



COMMISSION MEETING MINUTES  
October 26, 2021

<u>No.</u>	<u>Topic</u>	<u>Page</u>
	<a href="#"><u>Call to Order</u></a>	4
	<a href="#"><u>Roll Call of HRSD Commission</u></a>	4
1.	<a href="#"><u>Awards and Recognition</u></a>	4-8
a.	<a href="#"><u>Service Award</u></a>	4-5
b.	<a href="#"><u>Promotion Announcement</u></a>	5
c.	<a href="#"><u>Hampton Roads Society of Human Resource Management (HR-SHRM) Award</u></a>	5
d.	<a href="#"><u>Top 40 Under 40 Award</u></a>	6
e.	<a href="#"><u>Water Environment Federation (WEF) Morgan Operational Solutions Award</u></a>	7
f.	<a href="#"><u>Water Environment Federation (WEF) Volunteer Service Recognition</u></a>	8
2.	<a href="#"><u>Consent Agenda</u></a>	9-10
a.	<a href="#"><u>Approval of Minutes</u></a>	9
b.	<a href="#"><u>Contract Awards</u></a>	9
c.	<a href="#"><u>Task Order</u></a>	9
d.	<a href="#"><u>Contract Change Order</u></a>	9
e.	<a href="#"><u>Sole Source</u></a>	9
f.	<a href="#"><u>HRSD Use of Existing Competitively Awarded Contract Vehicle and Contract Award</u></a>	9
g.	<a href="#"><u>Service Area Amendment</u></a>	10
3.	<a href="#"><u>Fiscal Year 2021 Comprehensive Annual Financial Report</u></a>	11-12
4.	<a href="#"><u>Diversity Procurement Report</u></a>	13
5.	<a href="#"><u>Virginia Clean Water Revolving Loan Fund (VCWRLF) Rate Resets and Amendment to the Master Financing Agreement for the Atlantic Treatment Plant Digester Gas to Energy, Atlantic Treatment Plant, Chesapeake-Elizabeth Treatment Plant, and Colonial Williamsburg Pump Station Projects Resolutions</u></a>	14



COMMISSION MEETING MINUTES  
October 26, 2021

<u>No.</u>	<u>Topic</u>	<u>Page</u>
6.	<a href="#"><u>Atlantic Treatment Plant Electrical Workspace Renovation Initial Appropriation</u></a>	15
7.	<a href="#"><u>Berkley Trunk Sewer Section M Emergency Gravity Sewer Replacement Additional Appropriation</u></a>	16
8.	<a href="#"><u>Coliseum Pressure Reducing Station Off-Line Storage Tank Odor Control Upgrades New CIP and Initial Appropriation</u></a>	17-18
9.	<a href="#"><u>Colley Avenue Pump Station Pump Replacement Initial Appropriation</u></a>	19
10.	<a href="#"><u>James River Recharge Wells (Off Site) New CIP and Initial Appropriation</u></a>	20-21
11.	<a href="#"><u>James River Recharge Wells (On Site) Contract Award and Task Order</u></a>	22-24
12.	<a href="#"><u>James River Treatment Plant Automation Improvements Phase I New CIP and Initial Appropriation</u></a>	25
13.	<a href="#"><u>Middlesex Interceptor System Program Phase III (Deltaville) New CIP and Initial Appropriation</u></a>	26
14.	<a href="#"><u>City of Norfolk Wastewater Pump Station No. 57 (WPS #57) Facility Transfer Agreement</u></a>	27
15.	<a href="#"><u>Northern Accomack Wastewater Conveyance, Treatment, and Disposal Study New CIP, Initial Appropriation and Task Order (&gt;\$200,000)</u></a>	28
16.	<a href="#"><u>Virginia Initiative Plant Motor Control Center Replacements Initial Appropriation and Task Order (&gt;\$200,000)</u></a>	29-30
17.	<a href="#"><u>Disposition of Real Property 3851 Monticello Avenue, James City County, VA</u></a>	31
18.	<a href="#"><u>COVID-19 Wastewater Surveillance Study Update</u></a>	32
19.	<a href="#"><u>Capital Improvement Program Quarterly Update</u></a>	33
20.	<a href="#"><u>Executive Search Committee Report</u></a>	34
21.	<a href="#"><u>Unfinished Business</u></a>	35



COMMISSION MEETING MINUTES  
October 26, 2021

<u>No.</u>	<u>Topic</u>	<u>Page</u>
22.	<a href="#">New Business</a>	35
23.	<a href="#">Commissioner Comments</a>	35
24.	<a href="#">Public Comments</a>	35
25.	<a href="#">Informational Items</a>	35
	a. <a href="#">Management Reports</a>	35
	b. <a href="#">Strategic Planning Metrics Summary</a>	35
	c. <a href="#">Effluent and Air Summaries with Items of Interest</a>	35
26.	<a href="#">Closed Meeting</a>	35
27.	<a href="#">Reconvened Meeting</a>	36
	Attachments (9)	







COMMISSION MEETING MINUTES  
October 26, 2021

as a leadership facilitator and takes pride in creating new programs to mentor and grow future leaders. Erin has helped create classes such as *Effective Meetings*, *Project Management*, and *Design Thinking*. He was previously a member of the Operations Challenge team and participated on a team that won first place in Division 1.

b. Promotion Announcement

Mr. Henifin introduced Ms. Natalie Vanvranken who was recently promoted to Customer Care Manager in the Call Center. Natalie was hired in April 2021 as a supervisor in the Customer Care Center. Natalie has worked in varying leadership roles for 20 years, most recently in the car rental industry coming from Avis Budget Group. She graduated from ODU with a BS in Business Administration with a major in Management and minor in Public Service. Natalie's team-focused management style fosters an environment of empowerment and gives team members a platform to express their ideas, ensuring solid commitment to the organization.

c. Hampton Roads Society for Human Resource Management (HR-SHRM) 2021  
*Excellence in Employee Relations Award*

Mr. Henifin recognized Ms. Inda Ratcliff, Human Resources Business Partner, who received the Excellence in Employee Relations Award during the HR-SHRM celebration of HR Professionals Day. This award recognizes the efforts made by an individual to develop/create positive relationships with employees across the workforce and with management.

Inda joined HRSD in 2003 as a Human Resources Specialist and was promoted to Human Resources Business Partner in 2019. She holds a Bachelor of Science Degree in Business Administration from Old Dominion University. She started her career at HRSD focusing on recruitment then moved to benefits administration, classification & compensation and generalist duties for the last 12 years. She works collaboratively as a Human Resources Business Partner while continuing to gain professional knowledge by earning her Professional in Human Resources (PHR)®, SHRM-Certified Professional (CP), and International Public Management Association Senior Certified Professional (IPMA-SCP) certifications.





COMMISSION MEETING MINUTES  
October 26, 2021

d. Top 40 Under 40 Award

Mr. Henifin recognized Dr. Raul Gonzalez, who was honored on October 25 as one of Hampton Roads' "Top 40 Under 40." *Inside Business* annually recognizes a group of outstanding young professionals who exemplify success in their profession, are active within their communities and use their talents to advance the region. Honorees are chosen by an independent judging panel from publicly-submitted nominees.

Raul joined HRSD in 2014 as a Stormwater Specialist in the Technical Services Division and was promoted in 2015 to Environmental Scientist in the newly created pathogen program. In this position he uses state of the art DNA methods to identify fecal contamination in surface waters and address other environmental microbiology concerns. He graduated from UCLA with a degree in biology. After a brief stint at the Los Angeles County Sanitation Districts, he returned to graduate school at UNC-Chapel Hill, where he earned his Ph.D. in Environmental Science and Engineering. Most recently, Raul has been leading the COVID-19 wastewater surveillance collaboration with VDH/CDC, the Hampton Roads Wastewater Surveillance Workgroup, and the Virginia Wastewater Surveillance Community of Practice.



HRSD congratulates its 2021 Top 40 Under 40 honoree,

**Raul Gonzalez, Ph.D.**

As an Environmental Scientist at HRSD, Dr. Gonzalez leads and develops innovative clean water research, including HRSD's monitoring and testing program for COVID-19 in raw wastewater. This program helps detect COVID infection trends at a community level, providing critical data to the Virginia Department of Health and Centers for Disease Control.

HRSD's more than 800 environmentally-focused employees come from many backgrounds, but all share one vision. Future generations will inherit clean waterways and be able to keep them clean.

Visit [HRSD.com](https://www.hrpd.com) to learn more about rewarding career opportunities with the organization that has been reducing human impact on the environment for 80 years.





COMMISSION MEETING MINUTES  
October 26, 2021

e. **Water Environment Federation (WEF) Morgan Operational Solutions Award:  
Michael Parsons**

Mr. Henifin recognized Mr. Michael (Mike) Parsons, Treatment Process Engineer, who was awarded the Morgan Operational Solutions Award during the recent Water Environment Federation Technical Exhibition and Conference (WEFTEC). The Morgan Operational Solutions Award recognizes valuable contributions to the in-facility study and solution of operational problems.

Mike joined HRSD in 2009 as Plant Manager at the Williamsburg Treatment Plant. He was promoted to Treatment Process Engineer in 2016. Mike holds a Civil Engineering Degree from the Virginia Military Institute and a master's degree in Environmental Engineering from the University of Cincinnati.

Mike has been a driving force for innovation and optimization at HRSD. He led the effort to get HRSD's multiple hearth incinerators into MACT 129 compliance and more recently, developed and demonstrated biological and nutrient removal processes that will revolutionize the industry. Mike converted the aeration tanks at Williamsburg Treatment Plant (WBTP), originally configured as a MLE process, to a unique, 5-stage biological nutrient removal (BNR), step-feed process for less than \$200,000. He used PVC roofing panels and fiberglass supports for aeration tank baffle walls at a cost of only \$4,000 each. For anaerobic and anoxic zone mixing, Mike designed an inexpensive large bubble mixing system that uses an inverted bell siphon, made with PVC fittings, and low-pressure air from the main aeration system. The mixing system worked so well and cost so little to construct, it was deployed at three other HRSD treatment plants resulting in dramatically decreased activated sludge mixing costs. With the addition of sensors, control system improvements, and other upgrades, Mike's design resulted in decreasing the effluent total nitrogen (TN) from about 8 to 3 mg/L, reducing chemical costs through biological phosphorus removal, and reducing aeration energy requirements.

Mike used his homemade baffle walls and large bubble mixers with control system improvements at the York River Treatment Plant (YRTP), converting it from a fully aerobic step-feed process to two-pass step-feed BNR with an anaerobic zone. Mike then went one step further: Based on the success of mainstream partial denitrification/anammox (PdNA) pilot testing at HRSD, Mike controlled ammonia residual in the secondary effluent and established anammox in the denitrification filters. YRTP became the first mainstream process in the world to consistently remove a substantial amount of ammonia with anammox. Once anammox were established, it became crucial to operate the BNR process with precise ammonia vs NO<sub>x</sub> (AvN) control. To meet this need, Mike designed a novel intermittent aeration/intermittent step feed control system, where air is turned on and off, and step feed is controlled to meet ammonia/NO<sub>x</sub> ratio in the effluent. The results were significant cost savings in chemicals for denitrification, phosphorus removal, and alkalinity, as well as energy savings and an increase in effective plant capacity.



COMMISSION MEETING MINUTES  
October 26, 2021

f. **Water Environment Federation (WEF) Volunteer Service Recognition: Bob Rutherford**

Mr. Henifin recognized Mr. Bob Rutherford, Chief of Treatment, who was awarded the WEF Volunteer Service Recognition pin during the recent WEFTEC event. The Committee Leadership Council (CLC) and House of Delegates (HOD) created the Volunteer Service Recognition to recognize those members who significantly contribute to the successes and achievements of WEF through service in a WEF Committee or the HOD. Bob was recognized by his peers at WEF as “one of the program’s most uniquely essential contributors over the years,” providing leadership during the program’s transformative time of growth and advocating for the program on the WEF executive committee. He was honored for his knowledge, dedication and generosity throughout the years.

Bob was hired in 1987 as the James River Treatment Plant Manager and in 2015 was promoted to Chief of Treatment overseeing the James River, Williamsburg and York River Treatment Plants. He earned bachelor’s degrees from the United States Merchant Marine Academy and ODU and master’s degrees from George Washington University and Virginia Tech. Bob is a licensed Professional Engineer and holds a Class I Wastewater Operators License. He is active with the Water Environment Federation (WEF) where he served on WEF’s Executive Committee and chaired the Operations Challenge Committee. He received the WEF William D. Hatfield Award in 2005 for outstanding performance and professionalism in the operation of a wastewater treatment facility.

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

2. **Consent Agenda**

**Action:** Approve the items listed in the Consent Agenda.

**Moved:** Vishnu Lakdawala  
**Seconded:** Stephen Rodriguez  
**Roll call vote:**

**Ayes:** 8      **Nays:** 0

**Brief:**

- a. Approval of minutes from previous meeting.
- b. Contract Awards
  - 1. [Emissions Stack Testing Services Contract](#) \$412,375
  - 2. [Land Application Services](#) \$8,560,202
- c. Task Orders
  - 1. [SWIFT Program Management \(Nansemond SWIFT Facility\)](#) \$299,003
- d. Change Orders
  - 1. [Oracle Business for Intelligence Applications \(OBIA\) and Oracle Business Intelligence Enterprise Edition \(OBIEE\) Upgrade](#) \$150,049
- e. Sole Source
  - 1. [457 Deferred Compensation Plans Administrative Services](#)
  - 2. [Oracle Primavera Unifier Adapters Enhancement, Annual Subscriptions, and Managed Services provided by Enstoa, Inc.](#)
    - [Blanket Purchase Order Project Management System](#) \$450,000
    - [Blanket Purchase Order Unifier Managed Services](#) \$267,165
  - 3. [Oracle WebCenter Suite Upgrade Sole Source and Contract Award](#) \$260,000
- f. HRSD Use of Existing Competitively Awarded Contract Vehicle
  - 1. [Audio Visual Support and Maintenance Services](#) \$266,910
  - 2. [Microsoft® Enterprise Licensing Agreement](#) \$741,565



COMMISSION MEETING MINUTES  
October 26, 2021

g. Service Area Amendment

1. [County of Mathews, Dutton Service Area](#)

**Item(s) Removed for Discussion:** None

**Attachment:** #1

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

3. **Fiscal Year 2021 Comprehensive Annual Financial Report**

**Actions:**

- a. **Recognize the receipt of the Government Finance Officers Association (GFOA) of the United States and Canada Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2020.**
- b. **Accept the Finance Committee’s Report regarding the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021.**

**Moved:** Stephen Rodriguez

**Seconded:** Vishnu Lakdawala

**Roll call vote:**

**Ayes:** 8

**Nays:** 0

**Brief:** Political subdivisions of the Commonwealth of Virginia are required to publish a complete set of audited financial statements. The Comprehensive Annual Financial Report, prepared by the Finance Department, summarizes the operating revenues and expenses for the fiscal year ending each June 30. HRSD is required by its Trust Agreement to prepare and distribute its financial statements within 150 days following the close of the fiscal year, which is November 27. The GFOA of the United States and Canada presents a Certificate of Achievement for Excellence in Financial Reporting to government units and public employee retirement systems whose Comprehensive Annual Financial Reports achieve the highest standards in government accounting and financial reporting. During the summer and early fall, the Accounting and Finance Division staff works diligently to prepare year-end financial statements, which are audited by Cherry Bekaert LLP. In addition, they complete a rather substantial financial and statistical package, which is submitted to the GFOA for review and possible certification. The Accounting and Finance Division has received this certification annually since 1983 – an impressive achievement for 38 consecutive years.

Commissioners Lakdawala and Rodriguez (committee chair) and were appointed as the Commission’s Finance Committee in 2021 for Fiscal Year 2022. The Finance Committee, along with Commissioners Elofson, Glenn, Levenston, Taraski met with staff to review the draft report on October 13, 2021.

Commissioner Rodriguez provided the report of the Finance Committee provided to the full Commission along with briefings by staff.

**Discussion Summary:** Committee Chair Rodriguez recapped the October 13, 2021, Finance Committee meeting:

- The internal auditors, SC&H, provided an update on Internal Audit activities.
- The independent audit firm, Cherry Bekaert, presented the preliminary results of the annual audit and on the audit process. No reportable deficiencies were identified, and an unqualified (clean) audit opinion is expected. Staff will notify the Commission of changes prior to the final report being published and distributed.



## COMMISSION MEETING MINUTES

October 26, 2021

- The Director of Finance, Jay Bernas, presented the draft Financial Report and highlighted the key items. A copy of which was included in the agenda package.
- We learned that the Government Finance Officers Association (GFOA) will be requiring all state and local governments to change the name from the Comprehensive Annual Financial Report to something else, likely the Annual Comprehensive Financial Report (ACFR). Apparently, the acronym previously used is offensive in some cultures.

Committee Chair Rodriguez thanked Jay, his staff and all HRSD for another great year. Given all the challenges last fiscal year with the ransomware and pandemic, HRSD did not miss a beat. He also acknowledged receipt of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 38<sup>th</sup> year in a row. Another indication of how great Jay and his team are managing our finances responsibly. Continued high performance in such a disruptive environment is only possible with a strong foundation and great people. FY 2021 finances were surprisingly strong, as revenues were higher than expected due to increased water consumption. This is without a planned rate increase that was eliminated due to the pandemic. In addition, HRSD was able to distribute \$8.7 million of the Commonwealth's Municipal Utility Relief funds, which helps both customers and HRSD. In FY2022, staff expects pandemic related ripple effects, such as labor and supply shortages and higher than normal inflation, to continue to impact our financial results. Also, HRSD is applying for \$15.2 million in additional Municipal Utility Relief funds and should be notified in the next couple of months of our allocation.

The projected rate increase for FY-2022 through FY-2024 is nine percent; seven percent from FY-2025 through FY-2027; and 4.5 percent FY-2028 and beyond.

Staff explained the difficulty surrounding the allocation and distribution of the first round of Municipal Utility Relief funds. The next distribution will not require customer attestations and is anticipated to be a smoother rollout.

Commissioner Rodriguez thanked staff for their dedication and support to customers during the pandemic and during the ransomware attack. It is incredible what staff were able to achieve to benefit customers in need during these challenging times.

**Attachment:** [#2](#)

**Public Comment:** None





COMMISSION MEETING MINUTES  
October 26, 2021

4. **Diversity Procurement Report**

**Action:** No action required.

**Brief:** The goal of HRSD’s Diversity Procurement Policy is to promote business opportunities for small businesses and businesses owned by women, minorities and service disabled veterans (SWaM). The objectives of the policy are to identify goods and services provided by SWaM businesses; increase competition through a diverse source of contractors and suppliers; and maintain and strengthen the overall competitiveness of HRSD procurements.

Fiscal year 2021 was the first full fiscal year where all solicitations have been advertised on the Virginia online procurement system, eVa, increasing interest and participation in our solicitations.

A few of the higher value contracts for commodities and services awarded to SWaM businesses this past fiscal year included engineering and construction services; bulk fuel; electrical services, coating services and technology services. The increase of SWaM spend from the previous fiscal year is largely being driven by small and large construction projects.

The following is a comparison of fiscal years 2019 to 2021 on total spend for Operating Contracts; Corporate VISA Card Transactions; and Capital Improvement Program (CIP) Agreements and Contracts compared to total spend with SWaM businesses:

Three Year Comparison of Spend Activity with SWaM Contractors and Suppliers			
Payment Type	Percentage SWaM Spend of Total Spend		
	FY-2019	FY-2020	FY-2021
Operating	16%	16%	18%
Corporate VISA Card	7%	7%	6%
Capital Improvement Program	24%	33%	43%
<i>Total</i>	17%	28%	36%

A [summary](#) of activities and [transaction charts](#) for the period of July 1, 2020 through June 30, 2021 are attached.

**Discussion Summary:** Staff explained there are no state diversity requirements in place for organizations like HRSD. HRSD does not have specific targets but we do track SWAM performance for past years. Local governments may adopt SWAM targets or goals.

**Attachment:** [#3](#)

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

5. **Virginia Clean Water Revolving Loan Fund (VCWRLF) Rate Resets and Amendment to the Master Financing Agreement for the Atlantic Treatment Plant Digester Gas to Energy, Atlantic Treatment Plant, Chesapeake-Elizabeth Treatment Plant, and Colonial Williamsburg Pump Station Projects Resolutions**

**Action:** Approve the resolutions authorizing the Fourth Amendment to the Master Financing Agreement with the Virginia Resources Authority (VRA) and allonges to four wastewater revenue bonds issued to pay the cost of a certain improvements to the Atlantic Treatment Plant Digester Gas to Energy Project, Colonial Williamsburg Pump Station and Atlantic and Chesapeake-Elizabeth Treatment Plants.

**Moved:** Stephen Rodriguez

**Seconded:** Elizabeth Taraski

**Roll call vote:**

**Ayes:** 8

**Nays:** 0

**Brief:** The Virginia Resources Authority (VRA) allows for a rate reset after five years from loan issuance based on prevailing market rates or if VRA refunds bonds used to fund the loans and then passes the refunding savings on to the borrower(s). HRSD’s financial advisor, PFM, identified four loans eligible for a rate reset that would provide significant savings. Since the VRA funded the loans with cash, the rate resets are based on prevailing market rates with one percent floor. The Net Present Value (NPV) savings is approximately \$970,000, not including closing costs. The draft resolutions, allonges and Fourth Amendment to the Master Financing Agreement (linked below) were prepared by bond counsel and reviewed by general counsel. The closing date is scheduled in November with the rate resets effective October 1.

Project Name	Loan Number	Date Issued	Existing Rate	New Rate
<a href="#">Atlantic Treatment Plant Digester Gas to Energy Project</a>	C-515449G-02	March 13, 2012	2.51%	1.15%
<a href="#">Atlantic Treatment Plant Project</a>	C-515363-01	June 22, 2006	2.10%	1.00%
<a href="#">Chesapeake-Elizabeth Treatment Plant Project</a>	C-515303-02	February 26, 2004	2.10%	1.00%
<a href="#">Colonial Williamsburg Pump Station Project</a>	C-515364-02	June 22, 2006	2.10%	1.00%

**Attachment:** [#4](#)

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

6. **Atlantic Treatment Plant Electrical Workspace Renovation  
Initial Appropriation**

**Action:** Appropriate total project funding in the amount of \$611,950.

**Moved:** Vishnu Lakdawala

**Seconded:** Willie Levenston

**Roll call vote:** **Ayes:** 8 **Nays:** 0

**CIP Project:** AT014800

**Project Description:** This project will renovate the 1984 Atlantic Treatment Plant Administration building to provide adequate office and shop space for Electrical and Instrumentation (E&I) staff. The existing E&I office space is located within Headworks' Building pipe gallery process area, which is inadequate for office space and renovation efforts. The renovation will provide a shop area, locker room, men's restroom, women's restrooms, lunch/meeting room, and offices. These renovations will provide working space for five permanent and two satellite workstations for E&I staff, in accordance with HRSD's office space standards.

**Funding Description:** The total project cost estimate of \$611,950 includes approximately \$488,950 in construction phase costs, \$25,000 in closeout phase costs, and \$98,000 of project contingency and is based on a Class 5 CIP-prioritization level cost estimate prepared by HRSD.

**Schedule:** Construction November 2021  
Project Completion April 2022

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

7. **Berkley Trunk Sewer Section M Emergency Gravity Sewer Replacement  
Additional Appropriation**

**Action:** Appropriate additional funding in the amount of \$20,800.

**Moved:** Stephen Rodriguez

**Seconded:** Michael Glenn

**Roll call vote:** **Ayes:** 8 **Nays:** 0

**CIP Project:** VP019500

Budget	\$750,000
Previous Expenditures and Encumbrances	(\$700,000)
Available Balance	\$50,000
Proposed Task Order to Brown and Caldwell	(\$59,000)
Proposed Contingency	(\$11,800)
Project Shortage/Requested Additional Funding	(\$20,800)
Revised Total Project Authorized Funding	\$770,800

**Project Description:** On May 20, 2021, staff reported a deep sinkhole at the State Street Pump Station. The sinkhole had undermined a large concrete slab that supports piping and appurtenances from a 12-inch bypass pump. After further investigation, a CCTV contractor found the cause of the sinkhole: the 30-inch ductile iron gravity sewer pipeline running under the concrete slab had collapsed. While flow was still getting to the station, a large amount of sand and grit was also being deposited into the station wet well. This project is to replace and line the 30-inch influent sewer and replace all necessary undermined concrete pads.

**Funding Description and Analysis of Cost:** An initial fee estimate written by Brown and Caldwell was \$60,000 to provide engineering and construction services related to rehabilitation of the gravity sewer and manholes for this project. Work is almost complete, and the project requires additional funding due to an extended construction period. Bridgeman Civil was pulled from this project to assist with other HRSD projects extending the timeline of completion. A task order has been negotiated with Brown and Caldwell to continue providing contract administration and inspection services through project closeout. The negotiated amount for this work is \$59,000 and exceeds the balance available for this CIP project. This request also includes an \$11,800 contingency to accommodate any additional unforeseen conditions.

**Schedule:** Project Completion November 2021

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

8. **Coliseum Pressure Reducing Station (PRS) Off-Line Storage Tank Odor Control Upgrades  
New CIP and Initial Appropriation**

**Actions:**

- a. **Approve a new CIP project (YR014700) for the Coliseum PRS Off-Line Storage Tank Odor Control Upgrade Improvements.**
- b. **Appropriate total project funding in the amount of \$1,000,000.**

**Moved:** Michael Glenn

**Seconded:** Vishnu Lakdawala

**Roll call vote:** **Ayes:** 8 **Nays:** 0

**CIP Project:** YR014700

**Project Description:** This project is a new out-of-cycle CIP project to provide enhanced odor control upgrades to the Coliseum PRS Off-Line Storage Tank facility.

Approximately two years ago, Operations Department staff changed the use of the facility to help equalize the diurnal flow going to the York River Treatment Plant (YRTP). The original design of the facility, however, anticipated only occasional use to help manage wet-weather collection system capacity. Helping to equalize the diurnal flows at YRTP has been extremely successful resulting in process improvements, enhanced treatment results, and significant cost savings.

The daily use of this facility, however, can result in odors that exceed the capability of the odor control system to mitigate.

This project will create a two-stage odor control system, by adding a biological-scrubber ahead of the existing activated carbon odor control equipment. The project budget includes design and construction costs and is anticipated to be completed in 2022. Staff believes that chemical cost savings resulting from the diurnal flow equalization at the YRTP will more than pay for this project over a relatively short time period.

**Funding Description:** The total cost for this project is estimated at \$1,000,000 based on a Class 5 cost estimate and a 25 percent contingency included in the requested appropriation.

**Task Order Description:** This task order will provide engineering and construction phase services to gather odor control data information, design improvements, and to procure a contractor to install the new facilities. Engineering services will be provided by Rummel, Klepper and Kahl, LLP through HRSD's existing Professional Services Agreement for Interceptor Systems Projects.



COMMISSION MEETING MINUTES  
October 26, 2021

**Analysis of Cost:** The cost for this task order is based on an estimation of equipment and construction costs to complete the work. The estimated costs for engineering services are anticipated to be less than \$200,000.

<b><u>Schedule:</u></b>	PER	November 2021
	Design	December 2021
	Construction	April 2022
	Completion	October 2022

**Discussion Summary:**

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

9. **Colley Avenue Pump Station Pump Replacement  
Initial Appropriation**

**Action:** Appropriate total project funding in the amount of \$800,000.

**Moved:** Michael Glenn  
**Seconded:** Willie Levenston

**Roll call vote:** **Ayes:** 8 **Nays:** 0

**CIP Project:** VP019000

**Project Description:** This project will replace the existing extended shaft pumps at the Colley Avenue Pump Station with new constant speed dry pit submersible pumps. Architectural upgrades will also be made to help the station blend with the surrounding area.

**Funding Description:** The total project cost estimate of \$800,000 includes approximately \$10,000 in pre-planning phase, \$15,000 in preliminary engineering report (PER) phase services, \$45,000 in design phase services, \$580,000 in construction phase costs, and \$150,000 of project contingency and is based on a Class 5 CIP-prioritization level cost estimate prepared by HRSD. Engineering services will be completed by Gannett Fleming under the General Engineering Services annual services contract and the cost for the pre-planning and PER is below the \$200,000 Commission approval threshold.

<b>Schedule:</b>	PER	November 2021
	Design	June 2022
	Bid	January 2023
	Construction	May 2023
	Project Completion	January 2024

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

10. **James River Recharge Wells (Off Site)  
New CIP and Initial Appropriation**

**Actions:**

- a. **Approve a new CIP project (GN016362) for the James River Recharge Wells (Off Site).**
- b. **Appropriate total project funding in the amount of \$47,334,000.**

**Moved:** Stephen Rodriguez

**Seconded:** Elizabeth Taraski

**Roll call vote:**

**Ayes:** 8

**Nays:** 0

**CIP Project: GN016362**

**Project Description:** James River Recharge Wells (Off Site) will provide for the construction of seven off site recharge wells and two sets of nested monitoring wells associated with SWIFT at the James River Treatment Plant (JRTP). The project scope includes services for the development, logging, testing, and conditioning of wells and well site development. The scope does not include the mechanical equipment associated with the conveyance of SWIFT water up to and into the wells.

A total of 10 Managed Aquifer Recharge (MAR) wells and two sets of nested monitoring wells are required to recharge the aquifer with SWIFT Water from the James River SWIFT Facility. All MAR and monitoring wells were designed under the initial James River Recharge Wells (On Site) project (GN016361). As the duration of acquiring the property and easements needed to install the MAR and monitoring wells located outside the boundary of JRTP (off site) steadily increased, the risk of significant subsequent schedule conflicts increased. The construction of only the three on site MAR wells were advertised under GN016361 to mitigate the potential schedule risk and minimize potential site conflicts with the James River SWIFT Design-Build team.

This project includes the bid phase services and construction of the remaining seven MAR wells and two sets of nested monitoring wells located outside of the JRTP property within easements and property currently under procurement from the City of Newport News. This separation of well construction procurement activities also has facilitated inclusion of these activities in separate funding packages under both Virginia Clean Water Revolving Loan Fund (VCWRLF) and Water Infrastructure Finance and Innovation Act (WIFIA).

Earth Data Incorporated was awarded the SWIFT Recharge and Monitoring Well Services Program contract in August 2020 to perform recharge and monitoring well design and construction support services for the SWIFT Well program. Earth Data Incorporated has already provided the design services for all James River Recharge Wells under GN016361. They will





COMMISSION MEETING MINUTES  
October 26, 2021

provide construction administration and inspection services on each of the James River Recharge Wells projects for On Site and Off Site.

**Funding Description:** The total cost for this project is estimated to be \$47,334,000. This estimate is based on bid and construction phase scopes of service and associated fees from Earth Data Incorporated, an estimate of project construction costs based on the recent bid, and a 10 percent project contingency.

<b><u>Schedule:</u></b>	Bid	March 2022
	Construction	May 2022
	Project Completion	May 2025

**Discussion Summary:** Construction of the three onsite wells will be completed in approximately 18 months. Offsite wells are expected to be completed within three years. The wells are approximately 1,200 feet deep and are in the upper and middle zones of the Potomac aquifer. Staff will provide an update on the overall SWIFT project at a future Commission meeting.

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

11. **James River Recharge Wells (On Site)  
Contract Award (>\$200,000) and Task Order (>\$200,000)**

**Actions:**

- a. Award a contract to A.C. Schultes of Maryland, Inc. in the amount of \$14,841,500.
- b. Approve a task order with Earth Data Incorporated in the amount of \$1,853,595.

**Moved:** Michael Glenn  
**Seconded:** Willie Levenston  
**Roll call vote:**

**Ayes:** 8      **Nays:** 0

**CIP Project: GN016361**

Budget	\$32,445,599
Previous Expenditures and Encumbrances	(\$1,171,326)
Available Balance	\$31,274,273

**Type of Procurement:** Competitive Bid

Bidder	Bid Amount
A.C. Schultes of Maryland, Inc.	\$14,841,500

**Engineer Estimate:** \$11,486,423

Contract Status:	Amount
Original Contract with Earth Data Incorporated	\$157,418
Total Value of Previous Task Orders	\$1,010,571
Requested Task Order	\$1,853,595
Total Value of All Task Orders	\$2,864,166
Revised Contract Value	\$3,021,584
Engineering Services as % of Construction	12%

**Project Description:** James River Recharge Wells (On Site) project will provide for the construction of three recharge wells located within the James River Treatment Plant (JRTP) property; services for the site preparation, borehole drilling and well installation, development, logging, testing, and conditioning of aquifer associated with SWIFT at the James River Treatment Plant.

A total of 10 Managed Aquifer Recharge (MAR) wells and two sets of nested monitoring wells are required to recharge the aquifer with SWIFT Water from the James River SWIFT Facility. All MAR and monitoring wells are being designed under this project. It is important for well installation and testing to begin prior to the Design-Builder's construction activities to minimize schedule risks and risks associated with potential site conflicts. However, access to the property



COMMISSION MEETING MINUTES  
October 26, 2021

located outside the boundary of JRTP (off site), which will support MAR wells and monitoring wells, has not yet been finalized. Therefore, to mitigate the well related risks within the property owned by HRSD, the bid package advertised under this project only includes construction of the three on site MAR wells. The remaining MAR and monitoring wells are proposed to be constructed under a separate project, James River Recharge Wells (Off Site) (GN016362).

**Contract Description and Analysis of Cost:** This contract is for the installation and testing of three MAR wells located within the JRTP property. In accordance with HRSD's competitive sealed bidding procedures, the Engineering Department advertised and solicited bids directly from potential bidders. The project was advertisement on August 1, 2021, and one bid was received on September 8, 2021. The design engineer, Earth Data Incorporated, evaluated the bid based upon the requirements in the invitation of bid and recommends award to the responsive and responsible, bidder A.C. Schultes of Maryland, Inc. (A.C. Schultes) in the amount of \$14,841,500.

Only one bid was received for the project and it was 29 percent higher than the Class 1 Engineer's Opinion of Probable Construction Cost (EOPCC) of \$11,486,423. The bid price was potentially influenced by the following factors:

- Overall volatile market conditions – Impacts of the COVID-19 pandemic on the global supply chain, material costs, and work force are well documented and are likely reflected in A.C. Schultes' bid price. The EOPCC was updated up to the time of advertising to reflect the supply information available in July. However, steel product unit prices in the bid are greater than the EOPCC estimates with longer lead times are noted as well.
- Aggressive completion schedule – Post bid opening feedback from potential, interested drillers revealed a universal concern over the aggressive completion schedule. The schedule requires two large drilling rigs and four crews to complete. Given the potential for liquidated damages for not meeting the schedule, it is possible the contractor added a portion of the potential cost to mitigate financial risk.
- Lack of Mid-Atlantic region drilling contractors – A lack of "local" competition could have both influenced A.C. Schultes' higher bid pricing and discouraged outside drillers from submitting a bid.
- Active drilling projects in Texas, Florida, and other regions - The major out-of-state drillers reported robust activity in their home states, making mobilizing to Virginia for the three on site MAR well project less attractive. A significant amount of outreach was performed to promote the SWIFT program and this project prior to the bid advertisement. In response, the project team received a favorable and interested response from the drilling community. However, the feedback provided after the bid was opened noted that this project was too small to solicit bids.

**Task Order Description and Analysis of Cost:** This task order will provide construction administration and construction inspection services for the project. Also included are



COMMISSION MEETING MINUTES  
October 26, 2021

engineering services specific to recharge well installation, such as geophysical logging conducted on the open boreholes, flow logging and camera surveys conducted on completed wells, interpreting the geology and geophysical properties of the boreholes, finalizing well design, monitoring the development (i.e., removing drilling fluids and preparing the well for service), hydraulic withdrawal testing and evaluation of the completed wells, and inspecting the aquifer conditioning process and testing for each well. The cost for this task order is based on a detailed estimate of labor hours and direct costs required to execute the negotiated scope of work. The total hours budgeted are appropriate for the services described. The fee for this scope is 12 percent of the cost to construct (bid price). This task order will be issued as an Amendment to the Professional Services Agreement with Earth Data Incorporated for the SWIFT Recharge and Monitoring Well Services Program. The rates and proposed subconsultant fees are consistent with the rate structure within the Agreement, as approved for FY-2022.

