235.00					1	\$235.00
Trace Metals (Dissolved)	\$260.00		5		4	9	\$2,340.00
Field Blank - Trace Metals (1 Dissolved per well)	\$260.00		5		4	9	\$2,340.00
Radiologicals	\$260.00		5		4	9	\$2,340.00
Acid Wash Tubing and Carboys	\$1,000.00					1	\$1,000.00
Total Laboratory Expenditure							\$12,250.00

Staff per diem and fuel costs to be absorbed in current DEQ groundwater program budget.

askHRgreen.org Mobile Trailer – Housing and Transportation

OVERVIEW

In the past, the askHRgreen.org mobile education trailer (formerly the “HR WET” trailer) has been housed at various member localities and transported to events throughout the region. Each locality to house the trailer has taken on the responsibility for a two-year term. Virginia Beach Public Utilities has managed the trailer since 2011. Prior to that, Chesapeake Public Utilities maintained it from 2009 to 2011 and Newport News Water Works did so from 2007 to 2009. As of July 1, 2014, it will once again be time to find a new home for the trailer.

TRAILER HOUSING AND TRANSPORTATION RESPONSIBILITIES

If possible, the trailer should be housed under a covering to help protect it from the elements and prevent the exterior wrap from fading. The locality housing the trailer helps to maintain the state inspection and performs minor maintenance/repairs as needed. The truck required to tow the trailer should be a 3500 series or larger and have a receiver hitch.

Prior to/in between scheduled events, the trailer often requires restocking and must be towed first to the HRPDC storage facility in Greenbrier before reaching its final destination. Whenever possible, delivery/pickup of the trailer is scheduled during normal business hours on weekdays; however, some events/venues require delivery and/or pickup outside of normal business hours or on weekends. Those instances have been noted below for FY13.

FY13 EVENTS

7/7	VMI Community Health Day*	Norfolk
7/20	Latin Fiesta*	Virginia Beach
8/4	Beacon Light Civic League Berkley Reunion*	Norfolk
9/8 - 9/9	Hampton Bay Days	Hampton
9/13 - 9/16	Isle of Wight County Fair	Windsor
9/23	Go Green Expo - NN Master Gardeners	Newport News
9/28 - 9/29	Hampton Roads Sustainable Living Expo*	Virginia Beach
10/4 - 10/7	Peanut Festival	Suffolk
10/20	Williamsburg Farmer's Market	Williamsburg
2/8 - 2/10	PHBA Hampton Roads Home & Garden Show	Hampton
3/1 - 3/3	TBA Mid-Atlantic Home & Garden Show*	Virginia Beach
3/23	Community Day - Mack Benn Elementary	Suffolk
4/13	Williamsburg Farmer's Market	Williamsburg
4/20	Virginia Living Museum Earth Day Celebration	Newport News
4/23	Big Blue Goes Green event	Norfolk
4/27	Lafayette RiverFest*	Norfolk
6/6	NASA Safety & Health Expo	Hampton
6/26	Environmental Fair at Busch Gardens Brewery	Williamsburg
6/29	Olden Days	Smithfield



*indicates trailer had to be moved on a weekend/outside of normal business hours

FY14 EVENTS SCHEDULED TO DATE

9/6 - 9/8	Hampton Bay Days	Hampton
9/12 - 9/15	Isle of Wight County Fair	Windsor
10/5	HR Solar Homes Tour	Norfolk
10/26	Williamsburg Farmers Market	Williamsburg
11/1	Achilles Elementary School	Gloucester
4/26	RiverFest	Norfolk