

**Attachment DUC-1A  
MEETING SUMMARY  
MEETING OF  
Help to Others – H2O – Program Board of Directors  
August 3, 2016  
Newport News**

The annual meeting of the H2O – Help to Others – Program Board of Directors was held on August 3, 2016. All members of the Directors of Utilities Committee are members of the H2O Program Board of Directors. The HRPDC staff's presentation slides are included as Attachment 1C.

**1. Officers**

The Board discussed the appointment of officers; officers do not have specified terms and serve at the pleasure of the Board. In a unanimous vote, the Board elected Mr. Doug Powell and Mr. David Jurgens as President and Vice President, respectively, and agreed that the terms of the other officers will be continued. Officers are listed below:

- President – Doug Powell, JCSA
- Vice President – David Jurgens, Chesapeake Public Utilities
- Secretary/Treasurer – Ted Henifin, HRSD
- Director – Scott Dewhirst, Newport News Waterworks
- Director – Al Moor, Suffolk Public Utilities

**Action:** The Board elected Mr. Doug Powell and Mr. David Jurgens as President and Vice President, respectively, and continued the terms of the current officers.

**2. Help to Others – H2O – Program Memorandum of Agreement**

The Board considered the renewal of the 2010 MOA governing the administration and management of the H2O Program, which expired in 2015. The HRPDC staff reviewed the proposed 2016 MOA renewing the agreement. The Board unanimously approved the 2016 MOA and authorized the Board President to execute the MOA on its behalf.

**ACTION:** The Board approved the 2016 MOA and authorized the Board President to execute the 2016 MOA on its behalf.

### 3. Program Status

The HRPDC staff provided a program status update, including FY16 fundraising results, FY16 assistance distribution, FY17 budget allocations, and H2O promotional activities.

FY16 fundraising results totaled \$34,271.35, which was lower compared to FY15 primarily due to a coordination problem with the billing agent that resulted in only one envelope solicitation being completed. Typically, two envelope solicitations are carried out each fiscal year. For FY16, 486 envelope donations raised \$12,164.18; the average donation amount was \$25.03. The number and total amount of FY16 envelope donations were approximately 40% of FY15 donations, and the average donation amount was slightly higher. A total of 5,868 online donations raised \$22,107.17, with an average donation amount of \$3.77. The number, total amount, and average amount of FY17 online donations were slightly higher than that of FY15. The HRPDC staff noted that the May 2016 Give Local 757 event raised about \$350.00.

The HRPDC staff summarized the distribution of customer assistance by locality. Assistance funding is allocated according to the number of accounts per locality; new donations and any remaining assistance funds are compiled and reallocated across localities twice annually in February and August. Applicants for assistance are screened by the Salvation Army; the Salvation Army requires the applicant to agree to a payment arrangement prior to pledging assistance (\$250 maximum assistance one a year). Based on questions from the Board, the HRPDC staff will inquire with the Salvation Army as to the adequacy of the \$250 maximum assistance and how many applicants are turned away and for what reason.

The Board agreed that crisis assistance will become more important in the future. Representatives from Newport News noted that the City Council recently approved tax relief measures for the elderly and that the City will soon issue an RFP for a program called LIFT-UP, which is a financial empowerment program targeted toward struggling utility customers.

The HRPDC staff is coordinating with utilities to promote the H2O Program in customer newsletters and other communications, in customer service centers, and on locality websites and social media platforms. Materials will be provided to utilities through the Board/Directors of Utilities Committee as well as the askHRgreen.org Water Awareness Committee.

**Action:** No action.

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MEETING SUMMARY  
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Directors of Utilities Committee  
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**1. Summary of the July 6, 2016 Meeting of the Directors of Utilities Committee**

There were no comments on, or revisions to the summary of the July 6, 2016 Committee meeting.

**ACTION:** The summary of the July 6, 2016 Directors of Utilities Committee meeting was approved.

**2. Public Comment**

There were no public comments.

**3. Groundwater Update**

Ms. Andrea Wortzel led the Mission H2O Groundwater Subgroup members and the Committee in a discussion of groundwater matters to prepare for the August 25, 2016 initial meetings of two new Eastern Virginia Groundwater Management Advisory Committee (EVGMAC) workgroups on future permitting criteria and funding. Due to the compressed schedule for EVGMAC and workgroup activities, the Mission H2O Groundwater Subgroup is developing discussion ideas for circulation to workgroup members in advance of the August 25<sup>th</sup> meetings to facilitate productive discussions.