**Schedule:**            Construction                            October 2021  
                                 Project Completion                    August 2022

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

12. **James River Treatment Plant Automation Improvements Phase I  
New CIP and Initial Appropriation**

**Actions:**

- a. **Approve a new CIP project (JR013610) for the James River Treatment Plant Automation Improvements Phase I.**
- b. **Appropriate total project funding in the amount of \$2,353,000.**

**Moved:** Vishnu Lakdawala

**Seconded:** Michael Glenn

**Roll call vote:** **Ayes:** 8 **Nays:** 0

**CIP Project:** JR013610

**Project Description:** This project will provide for automation and control of the James River Treatment Plant's preliminary treatment, solids thickening, anaerobic digestion, odor control and related systems. The preliminary treatment and solids handling sections of the plant exist now with minimal automation, and to allow the plant operator to best manage the future facility as a whole, the distributed control system must be enhanced for consistency with the Advanced Nutrient Removal Improvements and SWIFT projects. This project was originally approved under JR013600 but is proposed to be split into two separate projects JR013610 and JR013620. JR013620 will be delayed until FY-2024 to avoid any potential conflicts during construction of the James River Treatment Plant SWIFT project.

**Funding Description:** The total cost for this project is estimated to be \$2,353,000 based on a Class 5 cost estimate. The cost estimate includes \$202,000 for Engineering Services, \$1,608,000 for Construction, and \$543,000 for project contingency. Preliminary engineering services will be completed by Hazen and Sawyer, P.C. under the General Engineering Annual Services contract.

<b><u>Schedule:</u></b>	PER	November 2021
	Design	January 2022
	Pre-Construction	June 2022
	Construction	September 2022
	Project Completion	June 2023

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

13. **Middlesex Interceptor System Program Phase III (Deltaville)  
New CIP and Initial Appropriation**

**Actions:**

- a. **Approve a new CIP project (MP013810) for the Middlesex Interceptor System Program Phase III (Deltaville).**
- b. **Appropriate total project funding in the amount of \$2,520,000.**

**Moved:** Willie Levenston

**Seconded:** Elizabeth Taraski

**Roll call vote:** **Ayes:** 8 **Nays:** 0

**CIP Project:** MP013810

**Project Description:** This project includes the design and construction of approximately 20,500 linear feet of 6-inch High Density Poly Ethylene (HDPE) force main interceptor to serve the Deltaville service area in Middlesex County. The HRSD funded portion of the Deltaville interceptor will be approximately 20,500 linear feet traversing from Twiggs Ferry Road - Stampers Bay Road intersection north to General Puller Highway and terminating at the Parsons Lane intersection. The force main will be connecting to the proposed Middlesex Regional Interceptor System slated to be completed in 2024. This project was originally approved under MP013800 but is proposed to be split into two separate CIP projects MP013810 and MP013820. MP013820 will be presented to Commission for approval once the County of Middlesex provides HRSD an authorization to proceed with this project.

**Funding Description:** The total cost for this project is estimated at \$2,520,000 based on a Class 5 cost estimate and a ten percent contingency included in the requested appropriation. The cost estimate includes \$330,000 for Engineering Services, \$1,939,000 for Construction, and \$251,000 for project contingency. HRSD will be using the HRSD’s existing Professional Services Agreement for Interceptor Systems Services. Engineering services will be provided by RK&K to include preliminary engineering, design and construction phase services. This cost for the Preliminary Engineering Report (PER) is below the \$200,000 commission approval threshold.

<b><u>Schedule:</u></b>	PER	October 2021
	Design	May 2022
	Pre-Construction	May 2023
	Construction	August 2023
	Closeout	August 2024

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

14. **City of Norfolk Wastewater Pump Station No. 57 (WPS #57)  
Facility Transfer Agreement**

**Action:** Accept the transfer of ownership of City of Norfolk Pump Station No. 57 (WPS #57) facility to HRSD and authorize General Manager to execute the Facility Transfer Agreement, substantially as presented, together with such changes, modifications and deletions as the General Manager may deem necessary.

**Moved:** Michael Glenn

**Seconded:** Willie Levenston

**Roll call vote:**

**Ayes:** 8

**Nays:** 0

**CIP Project:** VP015400

**Project Description:** Early in 2019, HRSD approached the City with a proposition to explore the feasibility of transferring city property and the sewer facilities and appurtenances encompassing existing City of Norfolk Sewer Pump Station #57 (WPS#57). The parcel and the existing pump station facility considered for transfer are located at 3000 Birch Street, in the Estabrook area of the City of Norfolk. This facility is a terminal pump station and receives sewer flow from four upstream city pump stations. It was during the early stages of an HRSD preliminary engineering effort and as part of the CIP project VP015400 – Lafayette Norview-Estabrook Pump Stations Replacements, when it was determined by staff that it would be very beneficial to include this facility as part of the overall system hydraulic evaluation. The WPS#57 city facility shares the same manifold force main interceptor along with three HRSD terminal pump stations. The overall objective was to ensure all four terminal stations were designed in a manner that they will be operating in harmony without competing with one another during inclement weather conditions. In recent years, several sanitary sewer overflow (SSO) events occurred due to inefficient and competing operational mode between HRSD and City terminal stations.

In accordance with the HRSD [Facility Transfer Commission Adopted Policy](#), “in certain circumstances, it may be in the best interest of HRSD, localities, private owners, and the Commonwealth to transfer ownership of sanitary sewer facilities.

HRSD staff recommends WPS#57 should be transferred from the City to HRSD to improve system operation and efficiency; thus, providing higher level of service to our mutual customers/citizens in this area of City of Norfolk. The city property and the sewer facilities will be transferred to HRSD at no cost although HRSD will be making some small improvements to the upstream City gravity sewer system.

**Agreement Description:** The attached [Facility Transfer Agreement](#) has been reviewed by HRSD legal counsel.

**Attachment:** [#5](#)

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

15. **Northern Accomack Wastewater Conveyance, Treatment, and Disposal Study  
New CIP, Initial Appropriation and Task Order (>\$200,000)**

**Actions:**

- a. **Approve a new CIP project (ES010400) for the Northern Accomack Wastewater Conveyance, Treatment, and Disposal Study**
- b. **Appropriate total project funding in the amount of \$450,000.**
- c. **Approve a task order with HDR Engineering, Inc. in the amount of \$213,645.**

**Moved:** Vishnu Lakdawala

**Seconded:** Stephen Rodriguez

**Roll call vote:** **Ayes:** 8 **Nays:** 0

**CIP Project:** ES010400

<b>Contract Status:</b>	<b>Amount</b>
Original Contract with HDR	\$0
Total Value of Previous Task Orders	\$0
Requested Task Order	\$213,645
Revised Contract Value	\$213,645

**Project Description:** Accomack and Northampton Counties were added to the HRSD service territory in October 2020. A regional initiative to provide centralized wastewater treatment to southern Accomack County and Northern Northampton County is underway. Accomack County and the Town of Chincoteague have requested HRSD investigate wastewater solutions for northern Accomack County.

**Funding Description:** The total cost for the studies is estimated at \$450,000 based on an estimation of hours and rates to complete the work and a \$20,000 contingency included in the requested appropriation.

**Task Order Description:** This task order will evaluate strategies to address both short-term and long-term wastewater treatment, and disposal needs for northern Accomack County. The study will consider wastewater treatment demand, capacity constraints at existing facilities, disposal alternatives for treated effluent, environmental impacts, and permitting. Further studies are anticipated but the scope and cost for these efforts will be determined later once the work is better defined.

**Analysis of Cost:** The cost for this task order is based on an estimation of hours and rates to complete the first study. The rates in the proposal align with the Professional Service Agreement for General Engineering Services with the firm.

**Schedule:** Data Collection November 2021  
Completion July 2022

**Attachment:** None

**Public Comment:** None





COMMISSION MEETING MINUTES  
October 26, 2021

16. **Virginia Initiative Plant Motor Control Center Replacements  
Initial Appropriation and Task Order (>\$200,000)**

**Actions:**

- a. **Appropriate total project funding in the amount of \$2,500,000.**
- b. **Approve a task order with HDR Engineering, Inc. in the amount of \$351,432.**

**Moved:** Willie Levenston

**Seconded:** Michael Glenn

**Roll call vote:**

**Ayes:** 8

**Nays:** 0

**CIP Project:** VP019200

<b>Contract Status:</b>	<b>Amount</b>
Original Contract with HDR	\$0
Total Value of Previous Task Orders	\$0
Requested Task Order	\$351,432
Revised Contract Value	\$351,432
Engineering Services as % of Construction	20.1%

**Project Description:** This project will design and construct replacement motor control centers located in the incinerator building. The equipment was installed in the 1970's and has reached the end of its useful life. The project also includes the design and replacement of switchgear and motor control centers located in the blower building. This equipment was installed in the 1980's and has reached the end of its useful life. Currently, only one power feeder exists from the blower switchgear to the generator building which is connected to Bus A. The project will include a new power feeder connection to Bus B for better reliability to the generator building through a new automatic transfer switch (ATS). Two (2) 2000 kVA transformers will replace the existing 1500 kVA transformers to provide additional capacity to accommodate future equipment.

**Funding Description:** The total cost for this project is estimated at \$2,500,000 based on a cost estimate developed by HRSD staff and a 20 percent contingency included in the requested appropriation.

**Task Order Description:** This task order will provide services for design improvements and to assist with contractor procurement.

**Analysis of Cost:** The cost for this task order is based on an estimation of hours and rates to complete the work. The rates in the proposal align with the Professional Service Agreement for General Engineering Services with the firm.



COMMISSION MEETING MINUTES  
October 26, 2021

**Schedule:**      Design                                      November 2021  
                         Bid                                      October 2022  
                         Construction                                      December 2022  
                         Project Completion                                      July 2024

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

17. **Disposition of Real Property  
3851 Monticello Avenue, James City County, VA**

**Actions:**

- a. **Declare that the HRSD-owned real property located in at 3851 Monticello Avenue in James City County, Virginia, is no longer necessary or useful for the purposes of the Commission.**
- b. **Accept the terms and conditions of the conveyance Deed with Main Street Homes of VA, Inc., for 3851 Monticello Avenue, HRSD-owned property in James City County, Virginia (Parcel ID: 3740100013) and authorize the General Manager to execute same, substantially as presented, together with such changes, modifications and deletions as the General Manager may deem necessary.**

**Moved:** Elizabeth Taraski

**Seconded:** Stephen Rodriguez

**Roll call vote:**

**Ayes:** 8

**Nays:** 0

**Project Description:** HRSD currently owns a .52-acre vacant lot located in James City County, Virginia that was purchased in 2001 with the intent to construct a pump station. HRSD staff has determined that there is no longer a need for a pump station in this area. This lot is zoned for residential attached housing and is adjacent to 14.56 acres of land owned by Main Street Homes of VA, Inc., who is developing a residential townhome subdivision and has expressed interest in purchasing the property from HRSD. Staff evaluated options and determined the sale to the adjacent landowner was the best option based on surrounding land use.

Additionally, HRSD counsel have indicated that this parcel does not fall within the parameters of VA § 25.1-108 as it was not acquired through condemnation.

**Agreement Description:** The attached conveyance [Deed](#) was reviewed by counsel and [Facilities orientation maps](#) are also provided for clarification purposes.

**Analysis of Cost:** Main Street Homes of VA, Inc. has agreed to pay the FY-2021 County assessed value of \$39,300, plus the cost of a new survey plat.

**Attachment:** [#6](#)

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

18. **COVID-19 Wastewater Surveillance Study Update**

**Action:** No action required.

**Brief:** Staff presented the latest data and status of the COVID-19 surveillance work including aggregate viral load for HRSD treatment facilities and daily new cases in Hampton Roads; and new clinical cases by percent vaccinated. Monitoring continues at the nine major treatment plants. Many partnerships have been developed throughout the pandemic. Collaboration and data sharing continues with the Virginia Department of Health (VDH), Centers for Disease Control (CDC), Department of Corrections (DOC), and City of Chesapeake Health Department to name a few.

**Discussion Summary:** Current HRSD surveillance methods are not able to discriminate between wild type and variant strains of SARS-CoV-2. Additional testing to determine specific variants is complicated and is being performed by the Division of Consolidated Laboratory Services (DCLS) lab on both wastewater and clinical samples. We know from others who are performing genetic sequencing in either wastewater and/or clinical samples, once a variant enters a community after a certain period of time, it becomes the dominant strain.

Staff will schedule a briefing from the Chesapeake Health Department at an upcoming meeting.

**Attachment:** [#7](#)

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

19. **Capital Improvement Program (CIP)  
Quarterly Update**

**Action:** No action required.

**Brief:** Implementing the CIP continues to be a significant challenge as we address numerous regulatory requirements, SWIFT Program implementation and the need to replace aging infrastructure. Staff provided a briefing describing the status of the CIP, financial projections, projects of significance and other issues affecting the program.

**Attachment:** [#8](#)

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

20. **Executive Search Committee Report**

**Action: Receive the Executive Search Committee's Report on recruitment efforts for General Manager.**

Committee Chair Levenston stated the Committee, along with Commissioners Elofson, Glenn, and Lakdawala met with Anne Lewis of Baker Tilley (recruiter) to review the candidate questionnaire and video interview questions. The Committee approved the questions as presented and discussed the next steps. The recruiter will narrow the candidate pool to a smaller group of the most qualified candidates and then will conduct a telephone interview. After the telephone interview, some candidates will be invited to respond to the candidate questionnaire and video interview questions. The committee will be presented with a semi-finalist report for review and discussion at the November meeting.

**Attachment:** None

**Public Comment:** None



COMMISSION MEETING MINUTES  
October 26, 2021

21. **Unfinished Business – None**

22. **New Business – None**

23. **Commissioner Comments**

Commissioner Rodriguez said he enjoyed the events at the recent Water Environment Federation Technical Exhibition and Conference. The Public Officials forum was very informative.

24. **Public Comments Not Related To Agenda – None**

25. **Informational Items**

**Action:** No action required.

**Brief:** The items listed below were presented for information.

- a. [Management Reports](#)
- b. [Strategic Planning Metrics Summary](#)
- c. [Effluent and Air Summaries with Items of Interest](#)

**Attachment:** #9

**Public Comment:** None

26. **Closed Meeting**

**Action:** Motion to go into Closed Meeting for discussion of the performance of a specific employee of a public body as provided for in Virginia Code § 2.2-3711A1.

**Moved:** Willie Levenston

**Seconded:** Elizabeth Taraski

**Roll call vote:**

**Ayes:** 8

**Nays:** 0

**Brief:** Discussion of performance of specific employee and evaluation of performance where such evaluation will necessarily involve discussion of the performance of specific individuals.



COMMISSION MEETING MINUTES  
October 26, 2021

27. **Reconvened Meeting**

**Certification of Proceedings:** Pursuant to Section 2.2-3712.D of the Code of Virginia, a roll call vote was conducted to certify that to the best of each Commission member’s knowledge: (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered. Any Commissioner who believes there was a departure from these two requirements shall so state prior to the vote, indicating the substance of the departure.

**Roll call vote:** **Ayes:** 8 **Nays:** 0

**Attachment:** None

**Public Comment:** None

**Next Commission Meeting Date:** November 23, 2021, at the HRSD South Shore Operations Complex, 1434 Air Rail Avenue, Virginia Beach, VA 23455

**Meeting Adjourned:** 11:23 am

SUBMITTED:

APPROVED:

*Jennifer Cascio*  
\_\_\_\_\_  
Jennifer L. Cascio  
Secretary

*Stephen C. Rodriguez*  
\_\_\_\_\_  
Stephen C. Rodriguez,  
Vice-Chair



HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #1

Agenda Item 2. Consent Agenda

## CONSENT AGENDA ITEM 2.b.1. – October 26, 2021

**Subject:** Emissions Stack Testing Services Contract  
Contract Award (>\$200,000)

**Recommended Action:** Award a blanket purchase contract for Emissions Stack Testing Services to Grace Consulting, Inc. in the estimated amount of \$82,475 for year one with four annual renewal options and an estimated cumulative value of \$412,375.

**Type of Procurement:** Competitive Bid

<b>Bidder</b>	<b>Bid Amount</b>
Grace Consulting, Inc.	\$82,475
Air Hygiene International, Inc.	\$104,220
McHale & Associates, Inc.	\$125,880
Environmental Source Samplers, Inc.	\$171,610
FD Pace LLC DBA Pace Environmental	\$189,922
AST Source Testing LLC DBA Alliance Source Testing LLC	\$223,700

**HRSD Estimate:**

\$88,840

**Contract Description:** This contract is an agreement for emissions stack testing services required by HRSD to comply with the Clean Air Act Section 129 Sewage Sludge Incinerations Rule. Services, including testing and associated travel, will be performed at the Army Base Treatment Plant, Virginia Initiative Plant, Boat Harbor Treatment Plant, Williamsburg Treatment Plant, and Atlantic Treatment Plant.

## CONSENT AGENDA ITEM 2.b.2. – October 26, 2021

**Subject:** Land Application Services  
Contract Award (>\$200,000)

**Recommended Action:** Award a contract for land application services to Agnutrients Inc. in the estimated amount of \$3,668,658 for years one through three with two two-year renewal options and an estimated cumulative value in the amount of \$8,560,202.

**Type of Procurement:** Competitive Negotiation

<b>Proposers</b>	<b>Technical Points</b>	<b>Recommended Selection Ranking</b>
Agnutrients Inc.	88	1
Synagro-WWT, Inc.	64	2

**Contract Description:** This contract is an agreement for the management of HRSD's biosolids land application program at the Atlantic Treatment Plant along with the maintenance of the Progress Farm, an agricultural research property adjacent to the plant. A Public Notice was issued on July 15, 2021. Two firms submitted proposals on August 31, 2021 and all firms were determined to be responsive and deemed fully qualified, responsible and suitable to the requirements in the Request for Proposals. Two firms were short-listed and technically ranked. The proposal submitted by Agnutrients was ranked by technical points to be the highest qualified.

**Analysis of Cost:** Cost is considered fair and reasonable. Price was an evaluation criterion and Agnutrients costs were below the other offeror's costs and in line with the previous land application contract.

## CONSENT AGENDA ITEM 2.c.1. – October 26, 2021

**Subject:** SWIFT Program Management (Nansemond SWIFT Facility)  
Task Order (>\$200,000)

**Recommended Action:** Approve a task order with AECOM in the amount of \$299,003.

**CIP Project: GN016320**

Budget	\$80,000,000
Previous Expenditures and Encumbrances	(\$25,008,520)
Available Balance	\$54,991,480

<b>Contract Status:</b>	<b>Amount</b>
Original Contract with AECOM	\$5,264,440
Total Value of Previous Task Orders	\$19,519,452
Requested Task Order	\$299,003
Total Value of All Task Orders	\$19,818,455
Revised Contract Value	\$25,082,895
Engineering Services as % of Construction	0.11%

**Project Description:** The SWIFT Full Scale Implementation Program (FSIP) Management team will manage the delivery of the advanced water treatment facilities to take HRSD's already highly treated wastewater and produce SWIFT water. The Program Management team may also deliver conveyance, wastewater treatment plant improvements, and other such projects to support full scale SWIFT implementation. The Program Management team will implement the processes, procedures, and systems needed to design, procure, construct, permit, manage, and integrate the new SWIFT related assets.

**Task Order Description:** This task order will provide pre-planning services to finalize concept development of SWIFT facilities and Managed Aquifer Recharge well locations on the Nansemond Treatment Plant. Work will identify key decisions and project risks, perform early engineering support and rezoning efforts, and generally advance the definition of the project to support subsequent development of the Nansemond SWIFT Facility procurement documents.

**Analysis of Cost:** The cost for this task order is based on a detailed negotiated scope of work for pre-planning efforts. The proposed fee is 0.11 percent of the estimated construction cost for the project. This task order will be issued as an amendment to the Professional Services Agreement with AECOM for SWIFT Full Scale Implementation. The total hours budgeted are appropriate for the scope proposed for this task order and the labor rates for each category in the proposed fee are consistent with the rates structure in the Agreement, as approved for FY-2022.

**Design-Build Schedule:**

Preliminary design begins	June 2022
Preliminary design approval and begin Request for Qualifications (RFQ/ Request for Proposals (RFP) process	September 2023
Selection of Design-Build firm / establish Contract Cost Limit (CCL)	June 2024
Detailed design development / Stipulated Fixed Final Price	June 2025
Construction Complete	August 2028

## CONSENT AGENDA ITEM 2.d.1. – October 26, 2021

**Subject:** Oracle Business for Intelligence Applications (OBIA) and Oracle Business Intelligence Enterprise Edition (OBIEE) Upgrade  
Contract Change Order (>25% or \$50,000)

**Recommended Action:** Approve a change order with Emtec, Inc. in the amount of \$150,049.

<b>Contract Status:</b>	<b>Amount</b>	<b>Cumulative % of Contract</b>
Original Contract with Emtec, Inc.	\$102,852	
Total Value of Previous Change Orders	\$6,948	11.67%
Requested Change Order No. 3	\$150,049	
Total Value of All Change Orders	\$156,997	164.31%
Revised Contract Value	\$156,997	

Time (Additional Calendar Days)		90
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**Change Order Description:** This change order includes the second phase of the upgrade to the OBIA and OBIEE environments within the Oracle E-Business Suite (ERP). This upgrade is required in order to stay compatible with the new version of ERP that is scheduled for implementation in April 2022.

**Analysis of Cost:** The cost of this change order is based on the labor rates set forth in the Managed Support Services Agreement with Emtec and the initial Oracle OBIA upgrade project.

CONSENT AGENDA ITEM 2.e.1. – October 26, 2021

**Subject:** 457 Deferred Compensation Plans Administrative Services  
Sole Source (>\$10,000)

**Recommended Action:** Approve the use of International City Management Association Retirement Corporation (ICMA-RC) doing business as MissionSquare Retirement to provide administrative services for HRSD's 457 deferred compensation plans.

**Sole Source Justification:**

- Compatibility with existing equipment or systems is required
- Support of a special program in which the product or service has unique characteristics essential to the needs of the program
- Product or service is covered by a patent or copyright
- Product or service is part of standardization program to minimize training for maintenance and operation, and parts inventory

**Details:** As administrator of the plan, ICMA-RC performs all nondiscretionary functions which include but are not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement. ICMA-RC maintains and administers the Plan in accordance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal laws.

The Commission, at its regular meeting on January 24, 1989, adopted a resolution authorizing HRSD to establish a deferred compensation plan for its employees through the adoption of the ICMA Retirement Plan and Trust. HRSD desires to continue this deferred compensation plan with ICMA-RC as the administrators to offer participants additional choices and options for savings. ICMA-RC offers several fund choices including an option for a Roth IRA. They provide participants advice on how to reach their individual goals through their managed account program.

## CONSENT AGENDA ITEM 2.e.2. – October 26, 2021

**Subject:** Oracle Primavera Unifier Adapters Enhancement, Annual Subscriptions, and Managed Services provided by Enstoa, Inc.  
Sole Source Award (>\$10,000) and Contract Award (>\$200,000)

**Recommended Actions:**

- a. Approve the use of Oracle Primavera Unifier Adapters Integration Enhancement, Annual Subscriptions and Managed Services by Enstoa, Inc. for the Information Technology Division.
- b. Award a blanket purchase contract for Oracle Primavera Project Management System Enhancement Subscriptions (Adapters and Panoptra) to Enstoa, Inc. in the estimated amount of \$90,000 for year one with four annual renewal options and an estimated cumulative value in the amount of \$450,000.
- c. Award a blanket purchase contract for Oracle Primavera Unifier Managed Services to Enstoa, Inc. in the estimated amount of \$53,433 for year one with four annual renewal options and an estimated cumulative value in the amount of \$267,165.

**Sole Source Justification: Adapters Integration Enhancement**

- Compatibility with existing equipment or systems is required
- Support of a special program in which the product or service has unique characteristics essential to the needs of the program
- Product or service is covered by a patent or copyright
- Product or service is part of standardization program to minimize training for maintenance and operation, and parts inventory

**Details:** Product includes the purchase of the Adapters enhancement subscription that assists with integrating the Oracle E-Business Suite (EBS) application with the cloud hosted Unifier application. This enhancement solution custom made and proprietary to Enstoa, Inc.

**Contract Description:** Services include annual subscriptions for the Adapters enhancement solution and Panoptra visualization platform. An analysis was completed during original project management system implementation that showed the Enstoa Adapters solution provided the most efficient means for integration between Unifier and EBS. There are plans to re-evaluate the need for this subscription at the end of the five years.

The Panoptra visualization platform subscription was previously approved as a sole source in April 2017 and only requires contract award approval for multi-year continuous use.

**Sole Source Justification: Managed Services**

- Compatibility with existing equipment or systems is required
- Support of a special program in which the product or service has unique characteristics essential to the needs of the program

- Product or service is covered by a patent or copyright
- Product or service is part of standardization program to minimize training for maintenance and operation, and parts inventory

**Details:** Services include Enstoa support resources to assist with issues related to system integration strategies, policies and procedures previously implemented on the Unifier Project Management System and during post go-live. This includes support for the Adapters enhancement solution which is proprietary to Enstoa. With the integration between Unifier and EBS, HRSD will need to maintain support from Enstoa to ensure resolution of any issues regarding integration cost records.

**Contract Description:** This contract is an agreement for annual managed services for the Oracle Unifier Primavera Project Management System. The scope of these services will be Unifier, Panoptra (P6), Reporting, Integrations (Adapters), and Escalation and Management of Oracle service requests all of which were previously performed by HRSD staff. The services will be a retainer model in order to provide dedicated resources immediately. This service contract will be re-evaluated in five years alongside the Adapters enhancement solution.



## CONSENT AGENDA ITEM 2.e.3. – October 26, 2021

**Subject:** Oracle WebCenter Suite Upgrade  
Sole Source (>\$10,000) and Contract Award (>\$200,000)

**Recommended Actions:**

- a. Approve the limited sole source use of Application Software Technology, LLC (AST) services for Oracle WebCenter Suite Upgrade for the Information Technology Division.
- b. Award a contract to Applications Software Technology, LLC (AST) in the amount of \$260,000.

**Sole Source Justification:**

- Compatibility with existing equipment or systems is required
- Support of a special program in which the product or service has unique characteristics essential to the needs of the program
- Product or service is covered by a patent or copyright
- Product or service is part of standardization program to minimize training for maintenance and operation, and parts inventory

**Details:** Services include AST resources to perform the necessary upgrades to Oracle WebCenter Suite for the Information Technology Division. These upgrades are required in order to be compatible with the new version of Oracle E-Business Suite (EBS) scheduled for implementation in April 2022.

This is a limited sole source approval due to the aggressive schedule and immediate time constraints for the EBS version upgrade project. AST was previously selected through a competitive negotiation process as the original implementer of the EBS system and wrote the custom code for the integration between EBS and WebCenter. By AST having the source code and performing the upgrade, this would eliminate a few areas of risk for HRSD. These include another contractor potentially having to rewrite the code to perform the upgrades and delays in the project timeline for the EBS version upgrade.

**Contract Description:** This contract is an agreement for AST to perform the necessary upgrades to Oracle WebCenter platform from 11g to 12c in order to be compatible with the new version of EBS scheduled for upgrade in April 2022. The scope of work includes review of existing installation and application functionality, upgrade of the software in three environments (development, test, production), migration of historical content, cutover and deployment, knowledge transfer and go-live support. All work is estimated to take approximately four to five months.

CONSENT AGENDA ITEM 2.f.1. – October 26, 2021

**Subject:** Audio Visual Support and Maintenance Services  
HRSD Use of Existing Competitively Awarded Contract Vehicle and Contract Award  
(>\$200,000)

**Recommended Actions:**

- a. Approve the use of the Virginia Commonwealth University (VCU) contract for Audio Visual Products, Services and Maintenance from Vlcom-Virginia Integrated Communication in the estimated amount of \$53,382 for one year with four annual renewal options and an estimated cumulative value of \$266,910.
- b. Award a contract to Vlcom-Virginia Integrated Communication in the amount of \$53,382.

**HRSD Estimate:** \$60,000

**Contract Description:** This contract is an agreement for full-service maintenance for various audio visual equipment throughout the conference rooms of all HRSD facilities.

**Analysis of Cost:** By utilizing the cooperative contract through VCU, HRSD is receiving seven percent cost savings.

CONSENT AGENDA ITEM 2.f.2. – October 26, 2021

**Subject:** Microsoft® Enterprise Licensing Agreement  
HRSD Use of Existing Competitively Awarded Contract Vehicle and Contract Award  
(>\$200,000)

**Recommended Actions:**

- a. Approve the use of the Virginia Information Technology Agency (VITA) contract Microsoft® products to SHI International Corporation in the estimated amount of \$741,565 for one year with two annual renewal options and an estimated cumulative value in the amount of \$2,224,695
- b. Award a contract to SHI International Corporation in the amount of \$741,565.

**HRSD Estimate:** \$750,000

**Contract Description:** This contract is an agreement for a Microsoft Enterprise Licensing Agreement that includes all Microsoft products and licensing through the use of the Commonwealth of Virginia (VCU) cooperative contract with VITA. HRSD has switched to a Microsoft 365 E5 plan which has advanced threat protection, security compliance, voice and analytical capabilities, among other security features. While utilizing the cooperative contract, the authorized Microsoft reseller for Virginia may change; however, the terms of the MS agreement and all pricing will remain the same for all five years based on HRSD's current equipment.

**Analysis of Cost:** By utilizing the cooperative contract through VCU, HRSD is receiving 16 percent cost savings. This contract will also have unknown estimated true-up costs each year to account for new licenses.

CONSENT AGENDA ITEM 2.g.1. – October 26, 2021

**Subject:** Service Area Amendment  
County of Mathews, Dutton Service Area

**Recommended Action:** Approve the modification to the existing Mathews Service Area as requested by the County of Mathews.

**Project Description:** The County of Mathews has requested a modification to the HRSD Service Area boundary in the Dutton area of the County as shown on the attached [Vicinity Map](#).





HRSD has capacity to accept flows from development within this amended service area as shown based on the proposed development and projected land use within the expansion. HRSD and the County have discussed the requirements that proposed development must follow to satisfy the HRSD [Service Area Expansion](#) Commission Adopted Policy.

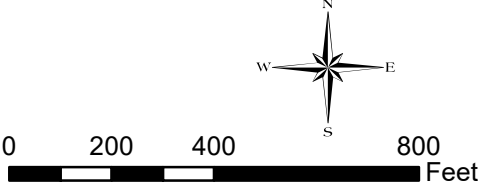
1. HRSD shall provide conveyance and treatment works capacity.
2. The Locality shall provide the infrastructure necessary to reach the Regional Interceptor System.
3. Once complete, all facilities shall be conveyed to HRSD.

In addition, the County of Mathews shall work with HRSD to require a community water system be installed and maintained to facilitate collection of consumption data and provide enforcement mechanisms. HRSD shall be provided rights to this system equivalent to a public water system.

# DUTTON SERVICE AREA EXPANSION



-  Proposed Pump Station
-  HRSD Interceptors
-  Proposed Transmission Line
-  Dutton Expansion



## **1.0 Purpose and Need**

This policy establishes the procedures and guidelines to submit, review, and approve service area expansion requests. Localities request sewer service area expansions to facilitate development or provide sewer service to previously unserved areas.

## **2.0 Definitions**

*Comprehensive Plan.* A plan that shows the locality's long-range recommendations for the general development of the territory as required by Code of Virginia section 15.2-2223.

*HRSD Service Area.* The area of sewer service that is defined through coordination with the localities that HRSD serves. The existing Service Area boundaries can be found on the HRSD website.

*HRSD Territory.* All territory lying within the boundaries of the counties and cities included in the District, including all territory lying within the boundaries of any town in a county unless otherwise specified.

*Localities.* Cities, Counties, and Towns within the HRSD Service Area.

*Metro Area.* Area encompassing the following localities: Cities of Virginia Beach, Norfolk, Chesapeake, Suffolk, Portsmouth, Hampton, Newport News, and Williamsburg; the Counties of Isle of Wight, Gloucester, and James City; and the Town of Smithfield.

*Private Sewer System.* A private sewer is any infrastructure that conveys sanitary sewage, is located on private property, and is operated and maintained by the private owner.

*Public Collection System.* Any facility that conveys sanitary sewage that is owned and operated by either a locality or HRSD.

*Regional Interceptor System.* A network of gravity and/or force main pipes owned and operated by HRSD which convey sanitary sewage received from locality or HRSD pump stations to the HRSD treatment works.

*Regional Treatment Works.* Wastewater treatment facilities, with physical, chemical, and biological processes to treat sewage and discharge treated water, which are owned and operated by HRSD.

*Small Communities.* Localities including but not limited to: the Counties of King William, King and Queen, Middlesex, Surry, and Mathews; the Towns located within these Counties; and the Lawnes Point development.

*Terminal Pump Station.* Any pump station that connects to; (1) the regional interceptor system or; (2) to a collection system force main that ties into the regional interceptor system.

### **3.0 Guiding Principles**

Localities control zoning and development. Localities are responsible for developing and maintaining their respective sanitary sewer master plan or similar plan which defines their sewer service areas in alignment with their Comprehensive Plan. HRSD partners with the Localities to strategically plan the Regional Interceptor System and Treatment Works. HRSD is committed to building the appropriate regional wastewater infrastructure at the appropriate time, in a manner that balances social, environmental and economic issues, and is integrated with the localities' planning and land use zoning.

HRSD will ensure capacity of the regional interceptor system and treatment works for locality sewer service areas located within the HRSD Service Area. The HRSD Service Area is the area generally within two miles of existing HRSD infrastructure. Localities shall be responsible for all sewer infrastructure required to connect to the regional interceptor system. HRSD will review all sanitary sewer service area expansion requests and update the HRSD Service Area map when expansions are approved.

### **4.0 Procedures**

#### **4.1 Request**

To expand sewer service, localities shall submit a formal service area expansion request to HRSD for review and approval. All requests must be accompanied by proper documentation to include but not limited to the following:

- A. Service area expansion request executed and signed by the Locality's authorized representative.
- B. A map with a defined service area boundary. The map shall identify infrastructure required to convey the flow from the new service area to the point of entry into the regional interceptor system.



- C. Sanitary sewer flow projections for the expanded service area shall be based on HRSD's Regional Sewage Flow Projection Data policy or based on best engineering practices at the time of the service area expansion request.
- D. If the service area included in the expansion request is not contiguous to existing sewerage areas and such expansion would require regional interceptor facilities, the Locality shall be responsible to confirm with HRSD and submit in writing whether these gap areas should be included or not in the overall alignment and sizing of local and/or regional interceptor force mains.

It is the Locality's responsibility to coordinate with HRSD to identify the need of service area expansion at least two years prior to when actual development will occur in order to allow HRSD to plan and program necessary regional interceptor system and treatment works improvements.

#### **4.2 Review**

HRSD shall review and evaluate each request. The schedule for approval of requests shall be based on an evaluation of the conveyance and treatment works capacity as well as the criteria herein. Expansions requiring Regional Interceptor System or Treatment Works expansion may be granted conditional approval.

#### **4.3 Obligations**

HRSD and the Localities have separate responsibilities and obligations depending on where the proposed expansion is located.

The Locality shall make available public water supply to the service area considered for sewer service expansion.

##### **4.3.1 Requests within 2 miles of the Regional Interceptor System**

Metro Area:

- A. HRSD shall provide conveyance and treatment works capacity.
- B. The Locality shall provide the infrastructure necessary to reach the Regional Interceptor System.





Small Communities:

- A. HRSD shall provide conveyance and treatment works capacity.
- B. The Locality shall provide the infrastructure necessary to reach the Regional Interceptor System.
- C. Once complete, all facilities shall be conveyed to HRSD.

#### **4.3.2 Requests greater than 2 miles from the Regional Interceptor System**

Metro Area:

- A. HRSD will review the existing conveyance and treatment works facilities for capacity.
  - i. If capacity improvements are necessary, HRSD will plan for and program funds to provide the needed improvements.
  - ii. HRSD and the locality shall develop a specific cost sharing agreement unique to the request and approved by each governing body.

Small Communities:

- A. HRSD will review the existing conveyance and treatment works facilities for capacity. If capacity improvements are necessary, HRSD will plan for and program funds to provide the needed improvements.
- B. HRSD will extend the Regional Interceptor System to within 2 miles of the requested service area expansion.
- C. The Locality shall provide the infrastructure necessary to reach the extended Regional Interceptor System.
- D. Once complete, all facilities shall be conveyed to HRSD.

#### **4.4 Approval**

Upon HRSD Commission approval of a service area expansion request, HRSD will send a Service Area Expansion Authorization letter, signed by the General Manager. The HRSD Service Area map will be updated upon Commission approval.

**COMMISSION ADOPTED POLICY**  
*Service Area Expansion Policy*



Adopted: September 30, 2019

Revised: N/A

Page 5 of 5

**5.0 Responsibility and Authority**

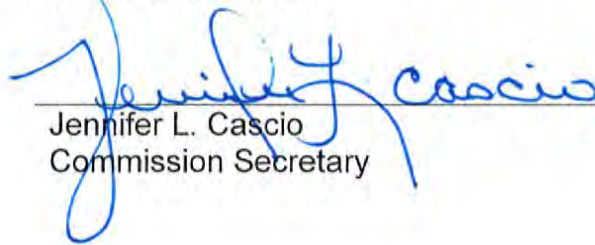
The Planning and Analysis Division of the Engineering Department shall be responsible to enforce this Policy as it relates to collection, conveyance, and treatment works facilities which it owns and operates to ensure there is adequate capacity available to meet current and future development in the Localities within its territory.

