

**Attachment 1A**  
**Meeting Summary**  
**MEETING OF**  
**DIRECTORS OF UTILITIES COMMITTEE**  
**August 5, 2015**  
**Chesapeake**

**1. Summary of the July 8, 2015 Meeting of the Directors of Utilities Committee**

There were no comments on, or revisions to the summary of the July 8, 2015 meeting of the Directors of Utilities Committee.

**ACTION:** The July 8, 2015 meeting summary was approved.

**2. Public Comment**

There were no public comments.

**3. 100 Resilient Cities - Norfolk**

Ms. Christine Morris, Norfolk's Chief Resilience Officer, briefed the Committee on the Rockefeller Foundation's 100 Resilient Cities initiative and the City's efforts to develop a strategy for social, economic, and physical resilience. The presentation slides are included as Attachment 1C. Ms. Morris summarized how the 100 Resilient Cities effort utilized citizen concerns about flooding, economic diversity, and income inequality as the impetus for the visioning process and reimagining Norfolk as a coastal community in the next hundred years.

**ACTION:** No action.

**4. National Disaster Resilience Competition, Regional Strategic Framework and Coordination Project, National Disaster Resilience Competition**

The HRPDC staff briefed the Committee on the HRPDC's proposed project for Phase 2 of the National Disaster Resilience Competition (NDRC) grant program being offered by the U.S. Department of Housing and Urban Development. The goal of the program is to fund innovative resilience projects to help communities address current and future risks from storms and other extreme events. As part of the regional proposal, the HRPDC hopes to coordinate the "soft" process-type projects to complement the "hard" or constructed projects proposed by localities to address specific resilience issues, such as recurrent flooding. The HRPDC staff noted initiatives from the 2012 Regional Improvement Plan that may be relevant to the NDRC effort. Staff will continue to update the Committee on the NDRC the announcement of successful Phase 2 proposals in January 2016.

**ACTION:** No action.

## 5. Draft FY2017 Wastewater and Water Program Budgets

The Committee discussed draft FY 2017 budgets for the Regional Wastewater and Water Programs. Final budgets will be presented to the Committee for consideration at the September 2, 2015 meeting. Following Committee endorsement, the budgets will be provided to localities in mid-September.

**ACTION:** No action.

## 6. Customer Affordability and 2020 Regional Cost Scenarios

The HRPDC staff reviewed the components of the customer affordability “data package” prepared for each locality, including the 2020 regional cost scenarios, socio-economic indicator data tables, and residential rates affordability assessment tool. A copy of the presentation is included as Attachment 1D. The data packages are intended to help localities answer the question, “Who in my community will be ‘burdened’ if costs are pushed to certain levels?” with tables and tools to identify vulnerable populations, estimate community impacts, and inform budget and rates discussions. Next steps could include developing estimates of lost revenue due to delinquency and annual costs for funding Customer Assistance Programs (CAPs).

The Committee directed staff to develop a presentation for the HRPDC Executive Committee based on the 2020 low scenario cost estimates. Per discussion, the HRPDC staff will update and redistribute the 2020 regional cost scenarios and rates table to reflect revised average water use estimates for Portsmouth. The data packages will be shared with HRSD for the level of service analysis.

Committee members noted that localities are concerned about the impacts of rate increases. It was noted that the number of “burdened” households increases considerably when residential solid waste fees are added to water, wastewater, and stormwater fees. Some localities have CAPs in place, which are administered by Human Services Departments. A forthcoming report on pilot projects conducted by the National League of Cities is intended to help localities set up interdepartmental programs to identify vulnerable customers and apply a mix of products and services to increase financial empowerment and prevent further debt.

The Committee discussed utility bill delinquency and reminder policies. The HRPDC staff will compile a summary of all utility policies and practices, including methods to communicate payment reminders, delinquency periods, extension requests, payment options and services, and other relevant information.

**ACTION:** HRPDC staff will develop a presentation and brief the HRPDC Executive Committee.

## 7. Staff Reports

Staff reports included the following:

- **State Water Commission Meeting:** Staff summarized the [July 22, 2015 meeting](#). The DEQ provided a briefing on groundwater management strategies, including the status of the Groundwater Advisory Committee, permit reductions, the new DEQ-VDH joint well construction form and shared database, and efforts to incorporate land subsidence and salt water intrusion into the planning process. The DEQ also presented the findings of the State Water Supply Plan and summarized comments on the plan. The Department of Mines, Minerals and Energy briefed the Commission on draft proposed regulations for fracking, which are currently under review by the Governor's office.
- **SSORS and FOG Online Certification:** The HRPDC staff anticipates issuing a task order in September 2015 for SSORS and FOG maintenance from October 2015 through June 2016.
- **FY 2016 Water and Sewer Rates Data Call:** The FY 2016 rates data call will be distributed August 24, 2015.

**ACTION:** No action.

## 8. Other Business

The following items were discussed:

- **Forthcoming Draft Phase I MS4 Permits:** The HRPDC staff recommended that utilities coordinate with locality stormwater staff about anticipated requirements for localities to conduct sewer line inspections. The draft permits are also anticipated to have impacts on loose leaf collection activities.
- **Surcharge fees:** The HRPDC staff will compile information on utility policies and fees for service turn on/off, after hours and weekend service, tampering and illegal connections, and other services such as lab work.