First, the group discussed ideas for consideration by the future permitting criteria workgroup. Suggested topics included the existing permitting criteria and safety factor; model maintenance and validation; conditional or circumstantial groundwater allocations; modelling inputs; permit period and implementation timeframe; unpermitted withdrawals and the permitting threshold; beneficial uses and integrated water resource management; how to accommodate growth; and the evaluation of available groundwater supply by a university or other independent entity. For the funding workgroup, suggested topics included exploring all existing state funding sources, including those related to economic development; potential new sources; creation of a market for trading; annual user fees and defined benefits; public-private source development projects; water sales between users; and how to address stranded assets. Ms. Wortzel thanked the group for the discussion and input.

**ACTION:** No action.

#### 4. Draft FY18 Regional Water and Wastewater Program Budgets

The HRPDC staff briefed the Committee on the draft FY 2018 budgets for the Regional Water Program and the Regional Wastewater Program. The Regional Water Program draft budget reflects level program funding with the addition of a 2% salary increase for technical staff; the 2% salary increase for education staff is being accommodated through staffing adjustments. Staff suggested that the remaining \$37,000 of water quality advertising reserve funds be transferred to the Help to Others – H2O – Program to be used for customer assistance; the Committee endorsed this suggestion and the Regional Water Program budget will be revised accordingly. Staff noted that the Committee agreed in 2012 to utilize reserve funds to support a portion of the Water Program budget at the rate of \$50,000 annually for 5 consecutive years, beginning with the FY14 budget. The draft FY18 budget shows the 5<sup>th</sup> consecutive year of reserve fund use. Therefore, if the Committee agrees next year to maintain level funding in the FY19 budget, locality special assessments would reflect an increase.

The FY18 draft budget for the Regional Wastewater Program reflects level program funding with the addition of a 2% salary increase for technical staff; the 2% salary increase for education staff is being accommodated through staffing adjustments. Staff noted that about \$155,000 of reserve funds remain for HRFOG staff and consultant expenses. Staff suggested using these reserve funds for HRFOG consultant expenses at the rate of \$30,000 annually for 5 consecutive years, beginning with the FY18 budget. The Committee endorsed this suggestion and the Regional Wastewater Program budget will be revised accordingly.

The revised FY18 program budgets will be presented to the Committee for endorsement at the September 7, 2016 meeting. Staff will also prepare five-year budget projections to show how reserve spending and any anticipated funding needs will impact the program budgets and locality special assessments. The Committee agreed that, should the Committee decide to participate in future Mission H2O Groundwater Subgroup work plans, the expenditure of reserve funds to support the work plan will be considered at that time.

Related to the Regional Wastewater Program, there was a brief discussion of the SSO categories for SSORS reporting. The HRPDC staff will send the list of SSO categories to the Committee for review and comment. Regarding the online FOG Certification website, the Committee asked for statistics by locality on use of the site for certification and training. Staff will summarize the requested information and report back to the Committee. Staff noted that FOG certification is required by localities with enforcement programs and is recommended by other localities.

**ACTION:** No action.

## 5. HRSD Update

General Manager Ted Henifin briefed the Committee on the HRSD's Alternatives Analysis Report for the Regional Wet Weather Management Plan, which was submitted to the EPA on August 1, 2016. Due to time constraints, Mr. Henifin's presentation was limited to highlights including the selected level of service, cost estimates and financial constraints, implementation period, and preliminary affordability measures (see Attachment 1D).

The results of the preliminary affordability analysis show a significant number of "high burden" households in the region. The Committee agreed that affordability will be a critical issue. HRSD will be responding to the EPA request for financial information supporting the preliminary affordability analysis and anticipates a meeting with the EPA in September.

**ACTION:** No action.

## 6. Staff Reports

- **Regional Groundwater Mitigation Program Memorandum of Agreement (MOA):** The MOA was approved on July 21, 2016 by the HRPDC and distributed to signatory parties for execution by September 30, 16 (see Attachment 1E).
- **Hampton Roads Regional Water Supply Plan 5-Year Update:** As part of the September 7, 2016 Committee meeting, the DEQ will hold a regional meeting to review the 5-year water supply compliance conditions and cumulative impact analysis. DEQ is encouraging participation from local government administrators/managers, planners, and utilities (see Attachment 1E).
- **Hampton Roads Regional Source Water Protection Plan (SWPP) Update:** The draft SWPP will be distributed to the Committee for review and comment in August 2016.

**ACTION:** No action.

## 7. Other Business

There was no discussion of other business.

**ACTION:** No action.