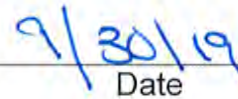
The Planning and Analysis Division of the Engineering Department shall be responsible for regular reviews and recommended updates to this policy.

Approved:

  
Frederick N. Elofson, CPA  
Commission Chair

  
Date

  
Jennifer L. Cascio  
Commission Secretary

  
Date

HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #2

Agenda Item 3. Fiscal Year 2021 Comprehensive Annual Financial Report

\* [Presentation](#)

\* [Final Comprehensive Annual Financial Report](#)

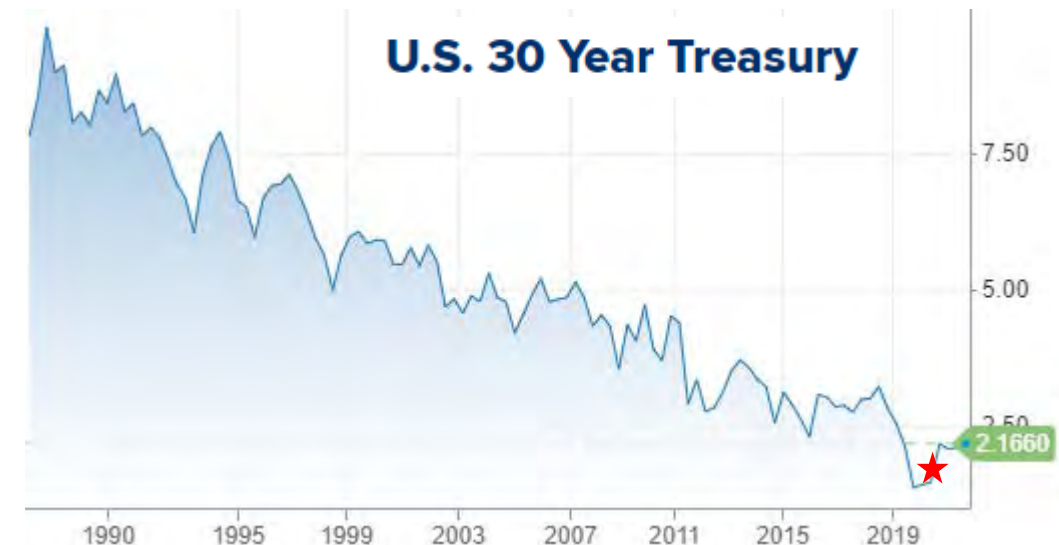


Fiscal Year - 2021  
Comprehensive Annual Financial  
Report

October 26, 2021

## FY2021 Financial Report Highlights - Bottom Line Up Front (BLUF)

- **Sept 2020 WIFIA Tranche 1 - \$226M @ 1.42%**
  - *Sept 2021 WIFIA Tranche 2 - \$477M @ 1.95%*
  - *Total = \$700M @ weighted avg = 1.78% for 34 yrs*
  - *Combined with Clean Water revolving loans, ratepayer savings is over \$500M*
- **\$8.7M in Municipal Utility Relief helped over 33k customers**
- **Water consumption increased 3.2% YOY (Year over Year)**
- **Operating Revenues up 2.4% YOY**
  - *No rate increase in FY21 (planned 9.0%)*
- **Operating Expenses up 6.4% YOY**
- **Total Debt Service Coverage = 2.66x**
- **Adjusted Days Cash on Hand = 367 days**
- **VRS Pension Funded Ratio = 85%**
- **OPEB Funded Ratio = 104%**



# Where do we spend our money? 83% Regulatory Driven Infrastructure



**Infrastructure \$0.50**

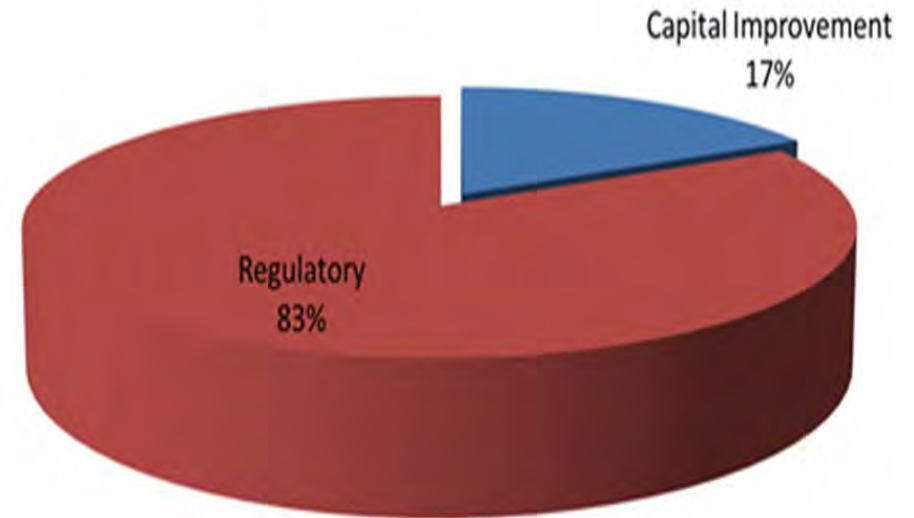


**People \$0.25**



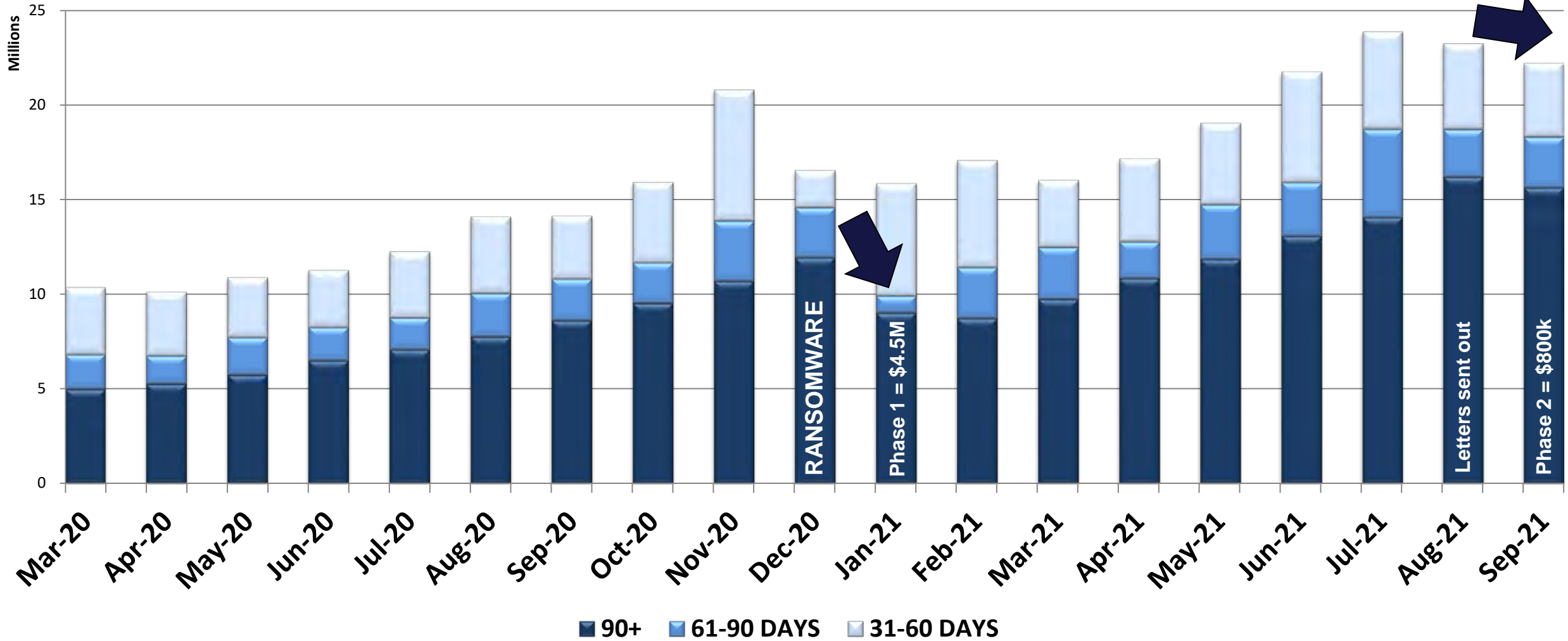
**Opex \$0.25**

FY22 to FY31 Program - Regulatory Driven Projects





# HRSD Aging trends since the start of the pandemic



All of HRSD's \$8.7M COVID-19 relief was applied – Over 33k customers helped!

- HRSD paid off customers locality bills to maximize assistance
- Total applied to HRSD accounts, **\$5.32M**
- Total applied to HRSD accounts by Localities, **\$1.29M**

	Amount	Accounts	Average
HRSD	\$5,322,003	23,924	\$222
Chesapeake - Water and Sewer	\$1,143,108	2481	\$461
James City - Water and Sewer	\$1,529	15	\$102
King William - Water and Sewer	\$1,952	16	\$122
Norfolk - Water and Sewer	\$1,201,228	3,370	\$356
Smithfield - Water and Sewer	\$18,503	56	\$330
Suffolk - Water and Sewer	\$1,104,483	3,556	\$311
Surry - Water and Sewer	\$2,616	20	\$203
Urbanna - Water and Sewer	\$2,156	10	\$216
<b>TOTAL</b>	<b>\$8,736,944*</b>	<b>33,448</b>	<b>\$263</b>

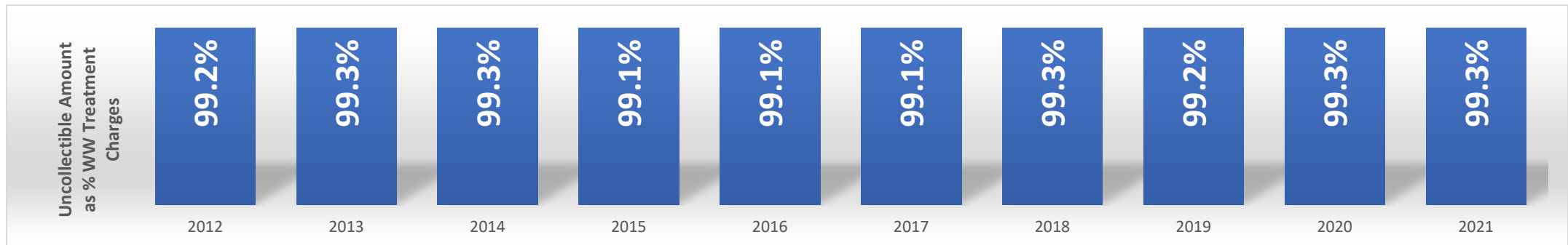
*\*Includes adjustments*





## Financial Statement write-offs are different from aging (arrearage)

- **Uncollectible (\$2.17M)**
  - Inactive accounts (primarily due to moving away) - 12 months after a final bill is generated
  - Bankruptcies
- **Collectible** (*Aging, \$20M >30 days past due as 6/30/21*)
  - Active accounts are considered collectible
  - Ability to shut-off water



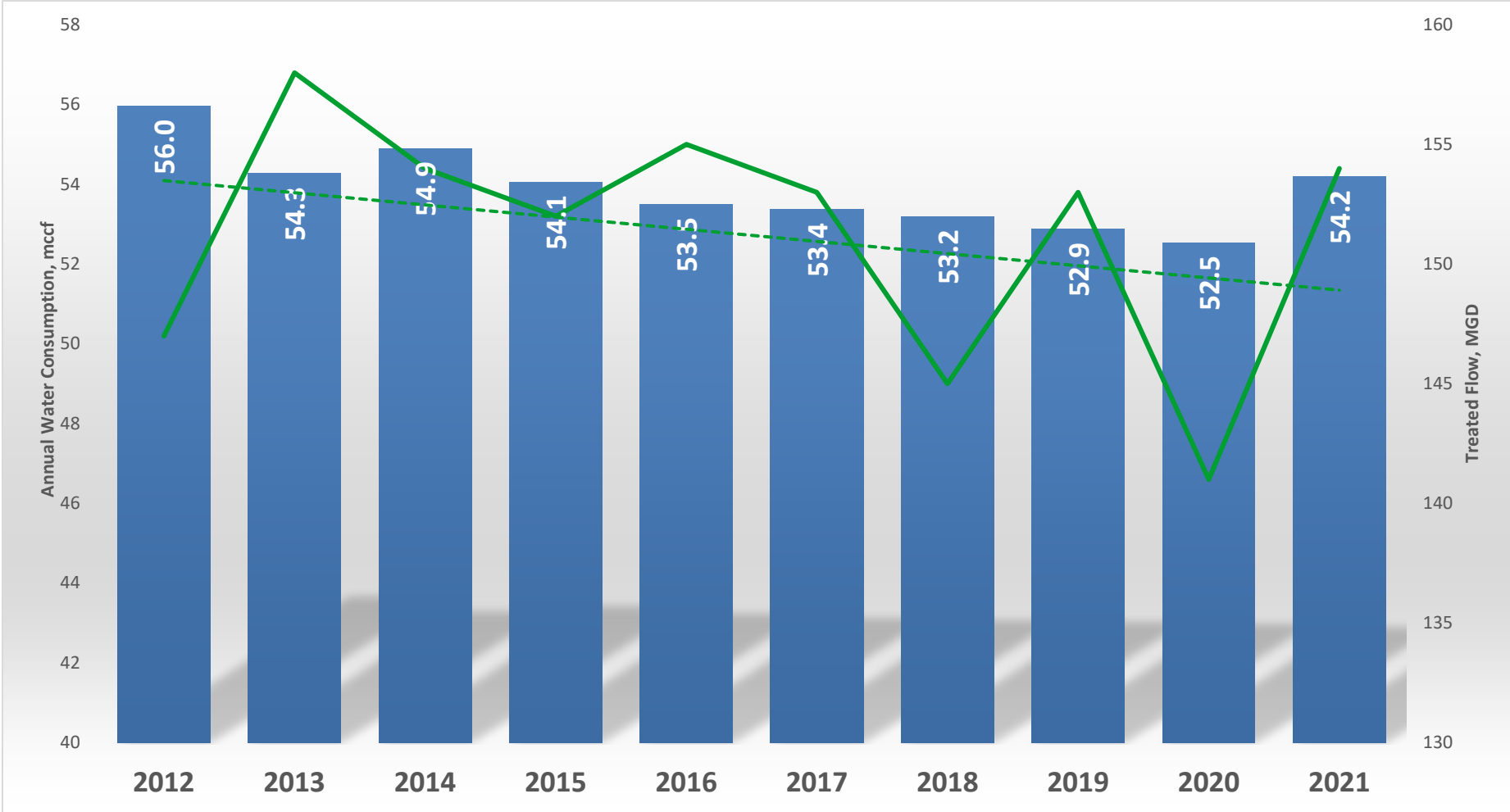
## Acknowledgements

- Lee Acors - Chief of Accounting
- Kassandra Pagan – Accounting Manager
- Kathy Stephanitsis - Accounting Manager
- Ramona Bradshaw - Accounting Manager
- Helen Mayhue - Financial Analyst
- Andrew Drumheller - Financial Analyst
- Donna Stinson - Business Analyst
- Anisea Burl - Accounts Payable Supervisor
- Irene Cartagena – Payroll Specialist
- Milorad Radovic – Accounts Receivable Specialist
- Dawn Holmes-Schalow – Accounts Receivable Specialist
- Cay Warren, Accounts Receivable Technician
- Charmaine Simmons - Accounts Payable Coordinator
- Ingrid Conde - Accounts Payable Coordinator
- Theresa Black - Accounts Payable Coordinator
- Danielle Raleigh - Accounting Coordinator
- Cherry Bekaert



**38 Consecutive Years**

# Water consumption vs Treated flow, declining trend but an increase in FY21



## Summary Statements of Revenues (,000s)

(in thousands)	2021	2020	2021 vs. 2020		
			Dollars	Percent	
Operating revenues	\$329,769	\$322,032	\$7,737	2.4%	Higher water consumption
Facility charge revenues	7,379	6,444	935	14.5%	
Investment income, net	471	5,876	-5,405	-92.0%	Partially offset by lower variable rate debt service
Bond interest subsidy	2,167	2,205	-38	-1.7%	
<b>Total revenues</b>	<b>339,786</b>	<b>336,557</b>	<b>3,229</b>	<b>1.0%</b>	

## Summary Statements of Expenses (,000s)

(in thousands)	2021	2020	2021 vs. 2020	
			Dollars	Percent
Operating expenses:				
Wastewater treatment	132,820	122,393	10,427	8.5%
General and administrative	48,691	46,949	1,742	3.7%
Depreciation and amortization	53,278	51,383	1,895	3.7%
Total operating expenses	<b>234,789</b>	<b>220,725</b>	<b>14,064</b>	<b>6.4%</b>
Non-operating expenses:				
Bond issuance costs	682	1290	-608	-47.1%
Capital distributions to localities	376	-		
Disposal of capital assets	-	739		0.0%
Interest expense	25,339	26,179	-840	-3.2%
Total non-operating expenses	26,397	28,208	-1811	-6.4%
<b>Total expenses</b>	<b>261,186</b>	<b>248,933</b>	<b>12,253</b>	<b>4.9%</b>

WIFIA T1

Taxable  
Refunding  
saved \$30M

# Cost Increases by Category

Operating Expenses	FY21 Actual	FY20 Actual	Variance	% Diff
Personal Services	\$60,250,177	\$59,665,722	\$584,456	1.0%
Fringe Benefits	\$23,878,295	\$21,416,337	\$2,461,958	10.3%
Materials & Supplies	\$11,413,917	\$9,365,181	\$2,048,736	17.9%
Transportation	\$1,100,718	\$1,194,984	\$(94,266)	-8.6%
Utilities	\$12,946,881	\$12,583,437	\$363,444	2.8%
Chemical Purchases	\$8,719,185	\$8,759,888	\$(40,703)	-0.5%
Contractual Services	\$37,276,557	\$33,747,587	\$3,528,970	9.5%
Major Repairs	\$6,757,600	\$7,542,919	\$(785,320)	-11.6%

Avg 3.4% increase in the last ten years – benefit of hiring delay?

Pension +\$2.6M  
 Medical +\$1.8M  
 Post-Retirement Health -\$2.4M

Inventory Adjustment +\$1.8M

Pipeline Inspection +\$1.0M  
 Condition Assessment +\$900k  
 Sewer repairs +\$500k  
 Coatings +\$500k  
 Land Application -\$250k  
 IT related +\$700k

- Capital projects expensed = +\$5.0M (not capitalizable)
  - Studies
  - Climate Change Study
  - Asset Management Implementation



## Contractual Services YOY Increases

- Outsourced pipeline inspection **+\$1.0M**
- Condition Assessment moved from CIP to Operations **+\$900k**
- Planned sewer repairs from FY20 carried over in FY21 **+\$500k**
- VIP Secondary clarifier coatings **+\$500k**
- Atlantic land application, lower solids volume due to CAMBI **-\$250k**
- IT related **+\$700k**
  - Ransomware recovery
  - Interface design (CMMS, ERP, CC&B, EDS, Sharepoint and Microsoft Power BI)
- *Ransomware insurance payments = \$400k, \$25k deductible*

## Summary Statements of Net Position, (,000s)

(in thousands)	2021	2020	2021 vs. 2020	
			Dollars	Percent
Capital assets	\$1,604,840	\$1,457,955	\$146,885	10.1%
Current assets and noncurrent assets	309,670	337,233	(\$27,563)	-8.2%
<b>Total assets</b>	<b>\$1,914,510</b>	<b>\$1,795,188</b>	<b>\$119,322</b>	<b>6.6%</b>
<b>Deferred Outflows</b> (Pension/OPEB)	<b>42,277</b>	<b>37,592</b>	<b>\$4,685</b>	<b>12.5%</b>
Long-term liabilities	\$791,357	\$791,705	(\$348)	0.0%
Current liabilities	196,704	157,752	\$38,952	24.7%
<b>Total liabilities</b>	<b>\$988,061</b>	<b>\$949,457</b>	<b>\$38,604</b>	<b>4.1%</b>
<b>Deferred Inflows</b> (Pension/OPEB)	<b>17,902</b>	<b>13,416</b>	<b>\$4,486</b>	<b>33.4%</b>
<b>Total net position</b>	<b>\$950,824</b>	<b>\$869,907</b>	<b>\$80,917</b>	<b>9.3%</b>

PAYGO for Capex  
(Cash)

Bonds, Pension and  
OPEB Liability

Line of Credit and  
existing contracts




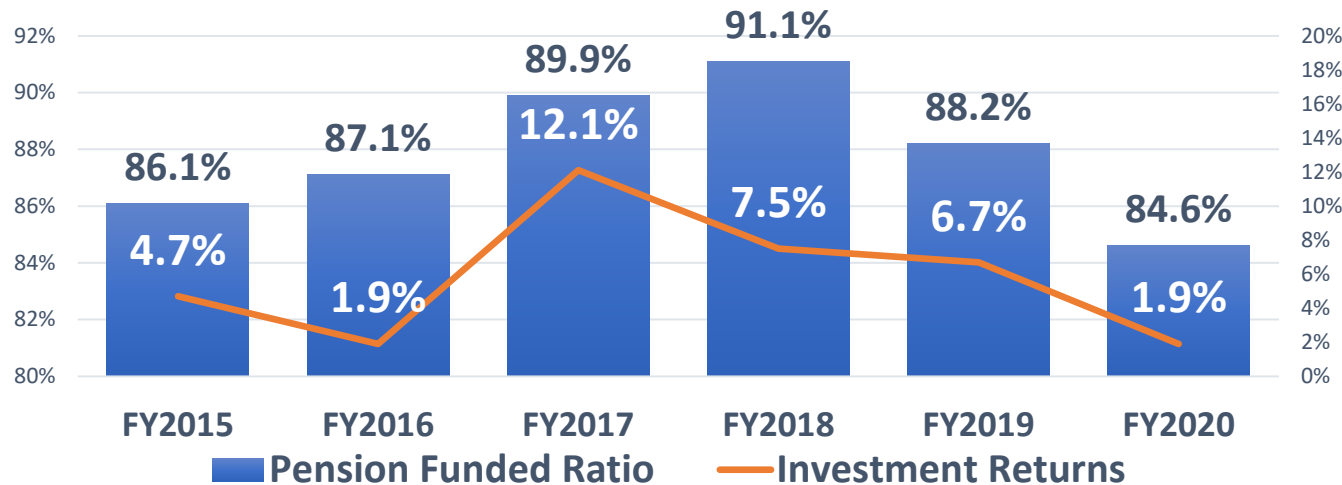
# Net Pension Liability and Funded Ratio as June 30, 2020\*

\*Measurement Date, Reporting Date = 6/30/21

**Total Pension Liability** = \$254.5 million  
**– Investment Value (Assets)** = \$215.3 million  


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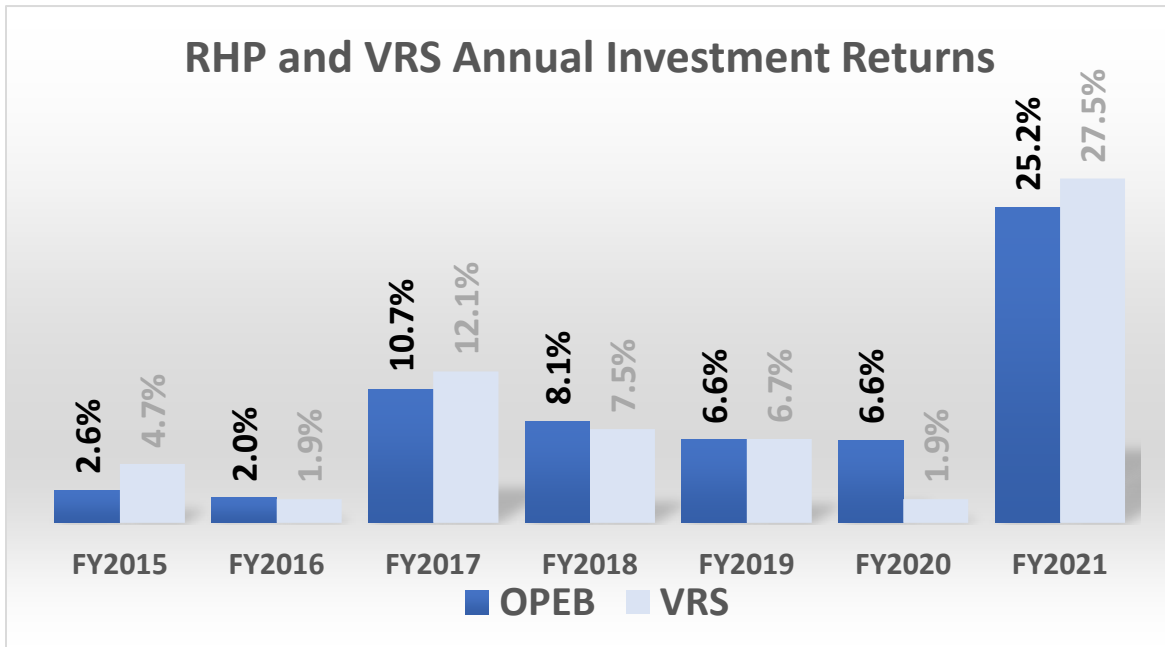
**Net Pension Liability (NPL)** = **\$39.1 million** (up \$10.0M)  
**Funded Ratio** = **84.6%**  (down 3.6%)  
**VRS assumed rate of return** = **6.75%**




## Retiree Health Plan (RHP) Funded Ratio as of June 30, 2021


<p style="text-align: center; color: green; font-weight: bold;">RHP OPEB Liability</p> <p style="text-align: center; color: green; font-weight: bold;">= \$68.6 million (+\$6.5)</p> <p style="text-align: center; color: green; font-weight: bold;">- Investment Value (Assets)</p> <p style="text-align: center; color: green; font-weight: bold;">= \$71.7 million (+\$14.8)</p> <hr style="border: 1px solid black;"/> <p style="text-align: center; color: green; font-weight: bold;">Net RHP OPEB Liability</p> <p style="text-align: center; color: green; font-weight: bold;">= (\$3.1 million) (-\$8.3)</p> <p style="text-align: center; color: green; font-weight: bold;">FY2021 RHP Funded Ratio</p> <p style="text-align: center; color: green; font-weight: bold;">= 104.4% <span style="color: green; font-size: 2em;">↑</span> (+12.8%)</p>	
---	--

91.4% Using Actuarial Valuation





**VML**  
VIRGINIA MUNICIPAL LEAGUE



**VCo**  
Virginia Association of Counties

Median Funded Ratio = 47%

Range = 1% to 80%

\* HRSD's assumed rate of return = 6.0%, 9.27% since inception

$$\text{Debt Service Coverage Ratio} = \frac{\text{REVENUES} - \text{EXPENSES}}{\text{Principal} + \text{Interest}}$$

- *How much income will you have to pay Debt Service (principal + interest)?*
- *Quantifies **RISK** - Likelihood bond investors get paid back?*
- *Higher ratio is better*

# Debt Service Coverage Ratio (DSCR) by Trust Agreement

## SENIOR TRUST AGREEMENT

### Total Debt Service Coverage Requirement FY 2021

Total Debt Service Coverage Ratio – Max Annual DS (Year 2025)\* **2.26x**

Legal Coverage Requirement 1.00x  
 Debt Service Reserve Fund Test 1.35x



**FY21 Forecast = 2.17x**

## SUBORDINATE TRUST AGREEMENT/FINANCIAL POLICY

### Total Debt Service Coverage Requirement FY 2021

Total Debt Service Coverage Ratio – GAAP **2.66x**

Total Debt Service Coverage Ratio – Adjusted Cash Basis **2.66x**

Financial Policy Requirement 1.40x  
 Legal Coverage Requirement 1.20x



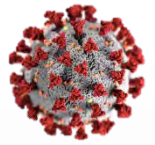
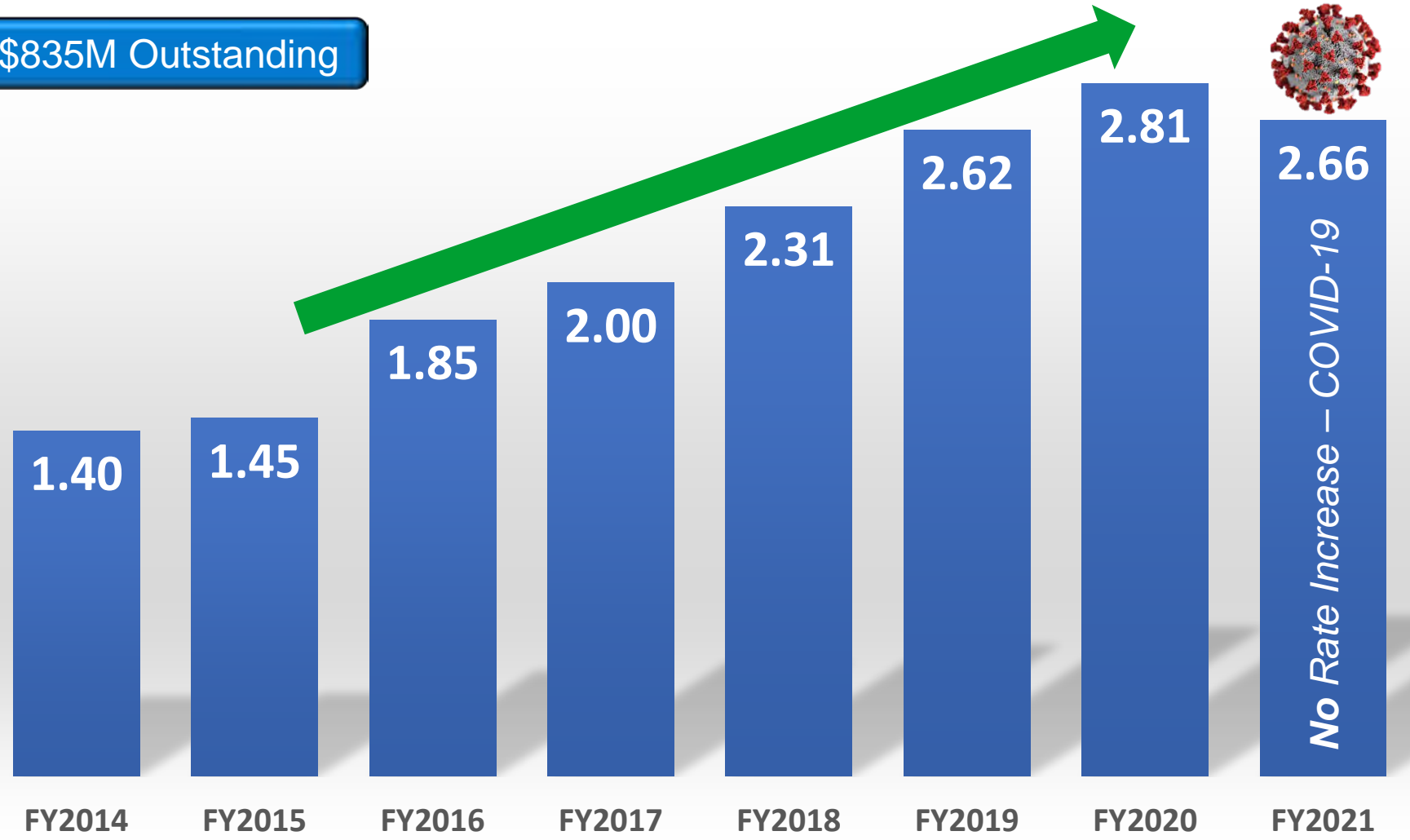
Fitch 2020 Medians	DSCR
AAA	2.8
<b>AA</b>	<b>2.5</b>
A	1.4
All	2.4
<b>Large</b>	<b>2.4</b>

*\*Max Annual Debt Service occurs in Year 2025 due to VRA loans*



# Total Debt Service Coverage Trend

Debt = \$835M Outstanding



No Rate Increase – COVID-19

## Liquidity (HRSD's Unrestricted Savings Account) – Adjusted Days Cash on Hand (ADCOH)

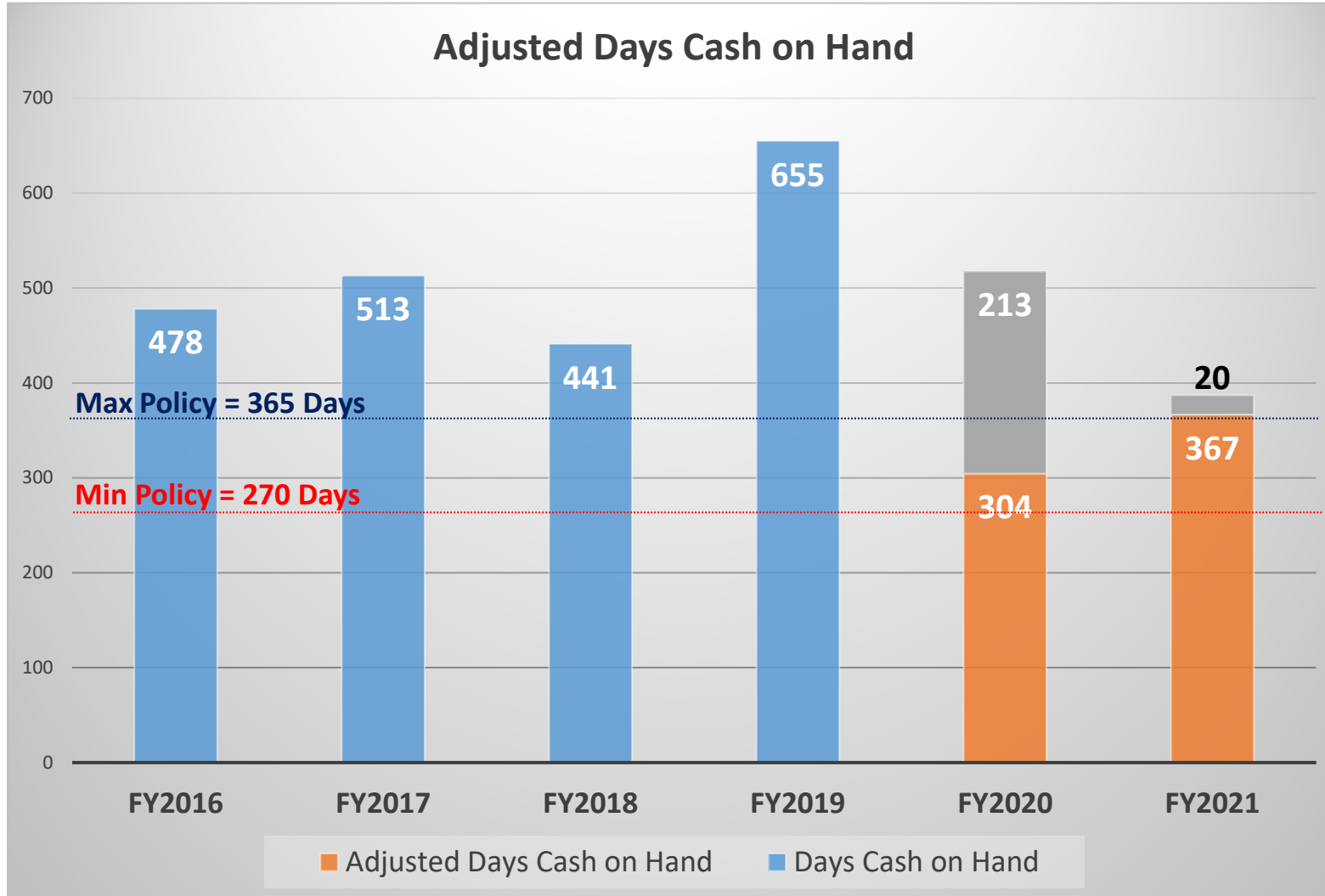
- Liquidity indicates financial flexibility to pay near-term obligations and margin of safety
- Adjusted Days Cash on Hand (ADCOH)
  - Excludes reserves and PAYGO for CIP
- How many days can you operate with available cash if no revenue is coming in?
- Includes Capital Reserve funds

$$\text{ADCOH} = \frac{\text{Unrestricted Cash and Investments}}{\text{Operating Expenses} \div 365 \text{ days}}$$

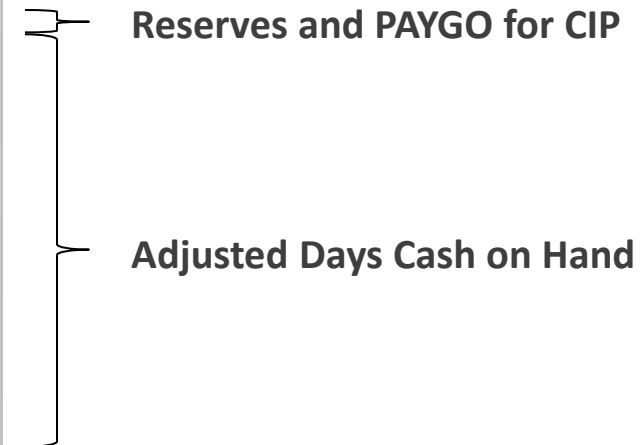
(EXCLUDES RESERVES AND PAYGO FOR CIP)

*HRSD POLICY - Min = 270 ADCOH, Max = 365 ADCOH*

# Adjusted Days Cash on Hand (DCOH)



Fitch 2020 Medians	Total
AAA	677
<b>AA</b>	<b>565</b>
A	298
All	565
<b>Large</b>	<b>408</b>



- Financial health is sound, but headwinds exist
  - Future water consumption trends??
  - COVID-19 related impacts still unknown
  - Expenses will be impacted by rising inflation, supply chain issues
  - Pension and Retiree Health plans have high funded ratios
- On the Horizon
  - Finalizing Consent Decree negotiations
  - New Debt Solutions Section with Customer Care
    - Second round of Municipal Utility Relief (\$120M)
    - Low Income Household Water Assistance Program (LIHWAP) - 2023
    - PromisePay roll-out to all Localities
  - \$100M of Clean Water revolving loans approved, expect closing in early 2022
  - WQIF Grants (Water Quality Improvement Funds)



- October 13, 2021 – Finance Committee Detailed Briefing
- October 26, 2021 – Commission Accepts the Finance Committee’s Report regarding the Financial Report
- **Prior to November 27, 2021 - Final Financial Report sent to the Commission and posted on EMMA (150 days after Fiscal Year End)**

---

Questions?

---

# Comprehensive Annual Financial Report



For the Fiscal Years Ended June 30, 2021 and 2020  
Hampton Roads Sanitation District  
(A Component Unit of the Commonwealth of Virginia)

**HRSD**





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# HAMPTON ROADS SANITATION DISTRICT

COMPREHENSIVE ANNUAL FINANCIAL REPORT  
FOR THE FISCAL YEARS ENDED JUNE 30, 2021 AND 2020

PREPARED BY THE FINANCE DEPARTMENT



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# TABLE OF CONTENTS

COMPREHENSIVE ANNUAL FINANCIAL REPORT / HAMPTON ROADS SANITATION DISTRICT

## INTRODUCTORY SECTION

Transmittal Letter . . . . .	1
GFOA Certificate of Achievement . . . . .	3
Principal Officials . . . . .	4
HRSD Organization Chart . . . . .	5
HRSD Service Area . . . . .	6
HRSD History . . . . .	7

## FINANCIAL SECTION

Report of Independent Auditor . . . . .	11
Managements Discussion and Analysis (Unaudited) . . . . .	13

### Basic Financial Section

Statements of Net Position . . . . .	20
Statements of Revenues, Expenses and Changes in Net Position . . . . .	22
Statements of Cash Flows . . . . .	23
Statements of Fiduciary Net Position . . . . .	24
Statements of Changes in Fiduciary Net Position . . . . .	25
Notes to Financial Statements . . . . .	26

## REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)

Schedule of Changes in Net Pension Liability and Related Ratios . . . . .	63
Schedule of Employer Pension Contributions . . . . .	64
Schedule of Changes in Net RHP OPEB Liability (Asset) and Related Ratios . . . . .	65
Schedule of Employer RHP OPEB Contributions . . . . .	66
Schedule of Employer's Share of Net GLI OPEB Liability and Related Ratios . . . . .	67
Schedule of Employer GLI OPEB Contributions . . . . .	68
Schedule of Changes in Net HIC OPEB Liability and Related Ratios . . . . .	69
Schedule of Employer HIC OPEB Contributions . . . . .	70

## STATISTICAL SECTION (UNAUDITED)

Index to Statistical Section . . . . .	73
Demographic and Other Miscellaneous Statistics . . . . .	75
Schedule of Operating Revenues, Expenses, Net Position by Component and Debt Service Expenses . . . . .	76
Objective Classification of Departmental Expenses for Operations . . . . .	78
Ratios of Outstanding Debt by Type . . . . .	79
Rate Schedule - Wastewater Treatment Charges . . . . .	80

# TABLE OF CONTENTS

COMPREHENSIVE ANNUAL FINANCIAL REPORT / HAMPTON ROADS SANITATION DISTRICT

Rate Schedule - Wastewater Facility Charges.....	81
Treatment Plant Operating Summary .....	82
Ten Largest Customers .....	85
Ten Largest Employers .....	86
Comparison of Treated Flow to Billed Flow .....	87
Number of Employees by Identifiable Activity .....	88
<b>OTHER SUPPLEMENTAL SECTION (UNAUDITED)</b>	
Summary of Primary Bonded Debt Service .....	91
Budgetary Comparison Schedule .....	92
Notes to Budgetary Comparison Schedule .....	93
Schedule of Revenues, Expenses and Debt Service for Operations.....	95
Objective Classification of Departmental Expenses for Operations.....	96
Department Summary of Expenses .....	98



The image features a background of overlapping, semi-transparent geometric shapes in shades of blue and green. These shapes are arranged in a way that creates a sense of depth and movement, with some appearing to be stacked or layered. A prominent blue horizontal banner is positioned across the middle of the image, containing the text 'Introductory Section' in a bold, white, sans-serif font. The overall aesthetic is modern and professional, typical of a corporate or educational presentation.

# **Introductory Section**



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November 15, 2021

Hampton Roads Sanitation District Commission  
Virginia Beach, Virginia

Dear Commissioners:

Political subdivisions of the Commonwealth of Virginia are required to publish a complete set of audited financial statements. This report fulfills that requirement for the fiscal year ended June 30, 2021.

Hampton Roads Sanitation District's (HRSD) management assumes full responsibility for the completeness and reliability of the information contained in this report, based on a comprehensive framework of internal control it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of material misstatements.

Cherry Bekaert LLP, Certified Public Accountants, has issued an unmodified ("clean") opinion on HRSD's financial statements for the year ended June 30, 2021. The independent auditors' report is located at the front of the financial section of this report.

Management's Discussion and Analysis (MD&A) immediately follows the Report of Independent Auditor and provides a narrative introduction, overview and analysis of the basic financial statements. The MD&A, which complements this letter of transmittal, should be read in conjunction with it.

## **PROFILE OF HRSD**

HRSD is an independent political subdivision of the Commonwealth of Virginia (the Commonwealth) created by referendum on November 5, 1940. HRSD was established to abate water pollution in the Hampton Roads area by providing a system of interceptor mains and wastewater treatment plants.

Approximately 1.7 million individuals, more than one-fifth of Virginia's population, reside in HRSD's service area, which is in the southeastern corner of the Commonwealth. HRSD's territory of approximately 5,000 square miles encompasses nine cities, eleven counties and several large military facilities. A brief history of HRSD is provided on page 6. HRSD is required by its Enabling Act to meet its obligations by charging user fees for its wastewater treatment services; no taxing authority is authorized by the Enabling Act. Currently, HRSD provides service and bills to approximately 481,000 service connections.

A board of eight commissioners (the Commission), appointed by the Governor of Virginia, governs HRSD. Commission members, who serve four-year staggered terms, can be reappointed without limitation and may be suspended or removed by the Governor at his pleasure. The Commission appoints a General Manager, who appoints the senior staff.

HRSD owns and operates 16 treatment plants. The nine major plants in Hampton Roads have design capacities ranging in size from 15 to 54 million gallons per day (MGD). Five of the major plants are located south of the James River and four are north of the James River (see map on page 6). The combined capacity of these nine plants is approximately 249 MGD. HRSD's seven small rural treatment plants have a combined capacity of one MGD.

HRSD maintains 540 miles of pipelines ranging from six inches to sixty-six inches in diameter. Interceptor pipelines, along with 90 pump stations in Hampton Roads, interconnect into two independent systems, one south of the James River and one north of the James River. The system allows some flow diversions to provide for maintenance or emergency work. HRSD owns and maintains 42 pump stations in the Small Communities.

PO Box 5911, Virginia Beach, VA 23471-0911 • 757.460.7003

## Local Economy

HRSD's service area includes nearly all the Virginia Beach-Norfolk-Newport News Metropolitan Statistical Area (MSA). It is the eighth largest MSA in the southeastern United States and the thirty-seventh largest in the nation [AL1] [RL2]. Unlike many metropolitan areas, Hampton Roads' population nucleus is not confined to one central city. Instead, the approximately 1.7 million residents are spread among several cities and counties. Virginia Beach is the most populous city in the Commonwealth, with Norfolk and Chesapeake second and third, respectively. Suffolk is the largest city by land area. Unemployment rates remain below national averages in the region, which has a civilian labor force of 839,600 as of June 2021.

The regional economy is supported by one of the highest military concentrations in the nation, diverse manufacturing and service sectors, shipbuilding and repair work, international port activities and tourism. Several state and private colleges and a large healthcare infrastructure also lend stability to the region.

A diverse customer base allows HRSD to maintain stable revenues. The ten largest customers account for only 12.2 percent of wastewater revenues for fiscal year 2021. In addition, HRSD's 2021 revenues contained only limited reliance (2.2 percent) [AL1] on new customer connections.

## Long-Term Financial Planning

HRSD's Financial Policy helps it maintain its solid fiscal health. Budgetary principles include using ongoing revenues to pay for ongoing expenses and establishing annual cash contribution goals of at least 15 percent of budgeted capital costs. Under the Financial Policy, senior debt service coverage and total adjusted debt service coverage ratios should not be less than 1.5 and 1.4 times annual debt service, respectively with a goal of maintaining 2.0. Operating and ten-year capital improvement budgets are adopted annually. Included in the operating budget is a long-range financial forecast, which is guided by projections of operating and capital needs and the aforementioned Financial Policy requirements.

## Major Initiatives

HRSD continues its ambitious \$3.0 billion, ten-year Capital Improvement Program. Regulatory requirements to reduce nutrient discharges, initiatives to ensure appropriate wet weather capacity exists within the regional sanitary sewer system, major plant upgrades and replacements of interceptor pipelines drive the capital program. Major projects are currently under construction at the Army Base, Boat Harbor, Nansemond and the Virginia Initiative Treatment Plants. To minimize the impacts of its capital investments on ratepayers, HRSD continues to pursue grant and joint venture opportunities when available.

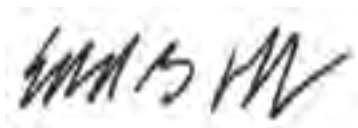
## AWARDS and Acknowledgments

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to HRSD for its comprehensive annual financial report (Annual Report) for the fiscal year ended June 30, 2020. This was the 38th consecutive year that HRSD has received this prestigious award. In order to be awarded a Certificate of Achievement, HRSD must publish an easily readable and efficiently organized Annual Report that satisfies both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe our current Annual Report continues to meet the Certificate of Achievement Program's requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

The preparation of this Annual Report was made possible by the dedicated service of the entire Department of Finance staff. All members of the department have our sincere appreciation for their contributions to the preparation of this report. Credit must also be given to the Commission for their support for maintaining the highest standard of professionalism in the management of HRSD's finances.

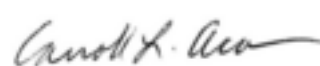
Respectfully submitted,



Edward Henifin, P.E.  
General Manager



Jay A. Bernas, P.E.  
Director of Finance



Carroll L. Acors, CPA  
Chief of Accounting



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Hampton Roads Sanitation District  
Virginia**

For its Comprehensive Annual  
Financial Report  
For the Fiscal Year Ended

June 30, 2020

*Christopher P. Merrill*

Executive Director/CEO

**Principal Officials**  
June 30, 2021

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Maurice P. Lynch, PhD, Vice-Chair

Michael E. Glenn

Vishnu K. Lakdawala, PhD

Willie Levenston, Jr.

Stephen C. Rodriguez

Elizabeth A. Taraski, PhD

Molly J. Ward

**COMMISSION SECRETARY**

Jennifer L. Cascio

**SENIOR STAFF**

Edward G. Henifin, PE  
General Manager

Jay A. Bernas, PE  
Director of Finance and  
Treasurer

Charles B. Bott, PhD, PE  
Director of Water Technology And  
Research

Donald C. Corrado  
Director of Information  
Technology

Steven G. de Mik, CPA  
Director of Operations

Paula A. Hogg  
Director of Talent Management

Bruce W. Husselbee, PhD, PE  
Director of Engineering

James J. Pletl, PhD  
Director of Water Quality

Leila E. Rice, APR  
Director of Communications

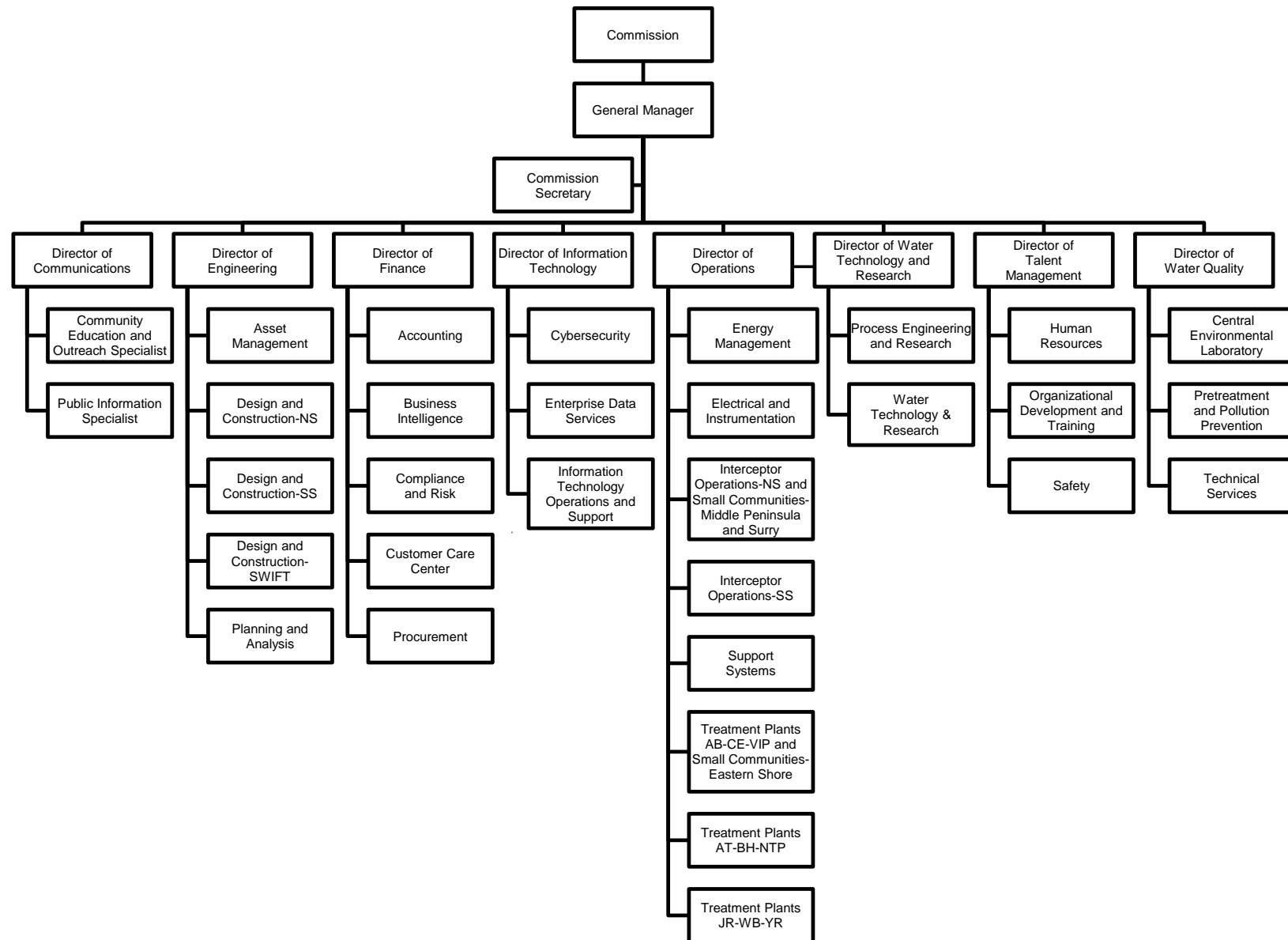
**COUNSEL**

Sands Anderson, PC  
General Counsel

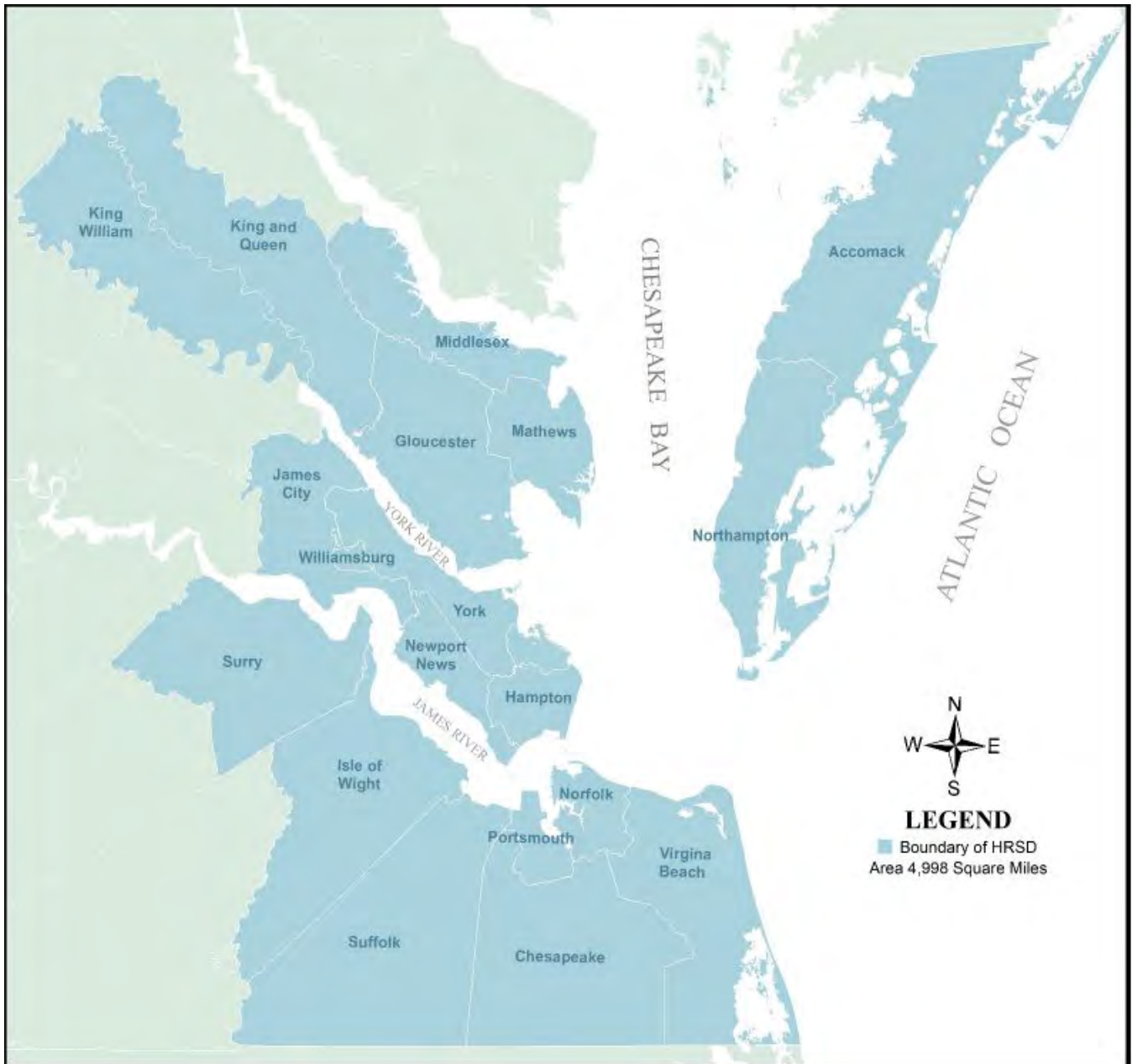
AquaLaw, PLC  
Special Counsel

Norton Rose Fulbright US, LLP  
Bond Counsel

### HRSD Organization Chart June 30, 2021



### HRSD Service Area





## HRSD History

June 30, 2021

HRSD can trace its beginnings to 1925 when the Virginia Department of Health condemned a large oyster producing area in Hampton Roads. The closure resulted in the Virginia General Assembly creating in 1927 a “Commission to Investigate and Survey the Seafood Industry of Virginia.” Other studies recommended a public body to construct and operate a sewage system in the area. HRSD was named after Hampton Roads, a ship anchorage used for five centuries located near the convergence of the James, Elizabeth and Nansemond Rivers, before they flow into the Chesapeake Bay in southeastern Virginia.

In 1934, the Virginia General Assembly created the Hampton Roads Sanitation Disposal Commission with instructions to plan the elimination of pollution in Hampton Roads. Recommendations were made to the General Assembly, which resulted in the Sanitary Districts Law of 1938, along with “an Act to provide for and create the Hampton Roads Sanitation District.” This Act required the qualified voters within HRSD to decide in a general election on November 8, 1938, if they favored creation of such a District. This referendum failed to gain a majority by about 500 votes out of nearly 20,000 votes cast. This led to a revision of the Act and another referendum was held on November 5, 1940, which resulted in a majority vote for the creation of the Hampton Roads Sanitation District.

The Enabling Act provides for HRSD to operate as a political subdivision of the Commonwealth of Virginia for the specific purpose of water pollution abatement in Hampton Roads by providing a system of interceptor mains and wastewater treatment plants. Its affairs are controlled by a Commission of eight members appointed by the Governor for four-year terms. Administration is under the direction of a General Manager, supported by department directors and their staff.

HRSD began operations on July 1, 1946, using facilities acquired from the United States Government. The Warwick County Trunk Sewer, HRSD’s first construction project, began on June 26, 1946, and was funded by HRSD’s \$6.5 million Primary Pledge Sewer Revenue Bonds, dated March 1, 1946. The first treatment plant, the Army Base Plant, began operation on October 14, 1947. Since that time, the facilities of HRSD have grown to provide sanitary sewer service to all major population centers in southeastern Virginia. The population served has increased from nearly 288,000 in 1940 to about 1.7 million in 2020.

Throughout its rich history HRSD has earned many of its industry’s most prestigious awards. This tradition continued as the National Association of Clean Water Agencies (NACWA) presented Peak Performance Awards for outstanding compliance with National Pollutant Discharge Elimination System (NPDES) permits to the following HRSD treatment plants during the year ended June 30, 2021: Atlantic— Platinum Award (6 consecutive years of compliance), Boat Harbor—Platinum (19 consecutive years), James River—Platinum 7 consecutive years), Nansemond—Platinum (19 consecutive years), Virginia Initiative Plant—Platinum (25 consecutive years), Williamsburg—Platinum (26 consecutive years) and York River— Platinum (13 consecutive years).

Additional awards and honors received during the year ended June 30, 2021 include the Water Research Foundation (WRF) Outstanding Subscriber Award for Applied Science; The American Council of Engineering Companies (ACEC) National Grand Award for the nutrient reduction improvements project at the Virginia Initiative Plant) and the Elizabeth River Project’s Sustained Distinguished Performance Award.



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# Financial Section



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## Report of Independent Auditor

To the Commissioners  
Hampton Roads Sanitation District

### Report on the Financial Statements

We have audited the accompanying financial statements of the major fund and aggregate remaining fund information of the Hampton Roads Sanitation District ("HRSD"), as of and for the years ended June 30, 2021 and 2020, and the related notes to the financial statements, which collectively comprise HRSD's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards and specifications require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the major fund and aggregate remaining fund information of HRSD, as of June 30, 2021 and 2020, and the changes in its financial position and its cash flows, where applicable, for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

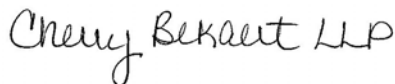
*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise HRSD's basic financial statements. The Introductory, Statistical and Other Supplemental Sections are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Introductory, Statistical and Other Supplemental Sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 15, 2021, on our consideration of HRSD's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of HRSD's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering HRSD's internal control over financial reporting and compliance.



Virginia Beach, Virginia  
November 15, 2021

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Unaudited)

This narrative overview and analysis of the financial activities of the Hampton Roads Sanitation District (HRSD) for the fiscal years ended June 30, 2021 and 2020, is provided by HRSD's management. Readers of the accompanying financial statements are encouraged to consider this information in conjunction with that furnished in the transmittal letter, which can be found on pages 1 through 2 of this report.

### FINANCIAL HIGHLIGHTS

- Total net position increased by \$80.9 million, or 9.3 percent, in 2021 as a result of this year's operations.
- Total revenues increased by \$3.2 million, or 1.0 percent, due to a \$7.7 million increase in operating revenues and a \$0.9 million increase in facility charges offset by a \$5.4 million decrease in investment income, which was primarily due to market volatility and lower interest rates.
- Operating expenses increased by \$14.1 million, or 6.4 percent, principally due to a \$2.6 million increase in pension expense, a \$2.0 million increase in material and supplies, a \$3.5 million increase in contractual services, \$1.8 million increase in depreciation expense and a \$4.3 million increase in capital construction projects expense.
- Restricted cash and cash equivalents increased \$2.3 million, or 8.2 percent, due to an increase in cash restricted for debt service. Unrestricted cash and cash equivalents decreased \$49.2 million, or 20.5 percent, primarily due to utilizing cash to fund capital construction projects in FY21.
- Net Property, Plant and Equipment increased \$146.9 million, or 10.1 percent, due to \$115.0 million net increase in treatment plants and interceptor systems expansion and improvements and \$31.4 million increase in land purchases.

### OVERVIEW OF FINANCIAL STATEMENTS

HRSD's Basic Financial Statements are comprised of the financial statements and the notes to the financial statements. This report also contains required supplementary information and other supplementary information in addition to the Basic Financial Statements.

The Basic Financial Statements, found on pages 20 through 23 of this report, are designed to provide readers with a broad overview of HRSD's finances in a manner similar to a private sector business.

The Statements of Net Position, found on pages 20 and 21 of this report, present information on all of HRSD's assets, deferred outflows of resources, liabilities, and deferred inflows of resources; the difference between these components is reported as net position. Over time, changes in net position may serve as a useful indicator of whether the financial position of HRSD is improving or deteriorating.

The Statements of Revenues, Expenses and Changes in Net Position, found on page 22 of this report, present all of HRSD's revenues and expenses, showing how HRSD's net position changed during the year. All changes in net position are reported as soon as the underlying event takes place, thus giving rise to the changes, regardless of the timing of the cash flows. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods.

The Statements of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position, found on pages 24 and 25, provide information on the control of assets for which HRSD has a fiduciary responsibility and the beneficiaries with whom a fiduciary responsibility exists. These statements are required by Governmental Accounting Standards Board Statement No. 84, *Fiduciary Activities*, as discussed in Notes 2 and 14.

The Notes to Financial Statements, found on pages 26 through 59 of this report, provide additional information that is essential to a full understanding of the data provided in the financial statements.

In addition to the Basic Financial Statements and the related notes, this report also presents certain required supplementary information concerning HRSD's progress in funding its obligations to provide pension and other postemployment benefits to its employees.

Required Supplementary Information can be found beginning on page 63 of this report.

**FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of HRSD’s financial position. Total assets and deferred outflows of resources exceeded total liabilities and deferred inflows of resources by \$950.8 million at June 30, 2021 and by \$869.9 million at June 30, 2020.

By far, the largest portion of HRSD’s net position (81.6 percent and 74.3 percent at June 30, 2021 and 2020, respectively) reflects its net investment in capital assets (e.g. land, buildings, machinery and equipment) less any related debt used to acquire those assets still outstanding, net of unspent bond proceeds. HRSD uses these capital assets to provide services to its customers; consequently, these assets are not available for future spending. Although HRSD’s net investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, because the capital assets themselves cannot be liquidated to reduce these liabilities.

HRSD’s net position is summarized in the following condensed Statements of Net Position as of June 30:

**HRSD’s Condensed Statements of Net Position**

(in thousands)	2021	2020	2019	2021 vs. 2020	
				Dollars	Percent
Capital assets	\$ 1,604,841	\$ 1,457,955	\$ 1,358,327	\$ 146,886	10.1%
Current and noncurrent assets	311,141	337,233	399,840	(26,092)	(7.7%)
<b>Total assets</b>	<b>\$ 1,915,982</b>	<b>\$ 1,795,188</b>	<b>\$ 1,758,167</b>	<b>\$ 120,794</b>	<b>6.7%</b>
<b>Deferred outflows of resources</b>	<b>\$ 42,277</b>	<b>\$ 37,592</b>	<b>\$ 21,442</b>	<b>\$ 4,685</b>	<b>12.5%</b>
Long-term liabilities	\$ 794,371	\$ 791,705	\$ 847,928	\$ 2,666	0.3%
Current liabilities	195,162	157,752	140,564	37,410	23.7%
<b>Total liabilities</b>	<b>\$ 989,533</b>	<b>\$ 949,457</b>	<b>\$ 988,492</b>	<b>\$ 40,076</b>	<b>4.2%</b>
<b>Deferred inflows of resources</b>	<b>\$ 17,902</b>	<b>\$ 13,416</b>	<b>\$ 9,412</b>	<b>\$ 4,486</b>	<b>33.4%</b>
Net investment in capital assets	\$ 776,253	\$ 646,505	\$ 494,779	\$ 129,748	20.1%
Restricted for debt service	30,455	28,155	28,553	2,300	8.2%
Unrestricted	144,116	195,247	258,373	(51,131)	(26.2%)
<b>Total net position</b>	<b>\$ 950,824</b>	<b>\$ 869,907</b>	<b>\$ 781,705</b>	<b>\$ 80,917</b>	<b>9.3%</b>

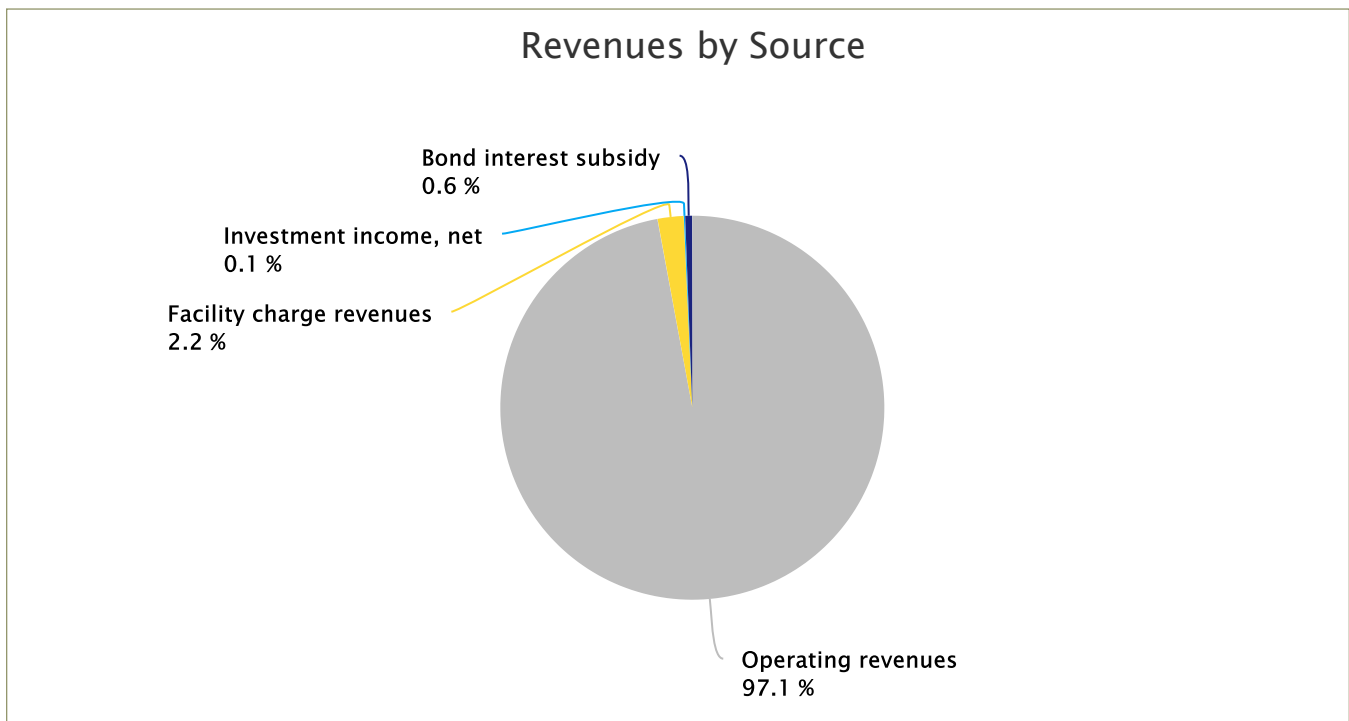
At June 30, 2021 and 2020, HRSD had no unspent bond proceeds. The increase in capital assets and the corresponding decreases in current assets is primarily due to an increase in the utilization of cash to fund and complete capital improvement projects.



The changes in HRSD's net position can be determined by reviewing the following condensed Statements of Revenues, Expenses and Changes in Net Position:

### HRSD's Condensed Statements of Revenues, Expenses and Changes in Net Position

(in thousands)	2021	2020	2019	2021 vs. 2020	
				Dollars	Percent
<b>Revenues:</b>					
Operating revenues	\$ 329,769	\$ 322,032	\$ 303,121	\$ 7,737	2.4%
Facility charge revenues	7,379	6,444	6,662	935	14.5%
Investment income, net	471	5,876	8,719	(5,405)	(92.0%)
Bond interest subsidy	2,167	2,205	2,308	(38)	(1.7%)
<b>Total revenues</b>	<b>339,786</b>	<b>336,557</b>	<b>320,810</b>	<b>3,229</b>	<b>1.0%</b>
<b>Operating expenses:</b>					
Wastewater treatment	132,820	122,393	117,189	10,427	8.5%
General and administrative	48,691	46,949	41,121	1,742	3.7%
Depreciation and amortization	53,278	51,383	53,225	1,895	3.7%
<b>Total operating expenses</b>	<b>234,789</b>	<b>220,725</b>	<b>211,535</b>	<b>14,064</b>	<b>6.4%</b>
<b>Non-operating expenses:</b>					
Bond issuance costs	682	1,290	53	(608)	(47.1%)
Capital distributions to localities	376	-	-	376	-%
Disposal of capital assets	-	739	-	(739)	(100.0%)
Interest expense	25,339	26,179	27,964	(840)	(3.2%)
<b>Total non-operating expenses</b>	<b>26,397</b>	<b>28,208</b>	<b>28,017</b>	<b>(1,811)</b>	<b>(6.4%)</b>
<b>Total expenses</b>	<b>261,186</b>	<b>248,933</b>	<b>239,552</b>	<b>12,253</b>	<b>4.9%</b>
Income before capital contributions	78,600	87,624	81,258	(9,024)	(10.3%)
Capital contributions	2,317	578	2,818	1,739	300.9%
Change in net position	80,917	88,202	84,076	(7,285)	(8.3%)
Total net position - beginning	869,907	781,705	697,629	88,202	11.3%
<b>Total net position - ending</b>	<b>\$ 950,824</b>	<b>\$ 869,907</b>	<b>\$ 781,705</b>	<b>\$ 80,917</b>	<b>9.3%</b>



Operating revenues increased by \$7.7 million, or 2.4 percent, in 2021 and by \$18.9 million, or 6.2 percent, in 2020. The increase in 2021 was primarily due to an increase in consumption. The majority of 2020 increase was attributable to various rate increases in metered public wastewater services. Net Investment income decreased \$5.4 million in

2021, or 92.0 percent, primarily due to FY21 market volatility and reduced cash balances, compared to a \$2.8 million decrease, or 32.6 percent, in 2020.

Operating expenses increased by \$14.1 million, or 6.4 percent in 2021 and by \$9.2 million, or 4.3 percent, in 2020. Increases in 2021 were principally due to a \$2.6 million increase in pension expense, a \$2 million increase in material and supplies, \$3.5 million increase in contractual services, \$1.8 million increase in depreciation expense and a \$4.3 million increase in capital construction projects expense in FY21. Increases in 2020 were principally due to a \$1.6 million increase in contractual services, a \$3.3 million increase in personal services, \$3.1 million increase in fringe benefits and a \$1.2 million increase in bond cost of issuance.

In 2021 and 2020, HRSD received \$2.3 million and \$0.6 million, respectively, in capital contributions to help finance its capital improvement program.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

At the end of 2021 and 2020, HRSD had approximately \$1.6 billion and \$1.5 billion, respectively, invested in a broad range of capital assets, including land, wastewater treatment plants, interceptor systems, pump stations, administrative and maintenance buildings, equipment and software. These amounts represent a net increased \$146.9 million, or 10.1 percent in 2021 and a net increase of \$99.6 million, or 7.3 percent in 2020.

The following summarizes HRSD’s capital assets, net of accumulated depreciation, as of June 30:

**HRSD’s Capital Assets**

(in thousands)	2021	2020	2019
Land	\$ 43,658	\$ 12,229	\$ 12,174
Treatment plants	696,176	654,809	549,645
Interceptor systems	522,400	447,372	440,236
Buildings	26,021	27,305	29,617
Small community facilities	16,123	16,672	17,222
Office equipment	788	754	1,513
Automotive	1,715	1,716	1,941
Other equipment	13,999	4,309	6,007
Software and intangible assets	815	2,204	5,441
	1,321,695	1,167,370	1,063,796
Construction in progress	283,146	290,585	294,531
<b>Net property, plant and equipment</b>	<b>\$ 1,604,841</b>	<b>\$ 1,457,955</b>	<b>\$ 1,358,327</b>

The following summarizes the changes in capital assets for the years ended June 30:

(in thousands)	2021	2020	2019
Balance at beginning of year	\$ 1,457,955	\$ 1,358,327	\$ 1,321,644
Additions	207,603	156,518	17,661
Transfers/Retirements	-	(1,819)	(1,050)
Depreciation and amortization	(53,278)	(51,383)	(53,226)
Accumulated depreciation retired	-	258	1,050
Net increase (decrease) in construction in progress	(7,439)	(3,946)	72,248
<b>Balance at end of year</b>	<b>\$ 1,604,841</b>	<b>\$ 1,457,955</b>	<b>\$ 1,358,327</b>

The largest increase in capital assets over the past several years has been in treatment plant construction and interceptor system construction, which includes pipeline replacements, pump station rehabilitations and other improvements to the infrastructure. HRSD’s total capital expenditures were \$213.4 million during 2021 and \$161.1 million during 2020. Increases in 2021 are primarily due to increase in SWIFT project expansion expenses, increase in treatment plants and interceptor systems expansion and improvements projects and increase in land purchases. The largest increase in FY20 was the completion of the Virginia Initiative Treatment Plant Nutrient Reduction project and improvements to the Nansemond interceptor system.

## LongTerm Debt

At June 30, 2021, HRSD had a total of \$835.0 million in revenue bonds outstanding versus \$835.5 million in 2020, less than a 0.01 percent decrease. Draws on existing approved bonds, in the amount of \$35.4 million, were offset by payments on existing senior and subordinate debt and amortization of bond premiums, in the amount of \$35.9 million.

The following summarizes HRSD's outstanding debt principal at June 30:

### HRSD's Outstanding Debt

(in thousands, net of premium)

	2021	2020	2019
Senior revenue bonds	\$ 198,670	\$ 214,212	\$ 313,340
Subordinate revenue bonds	616,533	597,745	512,168
<b>Total outstanding debt</b>	<b>\$ 815,203</b>	<b>\$ 811,957</b>	<b>\$ 825,508</b>

HRSD's financial strengths are reflected in its high credit ratings listed below:

Ratings Agency	Senior Debt	Subordinate Long-term	Subordinate Short-term
Standard & Poor's	AA+	AA+	A-1+
Fitch Ratings	AA+	AA	F1+
Moody's Investors Service	Aa1	Aa1	n/a

The development of HRSD's Capital Improvement Program and its related debt programs are governed by revenue Trust Agreements. The Senior Trust agreement requires the senior debt coverage to be 1.2 times maximum annual debt service and total debt service coverage of 1.0 times maximum annual debt service, both on a Generally Accepted Accounting Principles basis. The Amended and Subordinate Trust agreement was amended in 2016 to account for future Consent Decree expenses related to Locality wet weather improvements that HRSD will not own. In the Amended Trust, Operating Expenses were redefined as shown below for the purposes of calculating an "Adjusted" debt service coverage on a cash basis:

"Operating Expenses" as defined by the Enabling Act and as used in the Senior Trust Agreement, operating expenses includes the cost of maintaining, repairing and operating such system or systems or sewer improvements and to provide such reserves therefore as may be provided in the resolution providing for the issuance of such revenue bonds or in the trust agreement securing the same. As defined in the Subordinate Trust Agreement, Operating Expenses includes those expenses required to pay the cost of maintaining, repairing and operating the Wastewater System, including, but not limited to, reasonable and necessary usual expenses of administration, operation, maintenance and repair, costs for billing and collecting the rates, fees and other charges for the use of or the services furnished by the Wastewater System, insurance premiums, credit enhancement and liquidity support fees, legal, engineering, auditing and financial advisory expenses, expenses and compensation of the Trustee, and deposits into a self-insurance program. Operating Expenses shall exclude allowance for depreciation and amortization and expenditures for extraordinary maintenance or repair or improvements. Operating Expenses shall also exclude expenses for improvements that will not be owned by HRSD but which will, in the reasonable determination of the Commission, as evidenced by a resolution thereof, maintain or improve the integrity of the Wastewater System.

The Amended and Subordinate Trust agreement requires total debt service coverage to be 1.2 times current year debt service on an Adjusted basis. HRSD's Financial Policy and operating and capital improvement plans were developed with the intent to maintain coverage ratios in excess of these requirements. HRSD's Financial Policy requires senior debt service coverage to be 1.5 times and total debt service coverage to be 1.4 times.

	Senior Debt Service Coverage		Total Debt Service Coverage	
	GAAP	Adjusted	GAAP	Adjusted
Senior Trust Agreement	1.20x (MADS)	None	1.00x (MADS)	None
Amended Subordinate Trust Agreement	None	None	None	1.20x (Current Year)
Financial Policy	None	1.50x (Current Year)	None	1.40x (Current Year)

More detailed information regarding HRSD’s capital assets and long-term debt is presented in Notes 5 and 9, respectively.

**ECONOMIC FACTORS AND RATES**

The five-year rolling average billed consumption continues to decline, but the most recent fiscal year experienced a slight increase. This may be due to pandemic related water consumption as the economy reopened with vaccines being administered and working from home became more common.

In consideration of the economic stresses created by the COVID-19 pandemic on ratepayers, wastewater treatment rates for the 2021 fiscal year were not increased. HRSD reprioritized some planned investments, obtained relief from federal and state regulatory schedules, took advantage of historically low interest rates and judiciously used reserves previously set aside for unexpected needs to accommodate for deferred rate wastewater treatment rate increase. HRSD will continue to monitor the COVID-19 impact on our ratepayers and make further adjustments to investment plans should the economic conditions warrant.

**CONTACTING HRSD’S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of HRSD’s finances for all those with an interest. Questions concerning the information provided in this report or any requests for additional information should be addressed to the Director of Finance, 1434 Air Rail Avenue, Virginia Beach, Virginia 23455.



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**STATEMENTS OF NET POSITION  
AS OF JUNE 30, 2021 AND 2020**

**ASSETS AND DEFERRED OUTFLOWS OF RESOURCES**

(in thousands)

	2021	2020
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 125,838	\$ 175,210
Cash and cash equivalents - restricted	30,455	28,155
Accounts receivable, net	57,130	39,178
Other current assets	4,619	2,933
<b>TOTAL CURRENT ASSETS</b>	<b>218,042</b>	<b>245,476</b>
<b>NONCURRENT ASSETS</b>		
Cash and cash equivalents	65,054	64,900
Inventory	25,032	26,857
Net OPEB Asset	3,013	-
	<b>93,099</b>	<b>91,757</b>
<b>NET PROPERTY, PLANT AND EQUIPMENT</b>		
Land	43,658	12,229
Treatment plants	1,460,238	1,384,293
Interceptor systems	725,600	638,150
Buildings	48,236	48,081
Small community facilities	25,625	25,625
Office equipment	45,049	44,613
Automotive	19,933	19,127
Other equipment	48,899	37,517
Software and intangible assets	40,074	40,074
	<b>2,457,312</b>	<b>2,249,709</b>
Less: Accumulated depreciation and amortization	1,135,617	1,082,339
	<b>1,321,695</b>	<b>1,167,370</b>
Construction in progress	283,146	290,585
<b>NET PROPERTY, PLANT AND EQUIPMENT</b>	<b>1,604,841</b>	<b>1,457,955</b>
<b>TOTAL NONCURRENT ASSETS</b>	<b>1,697,940</b>	<b>1,549,712</b>
<b>TOTAL ASSETS</b>	<b>1,915,982</b>	<b>1,795,188</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred loss on debt refunding, net	21,717	24,029
Differences between expected and actual experience:		
OPEB plans	5,129	2,894
Pension plan	525	1,268
Changes of assumptions:		
OPEB plans	251	312
Pension plan	4,149	5,764
Net difference between projected and actual earnings on plans investments		
OPEB plans	160	-
Pension plan	6,456	-
Change in proportion, OPEB plans	30	41
Contributions subsequent to the measurement date:		
OPEB plans	407	387
Pension plan	3,453	2,897
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>42,277</b>	<b>37,592</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 1,958,259</b>	<b>\$ 1,832,780</b>

See Accompanying Notes to Financial Statements

**STATEMENTS OF NET POSITION  
AS OF JUNE 30, 2021 AND 2020**

**LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION**

(in thousands)

	2021	2020
<b>CURRENT LIABILITIES</b>		
Trade and contracts payable	\$ 57,054	\$ 37,454
Contract retention	8,778	7,626
Accrued salaries and wages	3,395	3,154
Current portion of bonds payable	38,419	35,906
Variable rate demand bonds	50,000	50,000
Notes payable	15,299	-
Current portion of compensated absences	5,765	6,160
Debt interest payable	8,532	8,875
Other liabilities	7,920	8,577
<b>TOTAL CURRENT LIABILITIES</b>	<b>195,162</b>	<b>157,752</b>
<b>LONG-TERM LIABILITIES</b>		
Compensated absences	3,139	2,410
Net OPEB liability	5,529	10,664
Net pension liability	39,116	29,058
Bonds payable	746,587	749,573
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>794,371</b>	<b>791,705</b>
<b>TOTAL LIABILITIES</b>	<b>989,533</b>	<b>949,457</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Differences between expected and actual experience:		
OPEB plans	5,541	6,343
Pension plan	1,226	1,281
Changes of assumptions:		
OPEB plans	1,574	1,852
Pension plan	526	1,388
Net difference between projected and actual earnings on:		
OPEB plan investments	8,984	703
Pension plan investments	-	1,848
Change in proportion, OPEB plans	51	1
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>17,902</b>	<b>13,416</b>
<b>NET POSITION</b>		
Net investment in capital assets	776,253	646,505
Restricted for debt service	30,455	28,155
Unrestricted	144,116	195,247
<b>TOTAL NET POSITION</b>	<b>950,824</b>	<b>869,907</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<b>\$ 1,958,259</b>	<b>\$ 1,832,780</b>

See Accompanying Notes to Financial Statements

**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR THE FISCAL YEARS ENDED JUNE 30, 2021 and 2020**

(in thousands)

	2021	2020
<b>OPERATING REVENUES</b>		
Wastewater treatment charges	\$ 325,817	\$ 318,585
Miscellaneous	3,952	3,447
<b>TOTAL OPERATING REVENUES</b>	<u>329,769</u>	<u>322,032</u>
<b>OPERATING EXPENSES</b>		
Wastewater treatment	132,820	122,393
General and administrative	48,691	46,949
Depreciation and amortization	53,278	51,383
<b>TOTAL OPERATING EXPENSES</b>	<u>234,789</u>	<u>220,725</u>
<b>OPERATING INCOME</b>	<u>94,980</u>	<u>101,307</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>		
Wastewater facility charges	7,379	6,444
Investment income	471	5,876
Bond interest subsidy	2,167	2,205
Bond issuance costs	(682)	(1,290)
Capital distributions to localities	(376)	-
Disposal of capital assets	-	(739)
Interest expense	(25,339)	(26,179)
<b>NET NON-OPERATING EXPENSES</b>	<u>(16,380)</u>	<u>(13,683)</u>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS</b>	<u>78,600</u>	<u>87,624</u>
<b>CAPITAL CONTRIBUTIONS</b>		
Other capital contributions	2,317	578
<b>CAPITAL CONTRIBUTIONS</b>	<u>2,317</u>	<u>578</u>
<b>CHANGE IN NET POSITION</b>	80,917	88,202
<b>TOTAL NET POSITION - Beginning</b>	<u>869,907</u>	<u>781,705</u>
<b>TOTAL NET POSITION - Ending</b>	<u>\$ 950,824</u>	<u>\$ 869,907</u>

See Accompanying Notes to Financial Statements



**STATEMENTS OF CASH FLOWS**  
**FOR THE FISCAL YEARS ENDED JUNE 30, 2021 and 2020**

(in thousands)	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from customers	\$ 302,160	\$ 320,147
Cash received from CARES Act	4,163	-
Other operating revenues	3,952	3,447
Cash payments to suppliers for goods and services	(119,627)	(105,554)
Cash payments to employees for services	(59,675)	(58,734)
Net cash provided by operating activities	<u>130,973</u>	<u>159,306</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
Capital distributions to localities	(376)	-
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Wastewater facility charges	7,379	6,444
Acquisition and construction of property, plant and equipment	(180,623)	(136,586)
Proceeds from capital debt	60,751	29,238
Bond interest subsidy	2,167	2,205
Principal paid on capital debt	(42,206)	(28,743)
Funds for cash defeasance	-	(65,352)
Other capital contributions	2,317	578
Bond issuance costs	(682)	(1,290)
Fees paid on interim financing	(82)	(14)
Interest paid on capital debt	(27,007)	(30,268)
Net cash used in capital and related financing activities	<u>(177,986)</u>	<u>(223,788)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest and dividends on investments	471	5,876
<b>NET DECREASE IN CASH AND CASH EQUIVALENTS AND CASH AND CASH EQUIVALENTS - RESTRICTED</b>		
	(46,918)	(58,606)
<b>CASH AND CASH EQUIVALENTS, AND CASH AND CASH EQUIVALENTS - RESTRICTED, AT BEGINNING OF YEAR</b>		
	268,265	326,871
<b>CASH AND CASH EQUIVALENTS, AND CASH AND CASH EQUIVALENTS - RESTRICTED, AT END OF YEAR</b>		
	<u>\$ 221,347</u>	<u>\$ 268,265</u>
<b>Reconciliation of Operating Income to Net Cash Provided by Operating Activities</b>		
<b>(in thousands)</b>		
Operating income	\$ 94,980	\$ 101,307
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation and amortization	53,278	51,383
(Increase) decrease in operating assets:		
Accounts receivable	(17,952)	3,799
Inventory	1,825	30
Net change in other current assets	(1,686)	172
Increase (decrease) in operating liabilities:		
Trade and contracts payable	1,212	226
Accrued salaries and wages	241	451
Compensated absences	334	481
Net change in other liabilities	(657)	2,645
OPEB liabilities	(3,240)	(1,744)
Pension liabilities	2,638	556
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>\$ 130,973</u>	<u>\$ 159,306</u>
<b>Noncash Capital and Related Financing Activities:</b>		
Proceeds of refunding debt principal	\$ -	\$ 205,675
Refunding of debt principal	-	(219,721)
Accrual for capital expenditures	18,388	11,703
Amortization of premium	(3,719)	(42,599)
Amortization of deferred loss on bond refunding	(2,312)	(10,284)
Loss on disposal of asset	-	(739)

See Accompanying Notes to Financial Statements

**STATEMENTS OF FIDUCIARY NET POSITION  
FOR THE FISCAL YEARS ENDED JUNE 30, 2021 and 2020**

(in thousands)

	Retiree Health (OPEB) Trust Fund		Coronavirus Relief Custodial Fund	
	2021	2020	2021	2020
<b>ASSETS</b>				
Cash and cash equivalents	\$ 98	\$ 187	\$ 1,542	\$ -
Investments at fair value				
Domestic equity	29,467	21,315	-	-
International equity	15,208	10,605	-	-
Other growth	-	1,424	-	-
Fixed income	22,058	20,969	-	-
Other income	2,632	2,412	-	-
Real return	2,203	-	-	-
Total investments	71,568	56,725	-	-
<b>TOTAL ASSETS</b>	<b>\$ 71,666</b>	<b>\$ 56,912</b>	<b>\$ 1,542</b>	<b>\$ -</b>
<b>NET POSITION</b>				
Restricted for:				
Postretirement benefits other than pensions	71,666	56,912	-	-
CARES ACT payments for utility customers	-	-	1,542	-
<b>TOTAL NET POSITION</b>	<b>\$ 71,666</b>	<b>\$ 56,912</b>	<b>\$ 1,542</b>	<b>\$ -</b>

See Accompanying Notes to Financial Statements

**STATEMENTS OF CHANGES IN FIDUCIARY NET POSITION  
FOR THE FISCAL YEARS ENDED JUNE 30, 2021 and 2020**

(in thousands)

	Retiree Health (OPEB) Trust Fund		Coronavirus Relief Custodial Fund	
	2021	2020	2021	2020
<b>ADDITIONS:</b>				
Contributions:				
Employers	\$ 1,963	\$ 2,730	\$ -	\$ -
CARES Act	-	-	9,053	-
Total contributions	1,963	2,730	9,053	-
Net investment earnings	14,216	3,343		
Total additions	16,179	6,073	9,053	-
<b>DEDUCTIONS:</b>				
Benefit payments for participants	1,425	1,186	-	-
Payments for customers	-	-	7,511	-
Total deductions	1,425	1,186	7,511	-
Net increase in fiduciary net position	14,754	4,887	1,542	-
Net position - beginning	56,912	52,025	-	-
<b>NET POSITION - ENDING</b>	<b>\$ 71,666</b>	<b>\$ 56,912</b>	<b>\$ 1,542</b>	<b>\$ -</b>

**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - GENERAL INFORMATION**

Organization and Administration

The Hampton Roads Sanitation District (HRSD) was created by the Virginia General Assembly in 1940, as a political subdivision of the Commonwealth of Virginia (the Commonwealth), to construct, maintain, and operate a wastewater treatment system in the Hampton Roads area. The Hampton Roads Sanitation District Commission (the Commission) is HRSD’s governing body and consists of eight members, appointed by the Governor. The Commission’s functions were updated by Chapter 66 of the Acts of the Assembly of Virginia of 1960, as amended. The administration of HRSD is under the direction of a General Manager, supported by eight department directors.

Regulatory Oversight

HRSD’s operations are subject to regulations established by the United States Environmental Protection Agency and the Virginia Department of Environmental Quality. HRSD currently meets all of its permit requirements. Changes in these regulations could require HRSD to modify its treatment processes and require additional capital investment and/ or incur additional costs.

Purpose of HRSD

HRSD was created for the specific purpose of abating pollution in the Hampton Roads area through the interception of wastewater outfalls, installation of interception service into new areas as necessary and providing treatment facilities. HRSD provides points of interception throughout the region. The responsibility of providing lateral sewers and subtrunk facilities to carry sewage from industries, residences and businesses is generally the responsibility of the local municipal governments.

Corporate Limits of HRSD

The geographical limits of HRSD include:

City of Chesapeake	City of Virginia Beach	King William County
City of Hampton	City of Williamsburg	Mathews County
City of Newport News	Accomack County	Middlesex County
City of Norfolk	Gloucester County	Northampton County
City of Poquoson	Isle of Wight County	Surry County*
City of Portsmouth	James City County	York County
City of Suffolk	King and Queen County	*Excluding the Town of Claremont

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Reporting Entity

HRSD is a political subdivision of the Commonwealth and a government instrumentality. The Commission is granted corporate powers by the *Code of Virginia*. The Governor of the Commonwealth appoints the Commission members, who serve at his pleasure. HRSD is reported in the Commonwealth’s Comprehensive Annual Financial Report as a discretely presented component unit. The Commonwealth is not obligated to repay HRSD’s debt. HRSD derives its revenues primarily from charges for wastewater treatment services. HRSD has no taxing authority. The Retiree Health Plan, as further described under Postemployment Benefits Other Than Pensions in this note and in Note 7, meets the requirements of GASB 84 for inclusion in the fiduciary fund financial statements and, since HRSD has assumed responsibility to make contributions to the plan, it also meets the requirements of a fiduciary component unit.

Basis of Accounting

The accompanying financial statements report the financial position and results of operations of HRSD in accordance with accounting principles generally accepted in the United States of America (GAAP). Because HRSD is a

political subdivision of the Commonwealth, the preparation of HRSD's financial statements are governed by the pronouncements of the Governmental Accounting Standards Board (GASB). These statements are prepared on an enterprise fund basis and present HRSD's operating revenues and expenses in a manner similar to a private business, where the costs, including depreciation, of providing services to the general public on a continuing basis are financed or recovered primarily through user charges.

An enterprise fund, a proprietary fund type, is accounted for on an economic resources measurement focus. All assets and liabilities, whether current or noncurrent, associated with its activities are included on its Statements of Net Position. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in fund equity. The financial statements are presented using the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

#### Budgetary Accounting and Control

HRSD operates in accordance with annual operating and capital budgets prepared on a basis of accounting that is different from generally accepted accounting principles. The operating budget is adopted by department, with budgetary controls exercised administratively by management at the department level. The General Manager is authorized to transfer funds among departments without further approval by the Commission. The Capital Budget represents a ten-year plan. Funds for the Capital Budget are appropriated throughout a fiscal year on a project basis. Transfers among projects require approval by the Commission. Appropriations for these budgets continue until the purpose of the appropriation has been fulfilled.

#### Fiduciary Activities

As discussed under New Accounting Pronouncement in this note and in Note 14, HRSD adopted GASB Statement No. 84, *Fiduciary Activities*, and has prepared fiduciary fund financial statements for the fiscal years ended June 30, 2021 and 2020. The statements include information on the Retiree Health Plan, one of HRSD's three postemployment benefits other than pensions (other postemployment benefits, or OPEB) plans, and information on funds held by HRSD to apply toward customer accounts under the Coronavirus Aid, Relief, and Economic Securities Act.

#### Cash Equivalents

All short-term investments that are highly liquid are considered to be cash equivalents. Cash equivalents are readily convertible to cash, and at the day of purchase, have an original maturity date of no longer than three months. Current restricted cash and cash equivalents are for debt service payments payable within the next year. Money market investments include the VACo/VML Virginia Investment Pool's (VIP) 1-3 Year High Quality Bond Fund and Stable NAV Liquidity Pool, which are recorded at amortized cost, which approximates fair value. See Note 3 and Note 13 for additional discussion of cash and cash equivalent and investment valuations.

#### Investments

Investments, which consist of U.S. government obligations including agencies, FDIC-guaranteed corporate notes, other corporate notes and bonds, and municipal bonds, are reported at fair value. HRSD's investment practices are governed by its formal investment policy. The HRSD Retiree Health Plan (RHP) investments consist of domestic equity, international equity, fixed income, other income, real return funds and money market instruments. See Note 3 for additional information on RHP investments.

#### Allowance for Uncollectible Accounts

HRSD provides an allowance for estimated uncollectible accounts receivable based on its bad debt experience. The balance in the allowance for uncollectible accounts is considered by management to be sufficient to cover anticipated losses on reported receivable balances.

#### Inventory

Inventory is carried at the lower of cost or market value and consists primarily of operating and maintenance materials.

#### Property, Plant and Equipment

HRSD funds its capital improvement program through the issuance of debt and its own resources. The proceeds of debt are reported as restricted assets. Generally, for projects funded with both debt proceeds and other resources, it is HRSD's policy to use available debt proceeds to pay project expenditures prior to using its own resources.

Property, plant and equipment purchased or constructed are reported at cost, including interest cost on funds borrowed to finance the construction of major capital additions. The capitalization threshold is \$5,000. Donated assets

NOTES TO THE FINANCIAL STATEMENTS

are reported at acquisition value at the date of donation. Property, plant and equipment are depreciated using the straight-line method over the following estimated useful lives:

Treatment plants, buildings and facilities	30 years
Interceptor systems	50 years
Office furniture and equipment	5-10 years
Software and intangible assets	5-7 years
Automotive	5 years

Depreciation and amortization recognized on property, plant and equipment is an operating expense.

Deferred Outflows and Inflows of Resources

In addition to assets, the Statements of Net Position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expenses) until then. HRSD has eight items that qualify for reporting in this category. The first is the deferred loss on refunding reported in the Statements of Net Position. A deferred loss on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The second through sixth amounts are: differences between expected and actual experience on the other postemployment benefits (OPEB) and pension plans; changes of OPEB and pension assumptions; and the changes in proportion for OPEB plans. These differences will be recognized in pension expense in future reporting periods. The seventh and eighth deferred charges are for OPEB and pension contributions to the Virginia Retirement System (VRS) made subsequent to the measurement dates of June 30, 2020 and 2019. These contributions will be recognized as reductions of the Net OPEB and Net Pension Liabilities during the years ended June 30, 2022 and 2021, respectively.

In addition to liabilities, the Statements of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. HRSD has seven items that qualify for reporting in this category: the differences between expected and actual experience for OPEB and pension plans; the changes of OPEB and pension assumptions; the net difference between projected and actual earnings on OPEB and pension plan investments; and change in proportion for OPEB investments. These items will be recognized in pension expense in future reporting periods.

Revenue Recognition

Generally, wastewater treatment charges are computed based on a user’s water consumption. These charges are recognized as revenue when billed. Revenues earned but unbilled through June 30 of each fiscal year are accrued at year-end. Wastewater facility charges are computed based on a new connection’s water meter size and potential for high strength pollutant discharges, and are recognized as revenue prior to the issuance of a building or operating permit.

Operating and Non-operating Revenues and Expenses Recognition

HRSD distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses result from providing services and producing and delivering goods in connection with HRSD’s principal service of providing wastewater treatment. The majority of operating revenues are from wastewater treatment, but other associated miscellaneous income from other related services and charges are also included. Revenues and expenses not meeting the operating definition are reported as non-operating. These consist mainly of wastewater facility charges, investment income, capital contributions and interest expense.

Compensated Absences

All permanent employees earn leave upon starting a full-time position. The amount and type of leave earned is based upon the employee’s date of hire and years of service and is expensed as employees earn the right to these benefits. Permanent employees hired prior to January 1, 2014 earn from 15 to 27 days of annual leave per year. The maximum annual leave an employee may accumulate at year-end varies by the years of service, with the maximum being 54

days. An employee has a vested right to their annual leave when earned. These employees also earn eight hours per month of sick leave regardless of the number of years of service. The amount of sick leave that may be accumulated is unlimited. After five years of service with HRSD, an employee has vested rights to 35 percent of accumulated sick leave to a maximum of \$10,000. For these employees, long-term disability (LTD) insurance is an optional employee paid benefit that replaces part of their income if the employee suffers a serious illness or injury and can't work for an extended period of time.

Permanent employees hired after January 1, 2014 earn 8 hours of paid time off for each two-week pay period. Employees may use accumulated paid time off for any type of absence from work, subject to supervisor approval. The maximum paid time off an employee may accumulate at year-end is 208 hours. After five years of service with HRSD, an employee has vested rights to 50 percent of their accumulated paid time off at separation. For these employees, HRSD also provides a state mandated long-term disability (LTD) benefit since these employees are not eligible for disability retirement benefits through VRS. The long-term disability benefit provides income replacement for employees who become disabled and unable to work for an extended period of time due to a non-work-related or work-related condition (as determined under the Virginia Workers' Compensation Act). Long-term disability benefits begin at the expiration of an additional state mandated employer paid short-term disability (STD) benefit period of 125 days.

#### Postemployment Benefits Other Than Pensions (OPEB)

HRSD employees participate in three postemployment benefits other than pensions (other postemployment benefits or OPEB) plans:

The HRSD RHP is a single employer, defined benefit plan that provides health and dental benefit plans for eligible members through a self-funded plan administered by a third-party vendor. HRSD administers the Plan through the Hampton Roads Sanitation District Retiree Health Trust. For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the RHP and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the RHP. For this purpose, the RHP recognizes benefit payments when due and payable in accordance with the benefit terms.

The VRS Political Subdivision Health Insurance Credit Program (HIC) is a multiple-employer, agent-defined benefit plan that provides a credit toward the cost of health insurance coverage for retired political subdivision employees of participating employers. The Political Subdivision HIC Program was established pursuant to §51.1-1400 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. For purposes of measuring the net HIC OPEB liability, deferred outflows of resources and deferred inflows of resources related to the HIC OPEB, and the HIC OPEB expense, information about the fiduciary net position of the VRS HIC; and the additions to/deductions from the VRS HIC's fiduciary net position have been determined on the same basis as they were reported by VRS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The VRS Group Life Insurance (GLI) Program is a multiple employer, cost sharing plan, that provides coverage to state employees, teachers, and employees of participating political subdivisions. The GLI Program was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. The GLI Program is a defined benefit plan that provides a basic group life insurance benefit for employees of participating employers. For purposes of measuring the net GLI Program OPEB liability, deferred outflows of resources and deferred inflows of resources related to the GLI Program OPEB, and GLI Program OPEB expense, information about the fiduciary net position of the VRS GLI Program OPEB and the additions to/deductions from the VRS GLI Program OPEB's fiduciary net position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### Pensions

HRSD employees participate in an agent multiple-employer defined benefit pension plan administered by the VRS, which acts as a common investment and administrative agent for political subdivisions in the Commonwealth. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of HRSD's Retirement Plan and the additions to or deductions from HRSD's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported to HRSD by VRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.



NOTES TO THE FINANCIAL STATEMENTS

Use of Estimates

The preparation of these financial statements requires management to make estimates and assumptions. These estimates affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from management’s estimates.

New Accounting Pronouncement

During the fiscal year ended June 30, 2021, HRSD adopted GASB Statement No. 84, *Fiduciary Activities*, effective July 1, 2020. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Additional information is included in Note 14.

**NOTE 3 - DEPOSITS AND INVESTMENTS**

Deposits

*Custodial Credit Risk.* This risk is associated with the inability of a governmental entity to recover deposits from a financial institution in the event of a failure. At June 30, 2021 and 2020, the carrying values of HRSD’s deposits were \$48,943,000 and \$24,703,000, respectively, and the bank balances were \$47,808,000 and \$21,883,000, respectively. All of the bank balances at June 30, 2021 were covered by federal depository insurance or collateralized in accordance with the Virginia Security for Public Deposits Act (the Act). In accordance with the Act, the depository institution pledged collateral in the form of federal obligations with a fair value equal to 110 percent of HRSD’s deposits with a third party trustee in the name of the Treasurer of the Commonwealth. In the event that the banking institution fails, the Treasurer will take possession of the collateral, liquidate it and reimburse HRSD up to the value of its deposits. The State Treasury Board is responsible for monitoring compliance with the collateralization and reporting requirements of the Act and for notifying local governments of compliance by banks.

*Credit Risk.* HRSD invests in VACo/VML Virginia Investment Pool’s (VIP) 1-3 Year High Quality Bond Fund and Stable NAV Liquidity Pool. Oversight is provided by the VACo/VML Board of Trustees. HRSD’s investments in the VIP 1-3 Year High Quality Bond Fund and the VIP Stable NAV Liquidity Pool were rated AA+f/S1 and AAAM, respectively, by Standard & Poor’s.

The components of restricted cash and cash equivalents at June 30 are as follows:

(in thousands)	2021	2020
Debt service	\$ 30,455	\$ 28,155
<b>Total cash and cash equivalents - restricted</b>	<b>\$ 30,455</b>	<b>\$ 28,155</b>



HRSD OPEB Trust Investments

The HRSD OPEB Trust has investments in mutual funds, cash, and cash equivalents on deposit with its trustee, US Bank. Investments are reported at fair value. HRSD's OPEB investment practices are governed by its formal investment policy.

The plan had the following investments and maturities at June 30:

(in thousands)	2021	2020
Domestic equity	\$ 29,467	\$ 21,315
International equity	15,208	10,605
Other growth	-	1,424
Fixed income	22,058	20,969
Other income	2,632	2,412
Real Return	2,203	-
Money market	98	187
<b>Total Investments</b>	<b>\$ 71,666</b>	<b>\$ 56,912</b>

Fixed income investments have an average maturity of 7.74 years and an average credit quality of A. Other investments do not have a stated maturity or credit rating.

*Custodial Credit Risk.* For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, HRSD will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. HRSD's policy is to utilize its Trustee, U.S. Bank Trust Department, for its OPEB investments as recipient of all investment transactions on a delivery versus pay basis. The Trustees may not be a counterparty to the investment transaction. At June 30, 2021, the Trust Department of the U.S. Bank held \$70,528,000 in investments in the Trustee's name for HRSD. The difference between reported and U.S. Bank Trust valuation is the value of the Boyd Watterson security. U.S. Bank Trust value is lagging as they update those funds when they receive notice.

**NOTE 4 - ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS**

An analysis of the allowance for uncollectible accounts for the years ended June 30:

(in thousands)	2021	2020
Balance, beginning of year	\$ 2,822	\$ 2,689
Add: Current provision for uncollectible accounts	2,033	2,237
Less: Charge-off of uncollectible accounts	(2,171)	(2,104)
<b>Balance, end of year</b>	<b>\$ 2,684</b>	<b>\$ 2,822</b>

HRSD's collection ratios for the years ended June 30, 2021 and 2020 was 99.3% for each year.

NOTES TO THE FINANCIAL STATEMENTS

**NOTE 5 - PROPERTY, PLANT AND EQUIPMENT**

Analysis of property, plant and equipment activity for years ended June 30:

(in thousands)	Balance 2019			Balance 2020			Balance 2021
	Balance	Additions	Transfers/ Retirements	Balance	Additions	Transfers/ Retirements	Balance
<b>Non-Depreciable Capital Assets</b>							
Land	\$ 12,174	\$ 55	\$ -	\$ 12,229	\$ 31,429	\$ -	\$ 43,658
Construction in progress	294,531	152,253	(156,199)	290,585	198,597	(206,036)	283,146
<b>Depreciable Capital Assets</b>							
Treatment plants	1,248,897	135,700	(304)	1,384,293	75,945	-	1,460,238
Interceptor systems	619,068	19,546	(464)	638,150	87,450	-	725,600
Buildings	49,132	-	(1,051)	48,081	155	-	48,236
Small community facilities	25,625	-	-	25,625	-	-	25,625
Office equipment	44,613	-	-	44,613	436	-	45,049
Automotive	18,540	587	-	19,127	806	-	19,933
Other equipment	36,887	630	-	37,517	11,382	-	48,899
Software and intangible assets	40,074	-	-	40,074	-	-	40,074
Total	\$ 2,389,541	\$ 308,771	\$ (158,018)	\$ 2,540,294	\$ 406,200	\$ (206,036)	\$ 2,740,458
<b>Less Accumulated Depreciation and Amortization</b>							
Treatment plants	(699,252)	(30,232)	-	(729,484)	(34,578)	-	(764,062)
Interceptor systems	(178,832)	(11,946)	-	(190,778)	(12,422)	-	(203,200)
Buildings	(19,515)	(1,519)	258	(20,776)	(1,439)	-	(22,215)
Small community facilities	(8,403)	(550)	-	(8,953)	(549)	-	(9,502)
Office equipment	(43,100)	(759)	-	(43,859)	(402)	-	(44,261)
Automotive	(16,599)	(812)	-	(17,411)	(807)	-	(18,218)
Other equipment	(30,880)	(2,328)	-	(33,208)	(1,692)	-	(34,900)
Software and intangible assets -amortization	(34,633)	(3,237)	-	(37,870)	(1,389)	-	(39,259)
Total	(1,031,214)	(51,383)	258	(1,082,339)	(53,278)	-	(1,135,617)
Net Property, Plant and Equipment	\$ 1,358,327	\$ 257,388	\$ (157,760)	\$ 1,457,955	\$ 352,922	\$ (206,036)	\$ 1,604,841

**NOTE 6 - COMPENSATED ABSENCES**

Analysis of liability for vested annual, sick, paid time off and compensatory leave for years ended June 30:

(in thousands)	Balance 2019			Balance 2020			Balance 2021
	Balance	Earned	Taken	Balance	Earned	Taken	Balance
Annual leave	\$ 4,844	\$ 3,721	\$ (3,300)	\$ 5,265	\$ 3,118	\$ (2,720)	\$ 5,663
Sick leave	2,839	1,747	(1,543)	3,043	1,396	(1,575)	2,864
Paid time off	406	1,173	(1,317)	262	1,585	(1,470)	377
Total	8,089	6,641	(6,160)	8,570	6,099	(5,765)	8,904
Less: Current liability	5,888			6,160			5,765
Long-term liability	\$ 2,201			\$ 2,410			\$ 3,139

**NOTE 7 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)**

Plan Description

As discussed in Note 2, HRSD provides OPEB for its employees through three plans: the Hampton Roads Sanitation District RHP, a single employer defined benefit plan, and two plans administered by VRS, the GLI, a multiple employer cost-sharing plan, and the HIC, a multiple-employer, agent defined benefit plan.

RHP

The RHP was established and may be amended by the Commission. HRSD administers the RHP through the Hampton Roads Sanitation District Retiree Health Trust (the Trust), an irrevocable trust to be used solely for providing benefits to eligible retired employees and their beneficiaries (members) in the RHP. HRSD's contributions to the Trust are dedicated irrevocably to providing post-retirement health benefits, the RHP assets are exclusively dedicated to providing benefits to members, and the RHP assets of the Trust are not subject to the claims of HRSD creditors or the Plan administrator. Employer contributions are recorded in the year they are made. Investments are reported at market value based on published prices and quotations. The RHP does not issue stand-alone financial statements.

### *Eligible Employees*

HRSD employees are eligible for benefits upon retirement provided the employee has 15 years of service with HRSD or 10 years of service with HRSD plus 10 years of service with another VRS employer with a retiree health plan; are qualified for unreduced retirement benefits from VRS; and are enrolled in the HRSD Health Insurance Plan prior to retirement. Participating beneficiaries may continue coverage under the plan after the death of the retiree. Medicare eligible participants are required to enroll in both Medicare Part A and Part B, and may participate in a Medicare supplement plan. Members not eligible for Medicare may participate in a high deductible health plan.

### *Benefits provided*

The RHP health plan provides medical and prescription services using both in network and out of network providers through a self-funded plan administered by a third-party vendor. Members may elect to purchase dental and vision benefit plans at their own expense.

### GLI

All full-time, salaried permanent employees of participating political subdivisions are automatically covered by the VRS GLI upon employment. This plan is administered by the VRS, along with pensions and other OBEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional GLI Program. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured program, it is not included as part of the GLI OPEB.

The specific information for GLI Program OPEB, including eligibility, coverage and benefits follows:

### *Eligible Employees*

The GLI Program was established July 1, 1960, for state employees, teachers and employees of political subdivisions that elect the program. Basic group life insurance coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their member contributions and accrued interest.

### *Benefit Amounts*

The benefits payable under the GLI Program have several components.

- Natural Death Benefit – The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled.
- Accidental Death Benefit – The accidental death benefit is double the natural death benefit.
- Other Benefit Provisions – In addition to the basic natural and accidental death benefits, the program provides additional benefits provided under specific circumstances. These include:
  - Accidental dismemberment benefit
  - Safety belt benefit
  - Repatriation benefit
  - Felonious assault benefit
  - Accelerated death benefit option

### *Reduction in Benefit Amounts*

The benefit amounts provided to members covered under the GLI Program are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value.

### *Minimum Benefit Amount and Cost-of-Living Adjustment (COLA)*

For covered members with at least 30 years of creditable service, there is a minimum benefit payable under the GLI Program. The minimum benefit was set at \$8,000 by statute. This amount is increased annually based on the VRS Plan 2 cost-of-living adjustment and was increased to \$8,463 effective June 30, 2020.

NOTES TO THE FINANCIAL STATEMENTS

**HIC**

All full-time, salaried permanent employees of participating political subdivisions are automatically covered by the VRS Political Subdivision HIC Program upon employment. This plan is administered by the VRS, along with pension and other OPEB plans, for public employer groups in the Commonwealth of Virginia. Members earn one month of service credit toward the benefit for each month they are employed and for which their employer pays contributions to VRS. The health insurance credit is a tax-free reimbursement in an amount set by the General Assembly for each year of service credit against qualified health insurance premiums retirees pay for single coverage, excluding any portion covering the spouse or dependents. The credit cannot exceed the amount of the premiums and ends upon the retiree’s death.

The specific information about the Political Subdivision HIC Program OPEB, including eligibility, coverage and benefits follows:

*Eligible Employees*

The Political Subdivision Retiree HIC Program was established July 1, 1993 for retired political subdivision employees of employers who elect the benefit and who retire with at least 15 years of service credit. Eligible employees of participating political subdivisions are enrolled automatically upon employment. They include full-time permanent salaried employees of the participating political subdivision who are covered under the VRS pension plan.

*Benefit Amounts*

The political subdivision’s Retiree HIC Program provides the following benefits for eligible employees:

- At Retirement – For employees who retire, the monthly benefit is \$1.50 per year of service per month with a maximum benefit of \$45.00 per month.
- Disability Retirement – For employees who retire on disability or go on long-term disability under the Virginia Local Disability Program (VLDP), the monthly benefit is \$45.00 per month.

HIC Program Notes:

- The monthly HIC benefit cannot exceed the individual premium amount.
- No health insurance credit for premiums paid and qualified under the VRS Line of Duty Act Program (LODA), however, the employee may receive the credit for premiums paid for other qualified health plans.
- Employees who retire after being on long-term disability under VLDP must have at least 15 year of service credit to qualify for the health insurance credit as a retiree.

**Employees Covered by Benefit Terms**

As of the June 30, 2020 and 2019 actuarial valuation dates the following employees were covered by the benefit terms of the RHP:

	2020	2019
Beneficiaries currently receiving benefit payments	160	170
Active employees	732	734
Total	892	904

There are no inactive employees entitled to but not yet receiving plan benefits.

As of the June 30, 2019 and 2018 actuarial valuation dates the following employees were covered by the benefit terms of the HIC:

	2019	2018
Inactive members or their beneficiaries currently receiving benefit payments	249	240
Active employees	809	790
Total	1,058	1,030

Contributions

RHP contribution requirements are actuarially determined. Funding is subject to approval by the Commission. Medicare-eligible members contribute \$45 per month for retiree-only coverage and from \$442 to \$460 per month for retiree and dependent coverage. Members not eligible for Medicare contribute \$120 per month for retiree-only coverage and from \$517 to \$535 per month for retiree and dependent coverage. HRSD funds the cost of coverage under the RHP by paying the difference between the contributions it requires retirees to make and the actuarially determined contribution (ADC). The current employer contribution rate is approximately 5 percent of annual covered payroll. HRSD contributed \$1,963,000 and \$2,730,000 to the RHP for the years ended June 30, 2021 and 2020, respectively.

The GLI contribution requirements for the GLI Program are governed by §51.1-506 and §51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the GLI Program was 1.31% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.79% (1.31% X 60%) and the employer component was 0.52% (1.31% X 40%). Employers may elect to pay all or part of the employee contribution, however the employer must pay all of the employer contribution. Each employer's contractually required employer contribution rate for the years ended June 30, 2021 and 2020 was 0.52% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions from HRSD to the GLI Program were \$293,000 and \$276,000 for the years ended June 30, 2021 and June 30, 2020, respectively.

The HIC contribution requirement for active employees is governed by §51.1-1402(E) of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. HRSD's contractually required employer contribution rate for the years ended June 30, 2021 and 2020 was 0.21% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions from HRSD to the Political Subdivision HIC Program were \$114,000 for year ended June 30, 2021 and \$111,000 for year ended June 30, 2020.

RHP OPEB Expenses and Deferred Outflows of Resources Related to RHP OPEB

HRSD recognized RHP OPEB gain of \$1,160,000 and expense of \$1,158,000 for the years ended June 30, 2021 and 2020, respectively. HRSD reported deferred inflows of resources related to OPEB from the following sources:”)

(in thousands)	Deferred Outflows of Resources	Deferred Inflows of Resources
Year ended June 30, 2021:		
Differences between expected and actual experience	\$ 4,806	\$ 5,502
Changes in assumptions	-	1,475
Net diff between projected and actual earnings on plan investments	-	8,984
Total	<u>\$ 4,806</u>	<u>\$ 15,961</u>
Year ended June 30, 2020:		
Differences between expected and actual experience	\$ 2,568	\$ 6,288
Changes in assumptions	-	1,711
Net diff between projected and actual earnings on plan investments	-	604
Total	<u>\$ 2,568</u>	<u>\$ 8,603</u>

NOTES TO THE FINANCIAL STATEMENTS

HRSD’s measurement date is its fiscal year end so there are no deferred outflows of resources resulting from contributions subsequent to the measurement date. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense in future reporting periods as follows:

(in thousands)	2021	2020
Years Ended June 30,		
2021	\$ -	\$ (903)
2022	(2,734)	(903)
2023	(2,561)	(730)
2024	(2,522)	(690)
2025	(2,486)	(655)
2026	(330)	-
Thereafter	(522)	(2,154)
	\$ (11,155)	\$ (6,035)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Group Life Insurance Program OPEB

At June 30, 2021 and 2020, HRSD reported liabilities of \$4,307,000 and \$4,265,000, respectively, for its proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liabilities were measured as of June 30, 2020 and June 30, 2019 and the total GLI OPEB liabilities used to calculate the Net GLI OPEB Liability were determined by actuarial valuations as of those dates. The covered employer’s proportion of the Net GLI OPEB Liability was based on HRSD’s actuarially determined employer contributions to the Group Life Insurance Program for the years ended June 30, 2020 and 2019 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2020 and 2019, HRSD’s proportion was 0.25814% and 0.26208%, respectively. For the years ended June 30, 2021 and 2020, HRSD recognized GLI OPEB expenses of \$169,000 and \$109,000, respectively. Since there was a change in proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

At June 30, 2021 and 2020, HRSD reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

(in thousands)	Deferred Outflows of Resources	Deferred Inflows of Resources
Year ended June 30, 2021:		
Differences between expected and actual experience	\$ 276	\$ 39
Net diff bet projected and actual earnings on program investments	129	-
Change in assumptions	216	90
Changes in proportion	30	51
Employer contributions subsequent to the measurement date	293	-
Total	\$ 944	\$ 180
Year ended June 30, 2020:		
Differences between expected and actual experience	\$ 284	\$ 55
Net diff bet projected and actual earnings on program investments	-	88
Change in assumptions	269	129
Changes in proportion	41	1
Employer contributions subsequent to the measurement date	276	-
Total	\$ 870	\$ 273

HRSD reported \$293,000 and \$276,000 as of June 30, 2021 and 2020, respectively, as deferred outflows of resources related to the GLI OPEB resulting from the HRSD's contributions subsequent to the measurement date which will be recognized as a reduction of the Net GLI OPEB Liability in the Fiscal Years ending June 30, 2022 and 2021, respectively. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

(in thousands)		
Years ended June 30,	2021	2020
2021	\$ -	\$ 25
2022	70	26
2023	106	63
2024	137	94
2025	133	90
2026	25	-
Thereafter	-	23
	<u>\$ 471</u>	<u>\$ 321</u>

#### HIC OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to HIC OPEB

For the years ended June 30, 2021 and 2020, HRSD recognized HIC Program OPEB expense of \$122,000 and \$106,000, respectively. HRSD reported deferred outflows of resources and deferred inflows of resources related to the Political Subdivision HIC Program from the following sources:

(in thousands)	Deferred Outflows of Resources	Deferred Inflows of Resources
Year ended June 30, 2021:		
Differences between expected and actual experience	\$ 47	\$ -
Net diff bet projected and actual earnings on program investments	31	-
Change in assumptions	35	9
Employer contributions subsequent to the measurement date	114	-
Total	<u>\$ 227</u>	<u>\$ 9</u>
Year ended June 30, 2020:		
Differences between expected and actual experience	\$ 42	\$ -
Net diff bet projected and actual earnings on program investments	-	11
Change in assumptions	43	12
Employer contributions subsequent to the measurement date	111	-
Total	<u>\$ 196</u>	<u>\$ 23</u>



NOTES TO THE FINANCIAL STATEMENTS

HRSD reported \$114,000 for FY 2021 and \$111,000 for FY 2020 as deferred outflows of resources related to the HIC OPEB resulting from HRSD’s contributions subsequent to the measurement date which will be recognized as a reduction of the Net HIC OPEB Liability in the Fiscal Year ending June 30, 2022 and 2021, respectively. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the HIC OPEB will be recognized in the HIC OPEB expense in future reporting periods as follows:

(in thousands)	2021	2020
Years ended June 30,		
2021	\$ -	\$ 6
2022	17	6
2023	24	13
2024	26	15
2025	25	14
2026	10	-
Thereafter	2	8
	<u>\$ 104</u>	<u>\$ 62</u>

Combined OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to RHP, GLI and HIC OPEB

For the years ended June 30, 2021 and 2020, HRSD reported deferred outflows of resources and deferred inflows of resources related to the RHP, GLI and HIC OPEB plans from the following sources:

(in thousands)	Deferred Outflows of Resources	Deferred Inflows of Resources
Year ended June 30, 2021:		
Differences between expected and actual experience	\$ 5,129	\$ 5,541
Net diff bet projected and actual earnings on program investments	160	8,984
Changes in proportion	30	51
Change in assumptions	251	1,574
Employer contributions subsequent to the measurement date	407	-
Total	<u>\$ 5,977</u>	<u>\$ 16,150</u>
Year ended June 30, 2020:		
Differences between expected and actual experience	\$ 2,894	\$ 6,343
Net diff bet projected and actual earnings on program investments		703
Change in assumptions	312	1,852
Changes in proportion	41	1
Employer contributions subsequent to the measurement date	387	-
Total	<u>\$ 3,634</u>	<u>\$ 8,899</u>



HRSD reported \$407,000 for FY 2021 and \$387,000 for FY 2020 as deferred outflows of resources related to the OPEB plans resulting from HRSD's contributions subsequent to the measurement date which will be recognized as a reduction of the net OPEB Liability in the Fiscal Year ending June 30, 2022 and 2021, respectively. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the OPEB plans will be recognized in HRSD's OPEB expense in future reporting periods as follows:

(in thousands)		
Years ended June 30,	2021	2020
2021	\$ -	\$ (872)
2022	(2,647)	(871)
2023	(2,431)	(654)
2024	(2,359)	(581)
2025	(2,328)	(551)
2026	(295)	-
Thereafter	(520)	(2,123)
	<u>\$ (10,580)</u>	<u>\$ (5,652)</u>

### Actuarial Methods and Assumptions

The total RHP OPEB liabilities were based on actuarial valuations as of June 30, 2020 and 2019, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement dates of June 30, 2021 and 2020.

#### Year Ended June 30, 2021:

Inflation	2.5 percent
Salary increases, including inflation	2.5 percent
Investment rate of return	6.0 percent, net of investment expenses, including inflation*

Mortality rates for the RHP are as follows:

Healthy Retirees	Pub-2010 General Retirees Headcount-weighted Mortality Projected with Fully Generational MP2019 Mortality Improvement Scale.
Disabled Retirees	Pub-2010 General Disabled Retirees Headcount-Weighted Mortality Projected with Fully Generational MP2019 Mortality Improvement Scale.
Active Retirees	Pub-20210 General Employees Headcount-Weighted Mortality Projected with Fully Generational MP2019 Mortality Improvement Scale.

#### Year Ended June 30, 2020:

Inflation	2.5 percent
Salary increases, including inflation	2.5 percent
Investment rate of return	6.0 percent, net of investment expenses, including inflation*

Mortality rates for the RHP are as follows:

Healthy Retirees	Pub-2010 General Retirees Headcount-weighted Mortality Projected with Fully Generational MP2019 Mortality Improvement Scale.
Disabled Retirees	Pub-2010 General Disabled Retirees Headcount-Weighted Mortality Projected with Fully Generational MP2019 Mortality Improvement Scale.
Active Retirees	Pub-20210 General Employees Headcount-Weighted Mortality Projected with Fully Generational MP2019 Mortality Improvement Scale.

NOTES TO THE FINANCIAL STATEMENTS

The total GLI and HIC OPEB liabilities were based on actuarial valuations as of June 30, 2019, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2020:

Year Ended June 30, 2020:

Inflation	2.5 percent
Salary increases, including inflation *	3.5 percent - 5.35 percent
Investment rate of return	6.75 percent, net of investment expenses, including inflation*

Mortality tables and assumptions for GLI and HIC are as follows:

Pre-Retirement:	RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with Scale BB to 2020; males 95% of rates; females 105% of rates.
Post-Retirement:	RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with Scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.
Post-Disablement:	RP-2014 Disability Life Mortality Table projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

Year Ended June 30, 2019:

Inflation	2.5 percent
Salary increases, including inflation *	3.5 percent - 5.35 percent
Investment rate of return	6.75 percent, net of investment expenses, including inflation*

Mortality tables and assumptions for GLI and HIC are as follows:

Pre-Retirement:	RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with Scale BB to 2020; males 95% of rates; females 105% of rates.
Post-Retirement:	RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with Scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.
Post-Disablement:	RP-2014 Disability Life Mortality Table projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

\* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of the OPEB liabilities.

The actuarial assumptions used in the June 30, 2018 valuation was based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75.
Withdrawal Rates	Adjusted terminations rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%
Discount Rate	Decrease rate from 7.00% to 6.75%

Mortality rates are as follows:

Pre-retirement, post-retirement healthy, and disabled	Updated to a more current mortality table - RP2014 projected to 2020
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**Long-Term Expected Rate of Return**

The long-term expected rate of return on RHP investments was determined using an economic building block approach that projects economic and corporate profit growth and takes into consideration the fundamental factors driving long-term real economic growth, our expectation for inflation, productivity, and labor force growth. The returns presented here are geometric return projections based on long-term capital market assumptions. The asset target allocations are governed by its formal investment policy. The best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Year Ended June 30, 2021

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
Domestic Equity	39.00%	7.50%	2.93%
International Developed Equity	15.00%	7.60%	1.14%
International Emerging Markets Equity	6.00%	7.90%	0.47%
Core Fixed	20.00%	3.80%	0.76%
Investment Grade Corporate Debt	10.00%	4.20%	0.42%
Emerging Markets Debt	5.00%	6.10%	0.31%
High Yield	5.00%	6.00%	0.30%
Total	<u>100.00%</u>		<u>6.33%</u>
		Inflation	<u>2.50%</u>
		* Expected arithmetic nominal return	<u>8.83%</u>

\* The above allocation provides a one-year return of 8.83%. However, one-year returns do not take into account the volatility present in each of the asset classes so a rate of 6.0% is used.

Year Ended June 30, 2020

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
Domestic Equity	39.00%	7.40%	2.89%
International Developed Equity	15.00%	7.30%	1.10%
International Emerging Markets Equity	6.00%	7.40%	0.44%
Core Fixed	20.00%	4.90%	0.98%
Investment Grade Corporate Debt	10.00%	5.80%	0.58%
Emerging Markets Debt	5.00%	6.50%	0.33%
High Yield	5.00%	6.40%	0.32%
Total	<u>100.00%</u>		<u>6.64%</u>
		Inflation	<u>2.50%</u>
		* Expected arithmetic nominal return	<u>9.14%</u>

\* The above allocation provides a one-year return of 9.14%. However, one-year returns do not take into account the volatility present in each of the asset classes so a rate of 6.0% is used.

NOTES TO THE FINANCIAL STATEMENTS

The long-term expected rate of return on the GLI and HIC investments was determined using a lognormal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of GLI and HIC’s investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
Public Equity	34.00%	4.65%	1.58%
Fixed Income	15.00%	0.46%	0.07%
Credit Strategies	14.00%	5.38%	0.75%
Real Assets	14.00%	5.01%	0.70%
Private Equity	14.00%	8.34%	1.17%
MAPS - Multi-Asset Public Strategies	6.00%	3.04%	0.18%
PIP-Private Investment Partnership	3.00%	6.49%	0.19%
Total	<u>100.00%</u>		<u>4.64%</u>
		Inflation	<u>2.50%</u>
		* Expected arithmetic nominal return	<u>7.14%</u>

\*The above allocation provides a one-year return of 7.14%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 7.11%, including expected inflation of 2.50%. On October 10, 2019, the VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation. More recent capital market assumptions compiled for the FY2020 actuarial valuations, provide a median return of 6.81%.

Discount Rates

The discount rate used to measure the total OPEB liability for the RHP, as of June 30, 2020, was 6.0%. The projection of cash flows used to determine the discount rate assumes that HRSD contributions will be made in accordance with the funding plan established by an independent actuarial review.

The discount rate used to measure the total GLI and HIC OPEB liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2020, the rate contributed by the entity for the GLI and HIC OPEB will be subject to the portion of the VRS Board certified rates that are funded by the Virginia General Assembly which was 100% of the actuarially determined contribution rate. From July 1, 2020 on, employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI and HIC OPEB’s fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI and HIC OPEB liability.

**Change in Net OPEB Liability (Asset)**

HRSD's net RHP OPEB liability was measured as of June 30, 2021 using a June 30, 2020 valuation, which has been rolled forward to the June 30, 2021 measurement date.

RHP (in thousands)	Total RHP OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net RHP OPEB Liability (Asset) (a) - (b)
<b>RHP OPEB Liability Balances at June 30, 2019</b>	<b>\$ 65,693</b>	<b>\$ 52,025</b>	<b>\$ 13,668</b>
Changes for the year - Increase (Decrease):			
Service cost	1,345	-	1,345
Interest	3,883	-	3,883
Changes of assumptions	(518)	-	(518)
Difference between expected and actual experience	(7,074)	-	(7,074)
Contributions - employer	-	2,730	(2,730)
Net investment income	-	3,343	(3,343)
Benefit payments, including refunds of employee contributions	(1,186)	(1,186)	-
Net changes	(3,550)	4,887	(8,437)
<b>RHP OPEB Liability Balances at June 30, 2020</b>	<b>\$ 62,143</b>	<b>\$ 56,912</b>	<b>\$ 5,231</b>
Changes for the year - Increase (Decrease):			
Service cost	1,333	-	1,333
Interest	3,672	-	3,672
Difference between expected and actual experience	2,930	-	2,930
Contributions - employer	-	1,963	(1,963)
Net investment income	-	14,216	(14,216)
Benefit payments, including refunds of employee contributions	(1,425)	(1,425)	-
Net changes	6,510	14,754	(8,244)
<b>RHP OPEB Liability (Asset) Balances at June 30, 2021</b>	<b>\$ 68,653</b>	<b>\$ 71,666</b>	<b>\$ (3,013)</b>

The net GLI OPEB liability represents the program's total OPEB liability determined in accordance with GAAP, less the associated fiduciary net position. As of the measurement dates of June 30, 2021 and 2020, net OPEB liability amounts for the GLI Program are as follows:

**GLI**

(in thousands)	2021	2020
Total GLI OPEB Liability	\$ 3,523,937	\$ 3,390,238
Plan Fiduciary Net Position	1,855,102	1,762,972
Net GLI OPEB Liability	<u>\$ 1,668,835</u>	<u>\$ 1,627,266</u>

Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability:	52.64%	52.00%
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The total GLI OPEB liability is calculated by the VRS's actuary, and each plan's fiduciary net position is reported in the VRS's financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GAAP in the VRS's notes to the financial statements and required supplementary information.

NOTES TO THE FINANCIAL STATEMENTS

HRSD's net HIC OPEB liability was measured as of June 30, 2020. The total HIC OPEB liability was determined by an actuarial valuation performed as of June 30, 2019, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2020.

HIC (in thousands)	Total HIC OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net HIC OPEB Liability (a) - (b)
<b>HIC OPEB Liability Balances at June 30, 2018</b>	<b>\$ 1,981</b>	<b>\$ 886</b>	<b>\$ 1,095</b>
Changes for the year - Increase (Decrease):			
Service cost	26	-	26
Interest	134	-	134
Changes of assumptions	50	-	50
Difference between expected and actual experience	26	-	26
Contributions - employer	-	108	(108)
Net investment income	-	56	(56)
Benefit payments, including refunds of employee contributions	(124)	(124)	-
Administrative expense	-	(1)	1
Net changes	112	39	73
<b>HIC OPEB Liability Balances at June 30, 2019</b>	<b>\$ 2,093</b>	<b>\$ 925</b>	<b>\$ 1,168</b>
Changes for the year - Increase (Decrease):			
Service cost	28	-	28
Interest	137	-	137
Difference between expected and actual experience	16	-	16
Contributions - employer	-	111	(111)
Net investment income	-	18	(18)
Benefit payments, including refunds of employee contributions	(129)	(129)	-
Administrative expense	-	(2)	2
Net changes	52	(2)	54
<b>HIC OPEB Liability Balances at June 30, 2020</b>	<b>\$ 2,145</b>	<b>\$ 923</b>	<b>\$ 1,222</b>

Sensitivity of the Net OPEB Liabilities to Changes in the Discount Rate and Healthcare Cost Trend Rate

The following table presents the net RHP OPEB liability (asset) if it is calculated using a discount rate that is one percentage point lower (5.00%) or one percentage point higher (7.00%) than the current discount rate:

<u>RHP Discount Rate</u>	1% Decrease (5.00%)	Current Discount Rate (6.0%)	1% Increase (7.00%)
Net RHP OPEB Liability/(Asset) (in thousands)			
Year ended June 30, 2021	\$ 8,875	\$ (3,013)	\$ (12,481)
Year ended June 30, 2020	16,184	5,231	(3,471)

The following table presents the net RHP OPEB liability (asset) if it is calculated using a healthcare cost trend rate that is one percentage point lower (3.00%) or one percentage point higher (5.00%) than the current healthcare cost trend rate:

<u>RHP Ultimate Trend</u>	1% Decrease (3.00%)	Healthcare Cost Trend Rate (4.00%)	1% Increase (5.00%)
Net RHP OPEB Liability/(Asset) (in thousands)			
Year ended June 30, 2021	\$ (13,883)	\$ (3,013)	\$ 11,009
Year ended June 30, 2020	(4,764)	5,231	18,151

The following presents the net GLI OPEB liability using the discount rate of 6.75%, as well as what the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

GLI Discount Rate	1% Decrease (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
GLI Net OPEB Liability (in thousands)			
Year ended June 30, 2021	\$ 5,663	\$ 4,307	\$ 3,207
Year ended June 30, 2020	5,603	4,265	3,180

The following presents the net HIC OPEB liability using the discount rate of 6.75%, as well as what the net HIC OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

HIC Discount Rate	1% Decrease (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
HIC Net OPEB Liability (in thousands)			
Year ended June 30, 2021	\$ 1,447	\$ 1,222	\$ 1,029
Year ended June 30, 2020	1,391	1,168	979

#### GLI Fiduciary Net Position and HIC Plan Data

GLI Fiduciary Net Position and HIC Plan Data is available in the separately issued VRS 2020 and 2019 Comprehensive Annual Financial Reports (Annual Report). A copy of the 2020 VRS Annual Report may be downloaded from the VRS website <http://www.varetire.org/Pdf/Publications/2020-annual-report.pdf>. A copy of the 2019 VRS Annual Report may be downloaded from the VRS website <http://www.varetire.org/Pdf/Publications/2019-annual-report.pdf>. Both files can be received by requesting a copy in writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

## **NOTE 8 – DEFINED BENEFIT PENSION PLAN**

### Plan Description

HRSD employees participate in an agent multiple-employer defined benefit pension plan administered by VRS. All full time, salaried permanent employees of HRSD are automatically covered by the Plan upon employment. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave and previously refunded service.

VRS administers three different benefit structures for covered employees – Plan 1, Plan 2 and the Hybrid Retirement Plan (HRP). The specific information for each plan is set out below:

- Plan 1 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 1 if their membership date is before July 1, 2010 and they were vested as of January 1, 2013. Non-hazardous duty members are eligible for an unreduced retirement benefit beginning at age 65 with at least five years of service credit or at age 55 with at least 30 years of service credit. They may retire with a reduced benefit as early as age 55 with at least five years of service credit or age 50 with at least 10 years of service credit.
- Plan 2 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 2 if their membership date is on or after July 1, 2010, and they were not vested as of January 1, 2013. Non-hazardous duty members are eligible for an unreduced benefit beginning at their normal Social Security retirement age with at least five years of service credit or when the sum of their age and service equals 90. They may retire with a reduced benefit as early as age 60 with at least five years of service credit.



## NOTES TO THE FINANCIAL STATEMENTS

- The Hybrid Retirement Plan (HRP) combines the features of a defined benefit plan and a defined contribution plan. Most members hired on or after January 1, 2014 are in this plan, as well as Plan 1 and Plan 2 members who were eligible and opted into the plan during a special election window from January 1 through April 30, 2014. The employee's retirement benefit is funded through mandatory and voluntary contributions made by the employee and HRSD to both the defined benefit and the defined contribution components of the plan. Non-hazardous duty members are eligible for an unreduced benefit beginning at their normal Social Security retirement age with at least five years of service credit or when the sum of their age and service equals 90. They may retire with a reduced benefit as early as age 60 with at least five years of service credit.

Members in Plan 1 and Plan 2 contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. HRSD makes a separate actuarially determined contribution to VRS for all covered employees. The retirement benefit for members in the HRP is funded through mandatory and voluntary contributions made by the member and HRSD to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.

Members in Plan 1 and Plan 2 earn creditable service for each month they are employed in a covered position, and vest when they have at least five years (60 months) of creditable service. Members in the HRP earn one month of service credit for each month they are employed in a covered position for the defined benefit component, and service credits are used to determine vesting for the employer contribution portion of the plan. HRP members are always 100% vested in the defined contributions they make, and upon retirement or leaving covered employment are eligible to withdraw employer contributions of 50%, 75%, or 100% after two, three, or four years of service, respectively.

The VRS Basic Benefit for Plan 1 and Plan 2 members, and the defined benefit component for HRP members, is a lifetime monthly benefit based on a retirement multiplier as a percentage of the member's average final compensation multiplied by the member's total service credit. Under Plan 1, average final compensation is the average of the member's 36 consecutive months of highest compensation. Under Plan 2 and the HRP, average final compensation is the average of the member's 60 consecutive months of highest compensation. The retirement multiplier for non-hazardous duty members in Plan 1 is 1.7%; in Plan 2 the multiplier is 1.7% for service earned, purchased or granted prior to January 1, 2013 and 1.65% after that date. The multiplier is 1% for members in the HRP. At retirement, members can elect the Basic Benefit, the Survivor Option, a Partial Lump-Sum Option Payment (PLOP) or the Advance Pension Option. A retirement reduction factor is applied to the Basic Benefit amount for members electing the Survivor Option, PLOP or Advance Pension Option or those retiring with a reduced benefit.

Retirees are eligible for an annual cost-of-living adjustment (COLA) effective July 1 of the second calendar year of retirement. Under Plan 1, the COLA cannot exceed 5%; under Plan 2 and for the HRP defined benefit component, the COLA cannot exceed 3%. During years of no inflation or deflation there is no COLA adjustment. The VRS also provides death and disability benefits.

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2020 Comprehensive Annual Financial Report (Annual Report). A copy of the 2020 VRS Annual Report may be downloaded from the VRS website at [varetire.org/pdf/publications/2020-annual-report.pdf](http://varetire.org/pdf/publications/2020-annual-report.pdf), or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.



Employees Covered by Benefit Terms

As of the June 30, 2019 and 2018 actuarial valuation dates, the following employees were covered by the benefit terms of the pension plan:

	2019	2018
Inactive members or their beneficiaries currently receiving benefits	398	385
Inactive Members		
Vested	95	97
Non-Vested	154	150
Active Elsewhere in VRS	85	78
Total Inactive Members	334	325
Active Members	809	790
Total	1,541	1,500

Contributions

The contribution requirement for active employees is governed by Section 51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5% of their compensation toward their retirement. Prior to July 1, 2012, all or part of the 5% member contribution may have been assumed by the employer. Beginning July 1, 2012, new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution. HRSD's contractually required contribution rate for the year ended June 30, 2021 was 7.06% of covered compensation. This rate is based on actuarially determined rates from actuarial valuations as of June 30, 2019.

These rates, when combined with employee contributions, are expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Employer contributions to the pension plan were \$3,453,000 and \$2,897,000 for the years ended June 30, 2021 and 2020, respectively.

Net Pension Liability

The net pension liability (NPL) is calculated separately for each employer and represents that particular employer's total pension liability determined in accordance with GAAP, less that employer's fiduciary net position. For HRSD, the net pension liability was measured as of June 30, 2020. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2019, rolled forward to the measurement date of June 30, 2020.

NOTES TO THE FINANCIAL STATEMENTS

Actuarial Assumptions

The total pension liability as of June 30, 2020 for employees in HRSD's retirement plan was based on actuarial valuations as of June 30, 2019, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2019. The actuarial valuations as of June 30, 2020 use the following assumptions:

Inflation	2.5%
Salary increases, including inflation	3.5% to 5.35%
Investment rate of return	6.75%, net of pension plan investment expenses, including inflation*
Cost of living adjustments	2.25% to 2.50%

\* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed return rate for GAAP purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 6.75% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of pension liabilities.

The actuarial valuation uses the following mortality assumptions:

- Mortality rates: 15% of deaths are assumed to be service related.
- Pre Retirement, RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with Scale BB to 2020; males 95% of rates; females 105% of rates.
- Post Retirement, RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with Scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.
- Post Disablement, RP-2014 Disability Mortality Rates projected with Scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2019 valuations were based on the results of an actuarial experience study for the period July 1, 2012 through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

- Mortality rates – Updated to a more current mortality table – RP-2014 projected to 2020.
- Retirement rates – Lowered rates at older ages and changed final retirement from 70 to 75.
- Withdrawal rates – Adjusted rates to better fit experience at each year age and service through 9 years of service.
- Disability rates – Lowered rates.
- Salary scale – No change.
- Line of duty disability – Increase rate from 14% to 15%.
- Discount Rate – Decrease rate from 7% to 6.75 %

### Long-Term Expected Rate of Return

The long-term expected rate of return on pension system investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected real rates of return (expected returns, net of pension system investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The asset target allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Long-Term Target Asset Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return *
Public equity	34.00%	4.65%	1.58%
Fixed income	15.00%	0.46%	0.07%
Credit strategies	14.00%	5.38%	0.75%
Real assets	14.00%	5.01%	0.70%
Private equity	14.00%	8.34%	1.17%
MAPS - Strategies	6.00%	3.04%	0.18%
PIP	3.00%	6.49%	0.19%
Total	<u>100.00%</u>		<u>4.64%</u>
		Inflation	2.50%
		* Expected arithmetic nominal return	<u>7.14%</u>

\* The above allocation provides a one-year return of 7.14%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 7.11%, including expected inflation of 2.50%. On October 10, 2019 the VRS Board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation. More recent capital market assumptions compiled for the FY2020 actuarial valuations, provide a median return of 6.81%.

### Discount Rate

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; political subdivisions were also provided with an opportunity to use an alternate employer contribution rate. For the year ended June 30, 2020, the alternate rate was the employer contribution rate used in FY 2012 or 100% of the actuarially determined employer contribution rate from the June 30, 2017, actuarial valuations, whichever was greater. From July 1, 2020, on, participating employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

NOTES TO THE FINANCIAL STATEMENTS

Changes in Net Pension Liability

(in thousands)	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
<b>Pension Liability Balances at June 30, 2018</b>	<b>\$ 227,659</b>	<b>\$ 207,355</b>	<b>\$ 20,304</b>
Changes for the year - Increase (Decrease):			
Service cost	3,946	-	3,946
Interest	15,598	-	15,598
Changes of assumptions	7,378	-	7,378
Difference between expected and actual experience	760	-	760
Contributions - employer	-	2,866	(2,866)
Contributions - employee	-	2,468	(2,468)
Net investment income	-	13,739	(13,739)
Benefit payments, including refunds of employee contributions	(9,655)	(9,655)	-
Administrative expense	-	(137)	137
Other changes	-	(8)	8
Net changes	18,027	9,273	8,754
<b>Pension Liability Balances at June 30, 2019</b>	<b>\$ 245,686</b>	<b>\$ 216,628</b>	<b>\$ 29,058</b>
Changes for the year - Increase (Decrease):			
Service cost	4,229	-	4,229
Interest	16,223	-	16,223
Difference between expected and actual experience	(991)	-	(991)
Contributions - employer	-	2,897	(2,897)
Contributions - employee	-	2,538	(2,538)
Net investment income	-	4,115	(4,115)
Benefit payments, including refunds of employee contributions	(10,696)	(10,696)	-
Administrative expense	-	(142)	142
Other changes	-	(5)	5
Net changes	8,765	(1,293)	10,058
<b>Pension Liability Balances at June 30, 2020</b>	<b>\$ 254,451</b>	<b>\$ 215,335</b>	<b>\$ 39,116</b>

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

Pension Discount Rate	1% Decrease (5.75%)	Current Discount (6.75%)	1% Increase (7.75%)
Net Pension Liability (in thousands)			
Year ended June 30, 2020	\$ 72,769	\$ 39,116	\$ 11,182
Year ended June 30, 2019	62,624	29,058	2,307

Pension Expenses and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

HRSD recognized pension expense of \$6,091,000 and \$3,454,000 for the years ended June 30, 2021 and 2020, respectively. At June 30, 2021 and 2020, HRSD reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

(in thousands)	Deferred Outflows of Resources	Deferred Inflows of Resources
Year ended June 30, 2021:		
Differences between expected and actual experience	\$ 525	\$ 1,226
Changes of assumptions	4,149	526
Net diff bet projected and actual earnings on program investments	6,456	-
Employer contributions subsequent to the measurement date	3,453	-
Total	<u>\$ 14,583</u>	<u>\$ 1,752</u>
Year ended June 30, 2020:		
Differences between expected and actual experience	\$ 1,268	\$ 1,281
Changes of assumptions	5,764	1,388
Net diff bet projected and actual earnings on program investments	-	1,848
Employer contributions subsequent to the measurement date	2,897	-
Total	<u>\$ 9,929</u>	<u>\$ 4,517</u>

HRSD reported \$3,453,000 and \$2,897,000 as of June 30, 2021 and 2020, respectively, as deferred outflows of resources resulting from HRSD's contributions subsequent to the measurement date, which will be recognized as reductions of the Net Pension Liability in the years ended June 30, 2022 and 2021, respectively. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

(in thousands)		
Years ended June 30,	2021	2020
2021	\$ -	\$ 625
2022	871	(974)
2023	3,570	1,725
2024	2,984	1,139
2025	1,953	-
	<u>\$ 9,378</u>	<u>\$ 2,515</u>

**NOTE 9 – NOTES PAYABLE AND BONDS**

As of October 30, 2015, the District entered into a Credit Agreement with Bank of America, N.A. (the "Bank") to provide a revolving line of credit to provide interim financing or refinancing for costs of projects. Since that time, the Credit Agreement has been extended and amended, most recently as of April 29, 2021. As of April 29, 2021, the District has a revolving line of credit of \$50,000,000 with Bank of America, N.A. (the "Bank"), which matures June 30, 2022. In addition, the District may request the Bank to increase the maximum authorization on the line of credit to up to \$200,000,000, subject to the Bank's approval, in its sole discretion. The District's obligation to make payments under the Credit Agreement is a Junior Obligation within the meaning of the District's Trust Agreement, dated as of October 1, 2011, as amended and supplemented, between the District and The Bank of New York Mellon Trust Company, N.A., as trustee, and is expressly subordinate and junior to the Lien on Net Revenues Available for Debt Service (as defined in the Trust Agreement).

Interest on advances is payable monthly at a fluctuating rate per annum. Tax-exempt projects are payable at an interest rate equal to the Securities Industry and Financial Markets Association (SIFMA) Index plus 0.39% per annum. Taxable projects are payable at an interest rate equal to the London Interbank Offered Rate (LIBOR) plus 0.45% per annum.

## NOTES TO THE FINANCIAL STATEMENTS

At June 30, 2021 and 2020, HRSD owed \$15,298,874 and \$0 against the line of credit, respectively. At June 30, 2021 and 2020, HRSD had \$34,701,26 and \$50,000,000, respectively, available under the line of credit agreement. The agreement provides for certain actions to be taken in events of default including acceleration of payment of the line of credit balance, termination of the lender's commitment to make further advances, and increasing the interest rate in effect to a higher default rate until paid in full. The line of credit is recorded as Notes Payable in the Current Liabilities section of the Statements of Net Position.

HRSD issues revenue bonds for various capital improvements including but not limited to wastewater treatment plants and interceptor system improvements. In addition to HRSD's publicly issued revenue bonds, HRSD is indebted for bond issues payable to the Virginia Resources Authority (VRA) as administrator of the Virginia Water Facilities Fund. HRSD is required to adhere to and is in compliance with the rebate and reporting requirements of the federal regulations pertaining to arbitrage.

In fiscal year 2020, HRSD issued \$205,675,000 in subordinate wastewater revenue bonds, Series 2019A, along with \$66,355,000 in cash to partially refund a total of \$219,721,000 debt for Series 2014A, Series 2016A, Series 2017A and Series 2018A. The transaction resulted in a loss on refunding of \$11,689,000 which will be amortized over 19 years, which is the life of the new debt.

HRSD closed on a 22 year, \$100 million loan, VRA - Group Loan, at 1.15 percent interest from Virginia Clean Water Revolving Loan Fund on June 11, 2020. This is the first programmatic loan in the history of the program, which funds a number of approved projects that provide substantial water quality benefits as opposed to an individual loan for each project.

HRSD has \$50 million outstanding in subordinate variable rate demand bonds, Series 2016B, to partially finance its capital improvement plan. The bonds bear interest in either a Weekly Period or a Long-term Period, as defined. The bonds were initially issued in a Weekly Interest Period and bear interest at a varying interest rate until, at HRSD's option, they are converted to the Long-term Period. Liquidity to pay the purchase price of the bonds that are tendered and not remarketed is provided by HRSD. Maturities of the principal and interest for these bonds are shown in the following table as if held to maturity. The bonds are subject to optional redemption by HRSD prior to their maturity. Through June 30, 2021, the bonds have been successfully remarketed by the Remarketing Agent. The interest rate for the bonds at June 30, 2021 and 2020 was 0.08% and 1.27%, respectively. The 2021 rate was used to calculate interest maturity amounts shown below.

All bonds are secured by the revenues of HRSD and are payable over the duration of that issue. A summary of activity for the years ended June 30:

(in thousands)	Balance at				Balance at				Balance at		Due within
	6/30/2019	Additions	Deductions	Transfer	6/30/2020	Additions	Deductions	6/30/2021	One year		
Series-2019A	\$ -	\$ 205,675	\$ -	\$ -	\$ 205,675	\$ -	\$ (2,985)	\$ 202,690	\$ 3,225		
Series-2018A	62,715	-	(42,230)	-	20,485	-	(1,035)	19,450	1,090		
Series-2017A	83,485	-	(11,430)	-	72,055	-	-	72,055	-		
Series-2016A	230,970	-	(134,175)	-	96,795	-	(4,160)	92,635	5,875		
Series-2016B VR	50,000	-	-	-	50,000	-	-	50,000	50,000		
Series-2014A	105,845	-	(41,305)	-	64,540	-	(6,080)	58,460	8,070		
Series-2012A	5,770	-	(2,815)	-	2,955	-	(2,955)	-	-		
Series-2012	600	-	(310)	-	290	-	(290)	-	-		
Series-2011FR	1,525	-	(1,525)	-	-	-	-	-	-		
Series-2009B	120,140	-	(3,915)	-	116,225	-	(4,040)	112,185	4,170		
								-	-		
Virginia Resources Authority								-	-		
Senior bonds	80,060	-	(2,405)	(47,163)	30,492	-	(2,467)	28,025	2,531		
Subordinate bonds	84,398	29,238	(8,354)	47,163	152,445	35,452	(8,194)	179,703	10,197		
	825,508	234,913	(248,464)	-	811,957	35,452	(32,206)	815,203	85,158		
Unamortized bond premiums	66,121	-	(42,599)	-	23,522	-	(3,719)	19,803	3,261		
<b>Total</b>	<b>\$ 891,629</b>	<b>\$ 234,913</b>	<b>\$ (291,063)</b>	<b>\$ -</b>	<b>\$ 835,479</b>	<b>\$ 35,452</b>	<b>\$ (35,925)</b>	<b>\$ 835,006</b>	<b>\$ 88,419</b>		

#### Senior bonds outstanding at June 30, 2021:

(in thousands)	Issue Amount	Principal Outstanding			Interest to Maturity	Interest Rates	Duration of Issue	Final Maturity
		Total	Current	Long-Term				
Series-2014A	\$ 111,345	\$ 58,460	\$ 8,070	\$ 50,390	\$ 7,869	5.00%	15 years	July 1, 2025
Series-2009B	134,725	112,185	4,170	108,015	69,577	5.01% - 5.87%	30 years	November 1, 2039
VRA - Metering	9,989	5,824	516	5,308	844	2.65%	20 years	March 1, 2031
VRA - WTP	5,727	3,325	303	3,022	369	2.05%	20 years	March 1, 2031
VRA - NTP	19,395	11,280	999	10,281	1,634	2.65%	20 years	March 1, 2031
VRA - JRTP	13,431	7,596	713	6,883	1,046	2.65%	20 years	September 1, 2030
<b>Total</b>		<b>\$ 198,670</b>	<b>\$ 14,771</b>	<b>\$ 183,899</b>	<b>\$ 81,339</b>			

#### Maturities of senior bond principal and interest as of June 30, 2021:

(in thousands)	June 30,	Principal		Interest	
	2022	\$ 14,771	\$	9,778	
	2023	18,727		9,005	
	2024	19,539		8,110	
	2025	20,408		7,156	
	2026	20,649		6,159	
	2027 - 2031	41,500		23,555	
	2032 - 2036	32,375		13,892	
	2037 - 2041	30,701		3,684	
		<b>\$ 198,670</b>	<b>\$</b>	<b>81,339</b>	

NOTES TO THE FINANCIAL STATEMENTS

Subordinate revenue bonds outstanding at June 30, 2021:

(in thousands)	Issue Amount	Principal Outstanding			Interest to Maturity	Interest Rates	Duration of Issue	Final Maturity
		Total	Current	Long-term				
Series-2019A	\$ 205,675	\$ 202,690	\$ 3,225	\$ 199,465	\$ 57,264	1.70% - 2.78%	20 Years	February 1, 2039
Series-2018A	63,185	19,450	1,090	18,360	6,996	5.00%	15 years	October 1, 2033
Series-2017A	83,485	72,055	-	72,055	42,766	3.50% - 5.00%	26 years	October 1, 2043
Series-2016A	246,845	92,635	5,875	86,760	31,888	3.00% - 5.00%	20 years	August 1, 2036
VRA - BH Odor	2,380	81	81	-	1	3.50%	20 years	September 1, 2021
VRA - York River Reuse	2,476	228	152	76	4	1.70%	20 years	September 1, 2022
VRA - AB Aeration	1,759	172	114	58	3	1.70%	20 years	October 1, 2022
VRA - Ches-Eliz Off Gas	1,070	140	69	71	7	3.75%	20 years	March 1, 2023
VRA - AB Generator	1,235	374	72	302	21	2.00%	20 years	April 1, 2026
VRA - Atlantic Expan	7,340	2,650	419	2,231	184	2.10%	20 years	February 1, 2027
VRA - Ches-Eliz Expan	40,330	14,487	2,290	12,197	1,008	2.10%	20 years	June 1, 2027
VRA - Williamsburg PS	1,605	622	90	532	47	2.10%	20 years	July 1, 2027
VRA - York River Expan	29,683	17,273	1,525	15,748	2,572	2.72%	20 years	March 1, 2031
VRA - Rodman	1,096	996	36	960	268	2.25%	25 years	June 1, 2043
VRA - Atlantic	6,318	4,240	307	3,933	696	2.51%	20 years	February 1, 2033
VRA - Ferguson	866	795	29	766	247	2.70%	25 years	March 1, 2042
VRA - Lucas	2,949	2,772	88	2,684	955	2.65%	27 years	October 1, 2044
VRA - BHTP Switchgear	7,619	7,619	371	7,248	1,340	1.85%	20 years	December 1, 2040
VRA - Orcutt Ave	-	7,701	204	7,497	3,885	2.85%	30 years	February 1, 2049
VRA - TP Dewatering	-	1,997	160	1,837	149	1.20%	20 years	October 1, 2040
VRA - Deep Creek IFM	4,989	4,989	229	4,760	621	1.20%	20 years	December 1, 2040
VRA - Huxley	-	3,220	179	3,041	471	1.20%	20 years	August 1, 2040
VRA - Group Loan	-	15,803	-	15,803	633	1.15%	22 years	March 1, 2042
VRA - ABTP	50,000	32,215	2,511	29,704	4,110	2.05%	20 years	September 1, 2032
VRA - ATP	-	56,836	883	55,953	18,178	2.25%	30 years	March 1, 2046
VRA - BHTP	7,584	4,493	388	4,105	524	2.05%	20 years	September 1, 2031
Total Fixed Rate Bonds		566,533	20,387	546,146	174,838			
						Variable (0.08% at June 30, 2021)		
Series-2016B VR	50,000	50,000	50,000	-	1,062		30 years	August 1, 2046
Total		\$ 616,533	\$ 70,387	\$ 546,146	\$ 175,900			

The VRA bonds that do not show an issue amount have not closed as of June 30, 2021, therefore, the principal amounts reflected represent draws through that date. The total eligible loan amount on these Subordinate VRA bonds is \$173,348,000, of which \$87,672,385 is available at June 30, 2021.

Maturities of subordinate bond principal and interest as of June 30, 2021:

(in thousands)	Principal	Interest
June 30, 2022	\$ 70,387	\$ 16,111
2023	20,886	15,936
2024	23,528	15,195
2025	24,110	14,609
2026	24,584	14,009
2027 - 2031	168,610	56,496
2032 - 2036	162,674	30,945
2037 - 2041	90,229	10,300
2042 - 2046	31,130	2,259
2047 - 2051	395	40
	\$ 616,533	\$ 175,900



HRSD defeased certain revenue bonds by placing the proceeds of new bonds in an irrevocable trust to provide for all future debt service payments on the old bonds. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the fund's financial statements. At June 30, 2021, the following defeased bonds from advance refunding are still outstanding:

Defeased In	Original Issue	Amount	Redemption
2017	Series 2012A	\$ 26,241,969	07/01/22
2017	Series 2016A	8,446,740	08/01/26
2019	Series 2014A	41,181,609	07/01/24
2019	Series 2016A	28,504,380	08/01/26
2019	Series 2016A	131,891,081	08/01/26
2019	Series 2017A	13,946,850	10/01/27
2019	Series 2018A	14,105,476	10/01/27
2019	Series 2018A	36,741,484	10/01/27
		<u>\$ 301,059,589</u>	

## NOTE 10 – NET POSITION

### Restricted Portion of Net Position

*Restricted for debt service.* HRSD's Trust Agreement requires that funds be set aside for its revenue bond debt service. At June 30, 2021 and 2020, \$30,455,000 and \$28,155,000, respectively, were contained in the unrestricted net position.

### Unrestricted Portion of Net Position

*Reserved for Improvement.* HRSD's Master Trust Agreement requires a reserve for improvements. There is no specific funding mechanism established by the Trust Agreement. At June 30, 2021 and 2020, \$186,000 and \$267,000, respectively, was contained in the unrestricted net position. HRSD was in compliance with all funding requirements of this reserve during the fiscal years ended June 30, 2021 and 2020.

*Reserved for Construction.* A reserve for the construction program is based on funds designated by HRSD's Commission for such purposes. At June 30, 2021 and 2020, \$6,034,000 and \$22,210,000, respectively, was contained in the unrestricted net position.

## NOTE 11 - RISK MANAGEMENT

HRSD is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; employee dishonesty; injuries to employees; and natural disasters. HRSD purchases commercial insurance for specific types of coverage including property, liability, auto, crime, public officials and workers' compensation. There were no significant reductions in insurance coverage from the prior year. Claim settlements and judgments not covered by commercial insurance are covered by operating resources. The amount of settlements did not exceed insurance coverage for each of the past three years. Claim expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated.

HRSD has a self-insured health, dental and vision care benefits program for all employees. Claims processing and payments for all health care claims are made through third-party administrators. HRSD uses the information provided by the third-party administrators and a health care benefits consultant to aid in the determination of self-insurance reserves. Hospitalization Reserve is included in Other Liabilities in the Current Liabilities section of the Statements of Net Position.

(in thousands)	Beginning of Fiscal Year	Estimated Claims Incurred	Claims Paid	End of Fiscal Year
2020	\$ 4,290	\$ 12,079	\$ (11,848)	\$ 4,521
2021	4,521	14,116	(13,860)	4,777

## NOTES TO THE FINANCIAL STATEMENTS

**NOTE 12 – COMMITMENTS AND CONTINGENCIES**Consent Decree

On December 19, 2014, the Commonwealth of Virginia entered into a long-term State Consent Agreement (the “2014 Consent Agreement”) with 14 of the localities that HRSD serves. The 2014 Consent Agreement requires the localities to perform long-term management, operations and maintenance of their sewer systems in support of HRSD’s efforts to provide long-term regional wet weather wastewater capacity. HRSD is not a party to the 2014 Consent Agreement. Instead, HRSD’s obligation to provide regional wet weather sewer capacity is now solely imposed through its federal consent decree (the “Consent Decree”). HRSD entered into the Consent Decree with the Commonwealth and the United States Environmental Protection Agency (“EPA”).

The Consent Decree was entered by the federal district court for the Eastern District of Virginia (the “District Court”) on February 23, 2010. The Consent Decree has been amended four times, most recently on February 21, 2017 (the “Amended Consent Decree”).

The Amended Consent Decree has two major operative requirements. First, it requires HRSD to develop a Regional Wet Weather Management Plan (“RWWMP”) to control capacity-related sewer overflows within the 14 localities. However, through the third and fourth amendments, HRSD has now assumed responsibility for planning (in consultation with the 14 affected localities), designing, funding, and implementing the controls in both the localities’ systems and the HRSD system that will be contained in the approved RWWMP. Through this approach, HRSD estimates the regional ratepayers will achieve significantly reduced program costs than if each locality sought to address peak wet weather wastewater flows on its own. To facilitate these regional cost savings, the Amended Consent Decree extended the RWWMP submission deadline to October 1, 2017. To further facilitate this approach, the 14 affected localities entered into a Memorandum of Agreement with HRSD in 2014 in which they agreed to (1) cooperate with HRSD, (2) facilitate the construction of and accept ownership of any improvements which HRSD may need to construct in the localities’ systems, and (3) maintain the integrity of their systems to industry standards.

The Amended Consent Decree also requires HRSD to implement a total of 45 projects from its ten-year CIP. These 45 projects total approximately \$306 million. Accordingly, HRSD has timely and fully satisfied the requirement of the Amended Consent Decree to implement these 45 early action projects.

The Amended Consent Decree authorizes HRSD to submit the RWWMP as part of an Integrated Management Plan (“IMP”). HRSD intends to use the IMP approach to facilitate the timing and financing of both its RWWMP and its SWIFT Program. The SWIFT Program will assist the Commonwealth to meet its Chesapeake Bay nutrient reduction commitments and save HRSD’s 14 localities approximately \$1 to \$2 billion in avoided Chesapeake Bay-related stormwater control costs.

HRSD has agreed to a fifth amendment to its ongoing federal consent decree with the United States Environmental Protection Agency (“USEPA”) and the Commonwealth of Virginia (“Commonwealth”). The fifth amendment is expected to be lodged with the federal court in late 2020 and entered by the court in early 2021. The fifth amendment includes a schedule for wastewater system improvements that accommodates the SWIFT program. That schedule requires that HRSD implement \$200 million worth of sewer overflow control projects between 2020 and 2030 and then another \$200 million in sewer overflow control projects between 2030 and 2040. These two sets of projects reflect further priority system improvements that HRSD is to implement along with the Project. The fifth amendment gives HRSD until 2032 to complete the SWIFT program. Finally, the fifth amendment provides that if HRSD does not fully implement the Project or delays full implementation past 2032 then EPA can require HRSD to accelerate some or all of the second group (\$200 million worth) of sewer overflow control projects to offset the avoided investment in the SWIFT program.

Litigation

In 2018, oystermen leasing oyster beds in the Nansemond River filed a petition for declaratory judgment against the City of Suffolk, Virginia, and HRSD alleging that they had intentionally designed and operated their storm water system (Suffolk) and sanitary sewers (both) to discharge contaminants onto the oystermen’s oyster beds (leased from the Virginia Marine Resources Commission), resulting in condemnation of their oysters by the Virginia Department of Health. In September 2019, the Suffolk Circuit Court granted demurrers filed by Suffolk and HRSD and dismissed the oystermen’s petition. On May 18, 2020, the Supreme Court of Virginia agreed to hear the oystermen’s appeal. On December 10, 2020, the Virginia Supreme Court affirmed the lower court decision dismissing the petition.

Capital Commitments

HRSD has a major capital improvement and expansion program funded through the issuance of debt and its own resources. As of June 30, 2021, HRSD has outstanding commitments for contracts in progress of approximately \$582,703,000.

**NOTE 13 – FAIR VALUE MEASUREMENTS**

HRSD categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets. Level 2 inputs are significant other observable inputs. Level 3 inputs are significant unobservable inputs.

Debt securities reported as investments are classified in Level 2 of the fair value hierarchy and are valued using the following approaches:

- U.S. Treasury securities are valued using quoted prices for identical or similar securities.
- All other investments are valued based on matrix pricing using observable data of securities with similar attributes.

Investments reported as cash and cash equivalents are not included of the fair value hierarchy and are valued using the following:

- The Virginia Investment Pool Trust Fund (the “Trust” or “VIP”) is an Internal Revenue Code Section 115 governmental trust fund created under the Joint Exercise of Powers statute of the Commonwealth of Virginia to provide political subdivisions with an investment vehicle to pool their funds and to invest such funds into two or more investment portfolios under the direction and daily supervision of a professional fund manager. The Trust was established and created by the City of Chesapeake, Virginia, and the City of Roanoke, Virginia (the “Founding Participants”) and operates under the Trust Agreement as amended September 23, 2016. All deposits to VIP initially go into the Stable NAV Liquidity Pool, which serves both as a liquidity pool and as a sweep account for the 1-3 Year High Quality Bond Fund. HRSD’s total investment in VIP is \$65,054,000 (valued at amortized cost) in the 1-3 Year High Quality Bond Fund and \$108,890,000 in the Stable NAV Liquidity Pool as of June 30, 2021.

HRSD OPEB Trust Investments

The HRSD OPEB Trust has investments in mutual funds, cash, and cash equivalents on deposit with its trustee, U.S. Bank. HRSD categorizes its fair value measurements within the fair value hierarchy consistent with the approach described above.

<b>Balance at June 30, 2021</b> (in thousands)	<b>Fair Value</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Investments by Fair Value Level</b>				
Mutual Funds - Equity	\$ 45,798	\$ 31,062	\$ 14,736	\$ -
Mutual Funds - Fixed Income	22,058	2,096	19,962	-
Miscellaneous	1,080	-	1,080	-
Other Income	2,632	-	-	2,632
Total Investments by Fair Value Level	\$ 71,568	\$ 33,158	\$ 35,778	\$ 2,632
<b>Cash Equivalents Measured at Net Asset Value</b>				
First American Government Obligation	98			
<b>Fiduciary Net Position of HRSD’s OPEB</b>				
Plan as of June 30, 2021	\$ 71,666			

NOTES TO THE FINANCIAL STATEMENTS

Balance at June 30, 2020 (in thousands)	Fair Value	Level 1	Level 2	Level 3
<b>Investments by Fair Value Level</b>				
Mutual Funds - Equity	\$ 31,920	\$ 5,018	\$ 26,902	\$ -
Mutual Funds - Fixed Income	22,393	5,963	16,430	-
Other Income	2,412	-	-	2,412
Total Investments by Fair Value Level	<u>\$ 56,725</u>	<u>\$ 10,981</u>	<u>\$ 43,332</u>	<u>\$ 2,412</u>
<b>Cash Equivalents Measured at Net Asset Value</b>				
First American Government Obligation	187			
<b>Fiduciary Net Position of HRSD's OPEB</b>				
Plan as of June 30, 2020	<u>\$ 56,912</u>			

Additional information about HRSD's OPEB Plan is in Notes 3 and 7.

**NOTE 14 - FIDUCIARY ACTIVITIES**

As discussed in Note 2, under New Accounting Pronouncement, HRSD adopted GASB Statement No. 84, *Fiduciary Activities*, (the Statement) effective July 1, 2020. In accordance with the requirements of this Statement, HRSD has prepared fiduciary fund financial statements for the fiscal years ended June 30, 2021 and 2020. The statements include information on one of HRSD's three postemployment benefits other than pensions (other postemployment benefits, or OPEB) plans, and information on funds held by HRSD to apply toward customer accounts.

Retiree Health Plan

Detailed information related to HRSD's Retiree Health Plan (RHP) is included in Notes 2, 3, 7 and 13 and in the Required Supplementary Information section of the Comprehensive Annual Financial Report. The RHP meets the requirements of GASB 84 for inclusion in the fiduciary fund financial statements. HRSD's other two OPEB plans are administered by VRS so do not qualify for inclusion. The RHP has total assets of \$71.7 million, which is restricted to providing postretirement benefits for plan participants.

Coronavirus Aid, Relief, and Economic Securities Act

In response to the COVID-19 pandemic disaster, the United States federal government enacted the Coronavirus Aid, Relief, and Economic Securities Act of 2020 ("CARES Act") to provide funding for numerous programs to address the COVID-19 pandemic disaster, providing assistance to states, local, territorial, and tribal governments for direct impacts of the COVID-19 pandemic disaster through the establishment of the Coronavirus Relief Fund (CRF). Consistent with the CARES Act, the Commonwealth of Virginia established a COVID-19 Utility Relief Program (Program) to provide direct assistance to utility customers with accounts over 30 days in arrears.

During the fiscal year ended June 30, 2021, HRSD received federal CARES Act funds in the amount of \$9.1 million. The City of Norfolk and James City Service Authority (the partner localities) served as pass-through agents for funds distributed through the Commonwealth of Virginia's State Corporation Commission. As of June 30, 2021, HRSD applied \$7.5 million to the accounts of customers who qualified for relief under the terms of the Program. If all the HRSD CRF Funds are not expended to assist utility customers by any applicable deadline under the Program such that HRSD is obligated to return unexpended funds to the Commonwealth, HRSD and the partner localities shall coordinate to accomplish the return of such funds in a timely manner in accordance with the CRF Rules.

**NOTE 15 - SUBSEQUENT EVENTS**

The Water Infrastructure Finance and Innovation Act (WIFIA) program, managed by the Environmental Protection Agency (EPA), accelerates investment in our nation's water infrastructure by providing long-term, low-cost supplemental loans for regionally and nationally significant projects. WIFIA loans allow borrowers to lock-in a rate equivalent to the US Treasury rate plus one basis point at closing. HRSD submitted a Letter of Interest in 2019 and was approved to apply for the SWIFT program. Due to the long duration of the SWIFT program, a Master Financing Agreement (MFA) was required to allow for multiple loans (tranches). Each tranche will be a group of projects that have met environmental requirements. On September 28, 2020, HRSD executed an MFA that outlines the terms and conditions of the loans and caps the amount borrowed at \$1.048 billion. In addition, HRSD closed on the first tranche,

which was \$225 million for approximately 34 years at a rate of 1.42 percent. In September 2020 HRSD closed on the first tranche, which was \$225 million for approximately 34 years at a rate of 1.42 percent. In September 2021 HRSD closed on the second tranche, which was \$477 million for approximately 34 years at a rate of 1.95 percent.



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**Required Supplementary  
Information** (Unaudited)



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**SCHEDULE OF CHANGES IN  
NET PENSION LIABILITY AND RELATED RATIOS**

(in thousands)	2020	2019	2018	2017	2016	2015	2014
<b>Total pension liability</b>							
Service cost	\$ 4,229	\$ 3,946	\$ 3,825	\$ 4,145	\$ 4,025	\$ 4,115	\$ 3,943
Interest	16,223	15,598	14,953	14,750	13,872	13,559	12,906
Changes in assumptions	-	7,378	-	(3,975)	-	-	-
Differences between expected and actual experience	(991)	760	(101)	(3,175)	2,980	(4,910)	-
Benefit payments, including refunds of employee contributions	(10,696)	(9,655)	(9,250)	(8,475)	(8,161)	(8,446)	(6,607)
<b>Net change in total pension liability</b>	<b>8,765</b>	<b>18,027</b>	<b>9,427</b>	<b>3,270</b>	<b>12,716</b>	<b>4,318</b>	<b>10,242</b>
<b>Total pension liability - beginning</b>	<b>245,686</b>	<b>227,659</b>	<b>218,232</b>	<b>214,962</b>	<b>202,246</b>	<b>197,928</b>	<b>187,686</b>
<b>Total pension liability - ending (a)</b>	<b>\$ 254,451</b>	<b>\$ 245,686</b>	<b>\$ 227,659</b>	<b>\$ 218,232</b>	<b>\$ 214,962</b>	<b>\$ 202,246</b>	<b>\$ 197,928</b>
<b>Plan fiduciary net position</b>							
Contributions - employer	\$ 2,897	\$ 2,866	\$ 3,710	\$ 3,609	\$ 4,083	\$ 4,099	\$ 4,114
Contributions - employee	2,538	2,468	2,424	2,351	2,286	2,314	2,267
Net investment income	4,115	13,739	14,451	21,526	3,062	7,807	23,313
Benefit payments, including refunds of employee contributions	(10,696)	(9,655)	(9,250)	(8,475)	(8,161)	(8,446)	(6,607)
Administrative expense	(142)	(137)	(125)	(124)	(109)	(107)	(125)
Other	(5)	(8)	(12)	(19)	(1)	(2)	1
<b>Net change in plan fiduciary net position</b>	<b>(1,293)</b>	<b>9,273</b>	<b>11,198</b>	<b>18,868</b>	<b>1,160</b>	<b>5,665</b>	<b>22,963</b>
<b>Plan fiduciary net position - beginning</b>	<b>216,628</b>	<b>207,355</b>	<b>196,157</b>	<b>177,289</b>	<b>176,129</b>	<b>170,464</b>	<b>147,501</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 215,335</b>	<b>\$ 216,628</b>	<b>\$ 207,355</b>	<b>\$ 196,157</b>	<b>\$ 177,289</b>	<b>\$ 176,129</b>	<b>\$ 170,464</b>
<b>Net pension liability - ending (a) - (b)</b>	<b>\$ 39,116</b>	<b>\$ 29,058</b>	<b>\$ 20,304</b>	<b>\$ 22,075</b>	<b>\$ 37,673</b>	<b>\$ 26,117</b>	<b>\$ 27,465</b>
<b>Plan fiduciary net position as a percentage of the total pension liability (b)/(a)</b>	<b>84.63%</b>	<b>88.17%</b>	<b>91.08%</b>	<b>89.88%</b>	<b>82.47%</b>	<b>87.09%</b>	<b>86.12%</b>
<b>Covered payroll ( c )</b>	<b>\$ 53,085</b>	<b>\$ 51,336</b>	<b>\$ 50,874</b>	<b>\$ 49,286</b>	<b>\$ 47,838</b>	<b>\$ 47,674</b>	<b>\$ 46,096</b>
<b>Net pension liability as a percentage of the covered payroll ((a)-(b))/( c )</b>	<b>73.69%</b>	<b>56.60%</b>	<b>39.91%</b>	<b>44.79%</b>	<b>78.75%</b>	<b>54.78%</b>	<b>59.58%</b>

This schedule is presented to show information for 10 years. However, until a full ten-year trend is compiled, HRSD will present information for those years for which information is available.

**SCHEDULE OF EMPLOYER PENSION CONTRIBUTIONS  
FOR THE YEARS ENDED JUNE 30, 2012 THROUGH 2021**

Date	Contractually Required Contribution	Contribution in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a % of Covered Payroll
2021	\$ 3,453,000	\$ 3,453,000	\$ -	\$ 54,107,000	6.38%
2020	2,897,000	2,897,000	-	53,085,000	5.46%
2019	2,866,000	2,866,000	-	51,336,000	5.58%
2018	3,635,000	3,635,000	-	50,874,000	7.15%
2017	4,326,000	4,326,000	-	49,286,000	8.78%
2016	4,222,000	4,222,000	-	47,838,000	8.83%
2015	4,207,000	4,207,000	-	47,674,000	8.82%
2014	4,107,000	4,107,000	-	46,096,000	8.91%
2013	4,075,000	4,075,000	-	45,044,000	9.05%
2012	4,580,000	4,580,000	-	42,166,000	10.86%

**Notes to Required Supplementary Information For the Year Ended June 30, 2021:**

**Changes of benefit terms -**

There have been no actuarially material changes to the VRS benefit provisions since the prior actuarial valuation.

**Changes of assumptions -**

The actuarial assumptions used in the June 30, 2018, valuation were based on the results of an actuarial experience study for the period from July 1, 2012, through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75 retirement
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increase rate from 14% to 15%
Discount Rate	Decreased rate from 7.00% to 6.75%

Information pertaining to Pensions can be found in Notes 2 and 8 to the financial statements.

**SCHEDULE OF CHANGES IN  
NET RHP OPEB LIABILITY (ASSET) AND RELATED RATIOS**

(in thousands)

	2021	2020	2019	2018	2017
<b>Total OPEB liability</b>					
Service cost	\$ 1,333	\$ 1,345	\$ 1,300	\$ 1,260	\$ 1,188
Interest	3,672	3,883	3,571	3,391	3,208
Changes in assumptions	-	(518)	(1,607)	-	-
Differences between expected and actual experience	2,930	(7,074)	3,302	-	-
Benefit payments, including refunds of employee contributions	(1,425)	(1,186)	(1,149)	(1,791)	(892)
<b>Net change in total OPEB liability</b>	<b>6,510</b>	<b>(3,550)</b>	<b>5,417</b>	<b>2,860</b>	<b>3,504</b>
<b>Total OPEB liability - beginning</b>	<b>62,143</b>	<b>65,693</b>	<b>60,276</b>	<b>57,416</b>	<b>53,913</b>
<b>Total OPEB liability - ending (a)</b>	<b>\$ 68,653</b>	<b>\$ 62,143</b>	<b>\$ 65,693</b>	<b>\$ 60,276</b>	<b>\$ 57,417</b>
<b>Plan fiduciary net position</b>					
Contributions - employer	\$ 1,963	\$ 2,730	\$ 2,993	\$ 2,729	\$ 2,558
Contributions - retirees	-	-	-	303	-
Net investment income	14,216	3,343	3,078	3,450	3,957
Benefit payments, including refunds of employee contributions	(1,425)	(1,186)	(1,149)	(1,791)	(892)
Administrative expense	-	-	-	(114)	(495)
<b>Net change in plan fiduciary net position</b>	<b>14,754</b>	<b>4,887</b>	<b>4,922</b>	<b>4,577</b>	<b>5,128</b>
<b>Plan fiduciary net position - beginning</b>	<b>56,912</b>	<b>52,025</b>	<b>47,103</b>	<b>42,526</b>	<b>37,398</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 71,666</b>	<b>\$ 56,912</b>	<b>\$ 52,025</b>	<b>\$ 47,103</b>	<b>\$ 42,526</b>
<b>Net OPEB liability (asset) - ending (a) - (b)</b>	<b>\$ (3,013)</b>	<b>\$ 5,231</b>	<b>\$ 13,668</b>	<b>\$ 13,173</b>	<b>\$ 14,891</b>
<b>Plan fiduciary net position as a percentage of the total OPEB liability (b)/(a)</b>	<b>104.39%</b>	<b>91.58%</b>	<b>79.19%</b>	<b>78.15%</b>	<b>74.07%</b>
<b>Covered payroll (c)</b>	<b>\$ 55,731</b>	<b>\$ 54,799</b>	<b>\$ 52,070</b>	<b>\$ 50,874</b>	<b>\$ 49,286</b>
<b>Net OPEB liability (asset) as a percentage of the covered payroll ((a)-(b))/(c)</b>	<b>(5.41%)</b>	<b>9.55%</b>	<b>26.25%</b>	<b>25.89%</b>	<b>30.21%</b>

This schedule is intended to show information for 10 years. However, until a full ten-year trend is compiled, HRSD will present information for those years for which information is available.

**Notes to Required Supplementary Information For the Year Ended June 30, 2021:**

Benefit changes:		None
Changes of assumptions:	Mortality	Updated to the latest Society of Actuaries (SOA) public sector experience study rates.
	Medical Trend	Developed using the SOA Long-Run Medical Cost Trend Model baseline assumption. The prior valuations used the SOA model as updated in November 2016 and included the impact of the Cadillac Tax. The current valuation uses the model as updated in September 2019 and does not include the impact of the Cadillac Tax.
Discount rate:	6/30/2019	6.00%

Unaudited – See accompanying independent auditors' report and notes to required supplementary information

**SCHEDULE OF EMPLOYER RHP OPEB CONTRIBUTIONS  
FOR THE YEARS ENDED JUNE 30, 2012 THROUGH 2021**

Date	Actuarially Determined Contribution	Contribution in Relation to the Actuarially Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a % of Covered Payroll
2021	\$ 1,858,000	\$ 1,963,000	\$ (105,000)	\$ 55,731,000	3.33%
2020	2,730,000	2,730,000	-	54,799,000	4.98%
2019	2,993,000	2,993,000	-	52,070,000	5.75%
2018	2,729,000	2,729,000	-	50,874,000	5.36%
2017	2,558,000	2,558,000	-	49,286,000	5.19%
2016	2,178,000	2,178,000	-	47,838,000	4.55%
2015	2,177,000	2,177,000	-	47,674,000	4.57%
2014	2,244,000	2,244,000	-	46,096,000	4.87%
2013	2,102,000	2,102,000	-	45,032,000	4.67%
2012	2,231,000	2,231,000	-	43,213,000	5.16%

Actuarial cost method	Entry age normal
Amortization method	Level percent of pay, closed
Amortization period	An experience gain/loss base is created each year and amortized over a 15 year period
Asset valuation	Smoothed market value with phase-in, using a 5-year smoothing period
Assumed rate of inflation	2.20%
Medical cost trend :	
Pre Medicare	5.3%, stable at 5.3% after 3 years and decreasing to 3.6% after 53 years
Post Medicare	5.3%, stable at 5.3% after 3 years and decreasing to 3.4% after 53 years
Salary increase rate	2.50%
Investments rate of return	6.00%
Mortality rates:	
Healthy	RP-2014 Mortality Table, Fully Generational, Projected with Scale MP-2014
Pre Medicare	5.3%, stable at 5.3% after 3 years and decreasing to 3.6% after 53 years

Unaudited – See accompanying independent auditors' report and notes to required supplementary information

**SCHEDULE OF EMPLOYER'S SHARE OF  
NET GLI OPEB LIABILITY AND RELATED RATIOS  
FOR THE MEASUREMENT DATES OF JUNE 30, 2017 THROUGH 2020**

(in thousands)	2020	2019	2018	2017
Employer's Proportion of the Net GLI OPEB Liability	0.25814%	0.26208%	0.26214%	0.26016%
Employer's Proportionate Share of the Net GLI OPEB Liability	\$ 4,307	\$ 4,265	\$ 3,981	\$ 3,915
Employer's Covered Payroll	53,126	51,376	49,846	47,987
Employer's Proportionate Share of the Net GLI OPEB Liability as a Percentage of its Covered Payroll	8.11%	8.30%	7.99%	8.16%
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability	52.64%	52.00%	51.22%	48.86%

This schedule is intended to show information for 10 years. However, until a full ten-year trend is compiled, HRSD will present information for those years for which information is available.

In accordance with GAAP, Net Liability is reported using the measurement date, which is one year prior to the reporting date.

**SCHEDULE OF EMPLOYER GLI OPEB CONTRIBUTIONS  
FOR THE YEARS ENDED JUNE 30, 2012 THROUGH 2021**

Date	Contractually Required Contribution	Contribution in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a % of Covered Payroll
2021	\$ 293,000	\$ 293,000	\$ -	\$ 54,222,000	0.54%
2020	276,000	276,000	-	53,126,000	0.52%
2019	267,000	267,000	-	51,376,000	0.52%
2018	259,000	259,000	-	49,846,000	0.52%
2017	250,000	250,000	-	47,987,000	0.52%
2016	246,000	223,000	23,000	46,417,000	0.53%
2015	244,000	221,000	23,000	46,082,000	0.53%
2014	240,000	217,000	23,000	45,283,000	0.53%
2013	238,000	215,000	23,000	44,839,000	0.53%
2012	183,000	117,000	66,000	41,681,000	0.44%

**Notes to Required Supplementary Information For the Year Ended June 30, 2021:**

**Changes of benefit terms -**

There have been no actuarially material changes to the VRS benefit provisions.

**Changes of assumptions -**

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75.
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14 to 15%
Discount Rate	Decreased rate from 7.00% to 6.75%

Information pertaining to OPEB can be found in Notes 2 and 7 to the financial statements.

**SCHEDULE OF CHANGES IN  
NET HIC OPEB LIABILITY AND RELATED RATIOS**

(in thousands)

	2020	2019	2018	2017
<b>Total OPEB liability</b>				
Service cost	\$ 28	\$ 26	\$ 26	\$ 27
Interest	137	134	130	129
Changes in assumptions	-	50	-	(22)
Differences between expected and actual experience	16	26	27	-
Benefit payments, including refunds of employee contributions	(129)	(124)	(133)	(94)
<b>Net change in total OPEB liability</b>	52	112	50	40
<b>Total OPEB liability - beginning</b>	2,093	1,981	1,931	1,891
<b>Total OPEB liability - ending (a)</b>	<u>\$ 2,145</u>	<u>\$ 2,093</u>	<u>\$ 1,981</u>	<u>\$ 1,931</u>
<b>Plan fiduciary net position</b>				
Contributions - employer	\$ 111	\$ 108	\$ 95	\$ 91
Net investment income	18	56	60	90
Benefit payments, including refunds of employee contributions	(129)	(124)	(133)	(94)
Administrative expense	(2)	(1)	(1)	(1)
Other	-	-	(5)	4
<b>Net change in plan fiduciary net position</b>	(2)	39	16	90
<b>Plan fiduciary net position - beginning</b>	925	886	870	780
<b>Plan fiduciary net position - ending (b)</b>	<u>\$ 923</u>	<u>\$ 925</u>	<u>\$ 886</u>	<u>\$ 870</u>
<b>Net OPEB liability - ending (a) - (b)</b>	\$ 1,222	\$ 1,168	\$ 1,095	\$ 1,061
<b>Plan fiduciary net position as a percentage of the total OPEB liability (b)/(a)</b>	43.03%	44.19%	44.72%	45.05%
<b>Covered payroll ( c )</b>	\$ 53,085	\$ 51,336	\$ 49,821	\$ 47,987
<b>Net OPEB liability as a percentage of the covered payroll ((a)-(b))/(c)</b>	2.30%	2.28%	2.20%	2.21%

This schedule is intended to show information for 10 years. However, until a full ten-year trend is compiled, HRSD will present information for those years for which information is available.

**SCHEDULE OF EMPLOYER HIC OPEB CONTRIBUTIONS  
FOR THE YEARS ENDED JUNE 30, 2012 THROUGH 2021**

Date	Contractually Required Contribution	Contribution in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a % of Covered Payroll
2021	\$ 114,000	\$ 114,000	\$ -	\$ 54,107,000	0.21%
2020	111,000	111,000	-	53,085,000	0.21%
2019	108,000	108,000	-	51,336,000	0.21%
2018	95,000	95,000	-	49,821,000	0.19%
2017	91,000	91,000	-	47,987,000	0.19%
2016	74,000	74,000	-	46,417,000	0.16%
2015	74,000	74,000	-	46,076,000	0.16%
2014	86,000	86,000	-	45,283,000	0.19%
2013	85,000	85,000	-	44,835,000	0.19%
2012	100,000	100,000	-	41,634,000	0.24%

**Notes to Required Supplementary Information For the Year Ended June 30, 2021:**

**Changes of benefit terms -**

There have been no actuarially material changes to the VRS benefit provisions since the prior actuarial valuation.

**Changes of assumptions -**

The actuarial assumptions used in the June 30, 2018, valuation were based on the results of an actuarial experience study for the period from July 1, 2012, through June 30, 2016, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

Mortality Rates (Pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75.
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14 to 15%
Discount Rate	Decreased rate from 7.00% to 6.75%

Information pertaining to OPEB can be found in Notes 2 and 7 to the financial statements.



The background features a series of overlapping, semi-transparent geometric shapes in shades of blue and green, creating a sense of depth and movement. The shapes are arranged in a way that suggests a bar chart or a series of data points, with the colors transitioning from a light blue at the top to a vibrant green at the bottom. A prominent blue horizontal bar is positioned across the middle of the page, containing the text.

# Statistical Section

(Unaudited)



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# INDEX TO STATISTICAL SECTION

COMPREHENSIVE ANNUAL FINANCIAL REPORT / HAMPTON ROADS SANITATION DISTRICT

This section of HRSD's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures and required supplementary information says about HRSD's overall financial health.

<b>Contents</b>	<b>Page</b>
<b>Demographic and Economic Information</b>	<b>75</b>
This schedule offers demographic and economic indicators to help the reader understand the environment within which HRSD's financial activities take place and to help make comparisons over time and with other governments.	
<b>Financial Trends</b>	<b>76</b>
These schedules contain trend information to help the reader understand how HRSD's financial performance and well-being have changed over time.	
<b>Debt Capacity</b>	<b>79</b>
This schedule presents information to help the reader assess the affordability of HRSD's current levels of outstanding debt and HRSD's ability to issue additional debt in the future.	
<b>Revenue Capacity</b>	<b>80</b>
These schedules contain information to help the reader assess the factors affecting HRSD's ability to generate revenue from rate payers.	
<b>Operating Information</b>	<b>82</b>
These schedules contain information about the HRSD's operations and resources to help the reader understand how the HRSD's financial information relates to the services HRSD provides and the activities it performs.	

**Sources:** Unless otherwise noted the information in these schedules is derived from the comprehensive annual financial reports and accounting records for the relevant year.

Unaudited – See accompanying independent auditors' report



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## DEMOGRAPHIC AND OTHER MISCELLANEOUS STATISTICS

June 30, 2021

Date of Incorporation - 1940	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Area in Square Miles (1)	4,998	3,087	3,087	3,087	3,087	2,808	2,808	2,808	2,808	2,808
Present Service Area in Square Miles (1)	766	758	758	758	758	672	672	672	672	672
Treatment Plants (Major)	9	9	9	9	9	9	9	9	9	9
Plant Capacity (Millions of Gallons per Day)										
Army Base Plant, Norfolk	18.0	18.0	18.0	18.0	18.0	18.0	18.0	18.0	18.0	18.0
Atlantic Plant, Virginia Beach	54.0	54.0	54.0	54.0	54.0	54.0	54.0	54.0	54.0	54.0
Boat Harbor Plant, Newport News	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0
Chesapeake-Elizabeth Plant, Virginia Beach	24.0	24.0	24.0	24.0	24.0	24.0	24.0	24.0	24.0	24.0
James River Plant, Newport News	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
Nansemond Plant, Suffolk	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0
Virginia Initiative Plant, Norfolk	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
Williamsburg Plant, James City County	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5
York River Plant, York County	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0
Total Treatment Plants (Major) Capacity	248.5	248.5	248.5	248.5	248.5	248.5	248.5	248.5	248.5	248.5
Small Communities Treatment Plants	7	7	7	7	5	4	4	4	4	5
Small Communities Plant Capacity (Millions of Gallons per Day)										
Central Middlesex, Middlesex County	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.030
King William Plant, King William County	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100
Lawnes Point, Isle of Wight County (2)	0.050	0.050	0.050	0.050	0.050	-	-	-	-	-
Mathews Plant, Mathews County (3)	-	-	-	-	-	-	-	-	-	0.100
Surry County (4)	0.065	0.065	0.065	0.065	-	-	-	-	-	-
Town of Surry (4)	0.060	0.060	0.060	0.060	-	-	-	-	-	-
Urbanna Plant, Middlesex County	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100
West Point Plant, King William County	0.600	0.600	0.600	0.600	0.600	0.600	0.600	0.600	0.600	0.600
Total Small Communities Treatment Plants Capacity	1.000	1.000	1.000	1.000	0.875	0.825	0.825	0.830	0.830	0.930
Miles of Interceptor Systems	540	541	541	542	540	536	532	531	531	532
Interceptor Pump Stations	90	88	87	88	89	88	83	83	83	83
Small Communities Pump Stations	42	42	41	34	38	33	33	33	29	29
Maintenance Facilities	2	2	2	2	2	2	2	2	2	2
Number of Service Connections (in thousands)	481	478	476	473	470	467	465	462	460	458
Daily Average Treatment in Millions of Gallons	154	141	153	145	153	155	152	154	158	147
Bond Rating: Moody's	Aa1	Aa1	Aa1	Aa1	Aa2	Aa2	Aa2	Aa2	Aa2	Aa2
Subordinate Long-term	Aa1	Aa1	Aa2	Aa2	-	-	-	-	-	-
Bond Rating: Standard & Poor's	AA+	AA+	AA+	AA+	AA+	AA+	AA+	AAA	AAA	AAA
Subordinate Long-term	AA+	AA+	AA+	AA	AA	AA	AA	AA+	AA+	AA+
Subordinate Short-term	A-1+	A-1+	A-1+	A-1+	A-1+	A-1+	A-1+	A-1+	A-1+	A-1+
Bond Rating: Fitch	AA+	AA+	AA+	AA+	AA+	AA+	AA+	AA+	AA+	AA+
Subordinate Long-term	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA
Subordinate Short-term	F1+	F1+	F1+	F1+	F1+	F1+	F1+	F1+	F1+	F1+

(1) HRSD added additional service areas in the counties of Isle of Wight and Surry during the year ended June 30, 2017 and the Eastern Shore of Virginia during the year ended June 30, 2021.

(2) Lawnes Point was acquired during the year ended June 30, 2017.

(3) The Mathews Treatment Plant has been closed. Wastewater from the area is now handled by the York River Treatment Plant.

(4) The Surry Plants were acquired during the year ended June 30, 2018.

Unaudited – See accompanying independent auditors' report

**SCHEDULE OF OPERATING REVENUES, EXPENSES, NET POSITION BY COMPONENT  
AND DEBT SERVICE EXPENSES LAST TEN FISCAL YEARS**

(in thousands)

	2021	2020	2019	2018	(adjusted) 2017
<b>OPERATING REVENUES</b>					
Wastewater treatment charges	\$ 325,817	\$ 318,585	\$ 299,323	\$ 275,539	\$ 254,961
Miscellaneous	3,952	3,447	3,798	3,504	3,669
<b>TOTAL OPERATING REVENUES</b>	<b>329,769</b>	<b>322,032</b>	<b>303,121</b>	<b>279,043</b>	<b>258,630</b>
<b>OPERATING EXPENSES</b>					
Wastewater treatment	132,820	122,393	117,189	116,982	113,100
General and administrative	48,691	46,949	41,121	40,480	40,287
Depreciation	53,278	51,383	53,225	52,349	49,311
<b>TOTAL OPERATING EXPENSES</b>	<b>234,789</b>	<b>220,725</b>	<b>211,535</b>	<b>209,811</b>	<b>202,698</b>
<b>OPERATING INCOME</b>	<b>94,980</b>	<b>101,307</b>	<b>91,586</b>	<b>69,232</b>	<b>55,932</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
Wastewater facility charges	7,379	6,444	6,662	6,673	7,511
Investment income	471	5,876	8,719	3,654	2,287
Bond interest subsidy	2,167	2,205	2,308	2,330	2,275
Change in fair value of investments	-	-	-	(1,382)	(1,119)
Capital distributions to localities	(376)	-	-	(311)	(138)
Bond issuance costs	(682)	(1,290)	(53)	(1,061)	(42)
Disposal of capital assets	-	(739)	-	-	-
Interest expense	(25,339)	(26,179)	(27,964)	(20,226)	(22,630)
<b>NET NON-OPERATING EXPENSES</b>	<b>(16,380)</b>	<b>(13,683)</b>	<b>(10,328)</b>	<b>(10,323)</b>	<b>(11,856)</b>
<b>INCOME (LOSS) BEFORE CONTRIBUTIONS</b>	<b>78,600</b>	<b>87,624</b>	<b>81,258</b>	<b>58,909</b>	<b>44,076</b>
<b>CAPITAL CONTRIBUTIONS</b>					
State capital grants	-	-	2,444	2,502	7,462
Other capital contributions	2,317	578	374	2,124	1,136
<b>CHANGE IN NET POSITION</b>	<b>\$ 80,917</b>	<b>\$ 88,202</b>	<b>\$ 84,076</b>	<b>\$ 63,535</b>	<b>\$ 52,674</b>
<b>NET POSITION</b>					
Net Investment in capital assets	\$ 776,253	\$ 646,505	\$ 494,779	\$ 512,398	\$ 428,670
Restricted for debt service	30,455	28,155	28,553	27,799	22,701
Restricted for debt service reserve fund	-	-	-	-	-
Unrestricted	144,116	283,449	258,373	157,432	202,907
<b>TOTAL NET POSITION</b>	<b>\$ 950,824</b>	<b>\$ 958,109</b>	<b>\$ 781,705</b>	<b>\$ 697,629</b>	<b>\$ 654,278</b>
<b>DEBT SERVICE EXPENDITURES</b>					
Senior debt	\$ 26,085	\$ 28,595	\$ 33,592	\$ 36,488	\$ 35,837
Subordinate debt	\$ 33,128	\$ 30,416	\$ 28,313	\$ 20,633	\$ 23,603
Senior Debt Service Coverage (GAAP)	6.03	5.80	4.84	3.59	3.10
Subordinate Debt Service Coverage (GAAP)	4.75	5.46	5.74	6.36	5.09
Total Debt Service Coverage (GAAP)	2.66	2.81	2.62	2.03	1.93
Total Debt (Adjusted Cash Basis)	\$ 59,213	\$ 59,011	\$ 61,905	\$ 57,171	\$ 57,988
Total Debt Service Coverage (Adjusted Cash Basis)	2.66	2.81	2.62	2.30	2.00

Notes:

FY2018 - HRSD implemented GASB Statement 75 effective July 1, 2017, which requires recording net OPEB assets or liabilities and related deferred outflows and inflows of resources.  
 FY2019 - HRSD implemented GASB Statement 89 effective July 1, 2018, establishes accounting requirements for interest cost incurred before the end of a construction period.

(Continued)

**SCHEDULE OF OPERATING REVENUES, EXPENSES, NET POSITION BY COMPONENT  
AND DEBT SERVICE EXPENSES LAST TEN FISCAL YEARS**

(in thousands)

	2016	2015	(adjusted) 2014	(adjusted) 2013	2012
<b>OPERATING REVENUES</b>					
Wastewater treatment charges	\$ 234,020	\$ 221,626	\$ 211,538	\$ 199,318	\$ 194,817
Miscellaneous	3,861	3,935	3,643	3,297	2,996
<b>TOTAL OPERATING REVENUES</b>	<b>237,881</b>	<b>225,561</b>	<b>215,181</b>	<b>202,615</b>	<b>197,813</b>
<b>OPERATING EXPENSES</b>					
Wastewater treatment	106,575	114,137	109,149	86,973	110,783
General and administrative	40,026	38,678	33,012	31,410	31,163
Depreciation	45,670	41,871	42,761	45,414	41,250
<b>TOTAL OPERATING EXPENSES</b>	<b>192,271</b>	<b>194,686</b>	<b>184,922</b>	<b>163,797</b>	<b>183,196</b>
<b>OPERATING INCOME</b>	<b>45,610</b>	<b>30,875</b>	<b>30,259</b>	<b>38,818</b>	<b>14,617</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
Wastewater facility charges	6,699	7,428	6,640	5,851	6,276
Investment income	1,563	1,695	1,872	1,705	1,681
Bond interest subsidy	2,399	2,444	2,364	2,602	2,602
Change in fair value of investments	750	(286)	(422)	(714)	(224)
Capital distributions to localities	(3,287)	-	-	-	-
Bond issuance costs	(1,713)	(768)	-	(658)	(2,206)
Disposal of capital assets	-	-	-	(1,649)	-
Interest expense	(21,631)	(22,958)	(25,650)	(24,330)	(22,760)
<b>NET NON-OPERATING EXPENSES</b>	<b>(15,220)</b>	<b>(12,445)</b>	<b>(15,196)</b>	<b>(17,193)</b>	<b>(14,631)</b>
<b>INCOME (LOSS) BEFORE CONTRIBUTIONS</b>	<b>30,390</b>	<b>18,430</b>	<b>15,063</b>	<b>21,625</b>	<b>(14)</b>
<b>CAPITAL CONTRIBUTIONS</b>					
State capital grants	14,389	16,519	13,888	10,172	14,806
Other capital contributions	-	3,000	-	-	-
<b>CHANGE IN NET POSITION</b>	<b>\$ 44,779</b>	<b>\$ 37,949</b>	<b>\$ 28,951</b>	<b>\$ 31,797</b>	<b>\$ 14,792</b>
<b>NET POSITION</b>					
Net Investment in capital assets	\$ 410,287	\$ 385,597	\$ 351,191	\$ 337,342	\$ 348,407
Restricted for debt service	23,798	22,070	24,064	23,843	15,736
Restricted for debt service reserve fund	-	44,118	45,207	-	-
Unrestricted	167,519	105,040	134,485	164,811	130,056
<b>TOTAL NET POSITION</b>	<b>\$ 601,604</b>	<b>\$ 556,825</b>	<b>\$ 554,947</b>	<b>\$ 525,996</b>	<b>\$ 494,199</b>
<b>DEBT SERVICE EXPENDITURES</b>					
Senior debt	\$ 38,198	\$ 43,842	\$ 47,331	\$ 37,574	\$ 33,023
Subordinate debt	\$ 17,068	\$ 13,091	\$ 14,112	\$ 11,243	\$ 13,694
Senior Debt Service Coverage (GAAP)	2.56	1.90	1.76	2.48	1.94
Subordinate Debt Service Coverage (GAAP)	5.72	6.36	5.92	8.27	4.67
Total Debt Service Coverage (GAAP)	1.77	1.46	1.36	1.91	1.37
Total Debt (Adjusted Cash Basis)	\$ 54,643	\$ -	\$ -	\$ -	\$ -
Total Debt Service Coverage (Adjusted Cash Basis)	1.85	-	-	-	-

## Notes:

- FY2013 - HRSD implemented GASB Statement 65 effective July 1, 2012, which requires expensing bond issuance costs in the year incurred.  
- HRSD adjusted the financial records to include inventory assets.
- FY2014 - HRSD implemented GASB Statements 68 and 71 effective July 1, 2014, which requires recording net pension assets or liabilities and related deferred outflows and inflows of resources.
- FY2016 - HRSD is showing Debt Service Coverage on both a GAAP basis and an Adjusted Cash basis to account for distributions to localities in accordance with its Amended Subordinate Trust Agreement Section 705(a) enacted in March 2016.

**OBJECTIVE CLASSIFICATION OF DEPARTMENTAL EXPENSES  
FOR OPERATIONS - LAST TEN FISCAL YEARS**

(in thousands)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Personal Services	\$ 60,250	\$ 59,666	\$ 56,336	\$ 55,160	\$ 53,401	\$ 51,801	\$ 52,357	\$ 50,538	\$ 49,361	\$ 47,319
Fringe Benefits	23,879	21,417	18,235	20,275	19,106	17,974	18,249	20,170	20,039	17,800
Repairs and Maintenance (1)	21,207	17,419	13,786	16,763	19,933	22,824	31,451	22,320	23,075	26,057
Materials and Supplies	11,413	9,364	9,314	8,865	8,310	7,843	4,343	5,764	5,700	8,349
Transportation	1,100	1,194	1,423	1,271	1,386	1,537	1,297	1,417	1,376	1,319
Utilities	12,947	12,584	12,749	11,968	11,523	11,249	10,503	11,126	12,295	12,027
Chemical Purchases	8,719	8,760	8,746	8,750	8,020	7,512	7,119	7,752	7,892	8,587
Contractual Services	37,278	33,748	32,123	30,165	26,977	21,573	15,127	14,222	13,993	12,312
Miscellaneous Expense	2,685	2,953	2,622	2,509	2,329	1,842	2,880	1,274	1,172	1,324
General (2)	2,033	2,237	2,976	1,736	2,402	2,446	9,489	7,578	6,487	6,852
Subtotal, Expense before Depreciation	181,511	169,342	158,310	157,462	153,387	146,601	152,815	142,161	141,390	141,946
Depreciation	53,278	51,383	53,225	52,349	49,311	45,670	41,871	42,761	45,414	41,250
Total Operating Expenses	\$ 234,789	\$ 220,725	\$ 211,535	\$ 209,811	\$ 202,698	\$ 192,271	\$ 194,686	\$ 184,922	\$ 186,804	\$ 183,196

(1) Includes Capital Improvement Program items expensed

(2) Includes bad debt expense



**RATIOS OF OUTSTANDING DEBT BY TYPE**  
**June 30, 2021**

(in thousands)

As of June 30,	No. Of Service Connections	Senior Revenue Bonds	Subordinate Revenue Bonds	Total Outstanding Debt	Debt Per Service Connection
2021	481,000	\$ 202,486	\$ 632,520	\$ 835,006	\$ 1,736
2020	478,000	219,776	615,703	835,479	1,748
2019	476,000	326,531	565,098	891,629	1,873
2018	473,000	349,313	542,129	891,442	1,885
2017	470,000	458,255	388,529	846,784	1,802
2016	467,000	476,734	402,560	879,294	1,883
2015	465,000	649,202	99,195	748,397	1,609
2014	462,000	656,503	109,850	766,353	1,659
2013	460,000	670,272	120,231	790,503	1,718
2012	458,000	510,951	128,335	639,286	1,396

Note: Unamortized bond premiums are included in both senior and subordinate revenue bonds.

**RATE SCHEDULE  
WASTEWATER TREATMENT CHARGES  
LAST TEN FISCAL YEARS**

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
<b>Residential - Metered</b>										
Per CCF * (single step)	\$ 5.86	\$ 5.86	\$ 5.37	\$ 4.92	\$ 4.51	\$ 4.13	\$ 3.83	\$ 3.55	\$ 3.29	\$ 3.05
Minimum Charges										
Per day	0.30	0.30	0.30	0.30	0.30	0.25	0.25	0.25	0.25	0.25
<b>Residential - Unmetered per 30-day period</b>										
Flat rate accounts	48.64	48.64	34.91	31.98	29.32	26.32	26.32	26.32	26.32	24.40
<b>Non-Residential - Special Category</b>										
<b>Biochemical Oxygen Demand (BOD)</b>										
Excess over 282 mg/liter										
Per mg/liter per CCF	0.000129	0.000129	0.000104	0.000091	0.000206	0.000485	0.000612	0.001558	0.002451	-
Per Hundred Pounds	-	-	-	-	-	-	-	-	-	46.77
<b>Total Suspended Solids (TSS)</b>										
Excess over 261 mg/liter										
Per mg/liter per CCF	0.000630	0.000630	0.000592	0.000520	0.000454	0.000448	0.000417	0.001244	0.00	-
Per Hundred Pounds	-	-	-	-	-	-	-	-	-	36.70
<b>Total Phosphorus (TP)</b>										
Excess over 6 mg/liter										
Per mg/liter per CCF	0.009871	0.009871	0.009535	0.011569	0.011642	0.004361	0.004344	0.011714	0.01	-
Per Hundred Pounds	-	-	-	-	-	-	-	-	-	300.57
<b>Total Kjeldahl Nitrogen (TKN)</b>										
Excess over 47 mg/liter										
Per mg/liter per CCF	0.003378	0.003378	0.003595	0.003156	0.001660	0.000917	0.000756	0.001752	0.00	-
Per Hundred Pounds	-	-	-	-	-	-	-	-	-	74.51
Unusual wastes not covered by this schedule may be assigned a special rate.										
<b>Septic Tank Waste</b>										
Per gallon	0.1717	0.1717	0.1697	0.1300	0.1366	0.1362	0.1267	0.1258	0.1146	-
Per each 500 gallons or part thereof	-	-	-	-	-	-	-	-	-	48.57

\*CCF = 100 Cubic Feet (Approx. 748 gallons)  
Note: Rates can be adjusted by the Commission.

**RATE SCHEDULE  
WASTEWATER FACILITY CHARGES  
LAST TEN FISCAL YEARS**

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Residential	\$ 1,905	\$ 1,905	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895
Commercial/Industrial										
Volume based facility charges:										
5/8" Meter	\$ 1,905	\$ 1,905	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895	\$ 1,895
3/4" Meter	4,210	4,210	4,830	4,830	4,830	4,830	4,830	4,830	4,510	2,885
1" Meter	7,410	7,410	8,170	8,170	8,170	8,170	8,170	8,170	7,630	5,370
1 1/2" Meter	16,645	16,645	17,260	17,260	17,260	17,260	17,260	17,260	16,130	13,035
2" Meter	30,505	30,505	30,510	30,510	30,510	29,420	29,420	29,420	27,490	24,420
3" Meter	73,810	73,810	70,800	70,800	70,800	67,350	63,600	62,270	58,180	59,140
4" Meter	138,445	138,445	128,660	128,660	128,660	122,400	115,580	106,060	99,110	110,860
6" Meter	336,960	336,960	298,610	298,610	298,610	284,070	268,250	224,650	209,920	268,675
8" Meter	634,710	634,710	542,680	542,680	542,680	516,260	487,510	382,670	357,580	503,350
10" Meter	1,038,525	1,038,525	862,550	862,550	862,550	820,560	774,860	587,820	540,610	819,310
12" Meter	1,554,120	1,554,120	1,259,520	1,259,520	1,259,520	1,198,210	1,131,490	-	-	-
14" Meter	2,186,505	2,186,505	1,734,700	1,734,700	1,734,700	1,650,250	1,558,360	-	-	-
16" Meter	2,940,135	2,940,135	2,289,010	2,289,010	2,289,010	2,177,580	2,056,330	-	-	-
Strength based facility charges: (per permitted pound)										
Biochemical Oxygen Demand (BOD) Excess over 250 mg/liter	-	-	-	-	-	-	\$ 728	\$ 987	\$ 928	-
Total Suspended Solids (TSS) Excess over 250 mg/liter	-	-	-	-	-	-	424	624	587	-
Total Phosphorus (TP) Excess over 6 mg/liter	-	-	-	-	-	-	8,420	5,846	5,502	-
Total Kjeldahl Nitrogen (TKN) Excess over 35 mg/liter	-	-	-	-	-	-	3,812	1,313	1,235	-

## Notes:

One charge per connection.

HRSD eliminated strength based facility charges effective 7/1/2015.

Unaudited – See accompanying independent auditors' report

**TREATMENT PLANT OPERATING SUMMARY  
LAST TEN FISCAL YEARS  
(Average Quantity per Day)**

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
<b>Total</b>										
Flow (MGD)	154.4	140.9	152.6	145.2	152.9	155.1	152.2	154.0	157.9	147.1
Influent (1,000 lbs.)										
BOD	269.1	252.4	281.9	285.1	288.2	282.5	286.0	288.6	274.4	254.6
TSS	215.4	226.2	211.4	215.8	215.9	228.8	198.6	204.7	198.1	200.3
TP	6.5	6.6	6.6	6.8	7.0	6.9	8.6	6.8	6.6	6.7
TKN	46.7	47.0	47.6	47.2	46.4	45.7	45.8	47.9	48.9	48.3
Effluent (1,000 lbs.)										
BOD	9.2	8.0	8.2	7.5	8.9	9.8	9.9	9.6	9.3	7.5
TSS	9.0	7.1	7.4	6.7	9.4	9.3	8.9	9.1	9.3	10.5
TP	0.7	0.7	0.8	0.7	0.9	0.9	1.0	1.1	1.0	1.1
TKN	8.1	8.4	8.5	7.3	7.7	8.0	9.8	11.2	12.0	10.1
<b>Army Base Plant</b>										
Flow (MGD)	11.1	10.4	11.1	10.0	9.5	9.6	9.9	10.7	11.8	10.2
Influent (1,000 lbs.)										
BOD	16.6	16.0	16.6	16.3	13.2	13.3	16.4	19.0	18.5	17.4
TSS	19.0	16.9	13.9	14.0	11.7	13.3	12.5	14.2	14.4	13.7
TP	0.4	0.4	0.4	0.4	0.3	0.3	0.4	0.4	0.4	0.4
TKN	3.2	3.3	3.3	3.1	2.7	2.7	2.9	3.5	3.7	3.5
Effluent (1,000 lbs.)										
BOD	0.6	0.2	0.3	0.2	0.3	0.3	0.8	0.8	0.8	0.9
TSS	0.9	0.3	0.4	0.3	0.4	0.5	0.6	0.8	0.9	0.8
TP	0.1	0.1	0.0	0.0	0.1	0.1	0.1	0.1	0.1	0.1
TKN	0.2	0.1	0.1	0.1	0.1	0.1	2.1	2.6	2.8	2.5
<b>Atlantic Plant</b>										
Flow (MGD)	27.4	24.5	28.1	26.1	28.2	27.2	30.9	25.7	26.7	29.0
Influent (1,000 lbs.)										
BOD	58.5	49.3	58.2	56.7	53.2	55.6	66.6	52.7	51.3	56.0
TSS	39.6	35.5	39.3	36.6	38.7	38.5	42.9	37.3	36.4	43.8
TP	1.4	1.3	1.4	1.3	1.4	1.4	1.5	1.3	1.3	1.5
TKN	11.4	10.7	11.9	11.2	11.0	10.9	11.4	10.4	10.5	11.7
Effluent (1,000 lbs.)										
BOD	2.9	3.0	2.5	2.4	2.3	2.7	3.0	2.2	2.6	2.0
TSS	2.5	1.5	1.6	1.6	1.9	1.9	2.4	2.0	1.9	1.8
<b>Boat Harbor Plant</b>										
Flow (MGD)	15.2	13.6	15.8	14.2	13.9	15.6	14.4	14.9	15.5	13.6
Influent (1,000 lbs.)										
BOD	20.0	18.4	20.6	19.2	17.4	18.3	20.0	19.2	19.3	19.9
TSS	16.1	16.0	18.0	16.6	15.7	18.1	16.3	16.7	16.0	16.9
TP	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.4	0.4	0.5
TKN	3.8	4.0	4.2	3.9	3.8	3.8	3.6	3.7	3.7	3.7
Effluent (1,000 lbs.)										
BOD	1.0	0.6	0.9	0.6	0.6	1.0	0.7	0.7	0.7	0.6
TSS	1.0	0.8	1.0	0.7	0.7	0.9	0.6	0.8	0.8	0.9
TP	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
TKN	2.1	2.0	2.5	1.3	1.2	1.8	2.2	2.4	2.9	3.0

Unaudited – See accompanying independent auditors' report

**TREATMENT PLANT OPERATING SUMMARY**  
**LAST TEN FISCAL YEARS**  
**(Average Quantity per Day)**

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
<b>Chesapeake-Elizabeth Plant</b>										
Flow (MGD)	16.8	17.4	17.6	18.7	18.0	16.3	19.1	18.4	15.2	16.3
Influent (1,000 lbs.)										
BOD	30.5	38.1	37.2	35.4	35.2	30.2	38.7	32.1	24.8	30.1
TSS	23.0	24.6	26.8	26.6	26.1	22.9	26.6	25.1	21.0	22.6
TP	0.7	0.8	0.8	0.8	0.8	2.7	0.8	0.8	0.7	0.7
TKN	6.1	6.9	6.8	6.6	6.4	5.1	6.7	6.4	5.4	6.1
Effluent (1,000 lbs.)										
BOD	2.5	2.2	2.0	2.8	2.3	2.0	2.5	2.2	1.5	1.8
TSS	1.9	2.0	1.9	3.2	2.3	1.8	1.9	2.1	1.8	1.9
TP	0.1	0.2	0.1	0.2	0.1	0.1	0.1	0.2	0.1	0.2
TKN	3.9	4.4	4.1	4.5	4.1	3.6	4.5	4.2	3.2	3.9
<b>James River Plant</b>										
Flow (MGD)	14.7	12.4	13.9	13.0	12.3	13.2	12.7	13.6	14.3	12.9
Influent (1,000 lbs.)										
BOD	23.1	24.0	25.8	26.8	25.5	24.4	25.7	27.5	25.5	25.3
TSS	18.1	17.4	18.7	19.3	17.4	17.8	18.0	19.4	19.2	19.0
TP	0.6	0.5	0.6	0.6	0.5	0.5	0.5	0.6	0.6	0.6
TKN	5.0	4.7	4.7	4.8	4.3	4.2	4.0	4.2	4.4	4.4
Effluent (1,000 lbs.)										
BOD	0.5	0.5	0.4	0.3	0.4	0.4	0.3	0.5	0.7	0.7
TSS	0.5	0.4	0.4	0.4	0.4	0.5	0.4	0.6	0.8	0.8
TP	0.0	0.0	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
TKN	0.5	0.5	0.3	0.4	0.5	0.4	0.4	0.2	0.6	0.5
<b>Nansemond Plant</b>										
Flow (MGD)	17.4	15.9	16.9	17.5	18.8	18.5	16.6	16.9	17.1	16.2
Influent (1,000 lbs.)										
BOD	33.8	32.5	33.0	31.9	40.7	35.8	28.5	29.0	27.0	23.7
TSS	36.0	46.5	37.2	33.4	40.3	38.4	21.9	23.1	22.9	22.6
TP	0.9	1.0	1.0	1.2	1.5	1.5	1.1	1.1	1.1	1.0
TKN	6.8	6.9	6.7	7.1	7.4	7.0	5.6	5.8	5.9	6.0
Effluent (1,000 lbs.)										
BOD	0.6	0.6	0.7	0.7	0.8	0.7	0.8	0.9	0.6	0.6
TSS	0.8	0.6	0.8	0.7	0.8	0.9	0.9	1.1	0.8	0.9
TP	0.1	0.1	0.1	0.2	0.2	0.2	0.2	0.2	0.2	0.2
TKN	0.4	0.3	0.4	0.4	0.5	0.5	0.6	0.5	0.3	0.3
<b>Virginia Initiative Plant</b>										
Flow (MGD)	29.1	26.2	27.6	26.7	30.9	31.7	30.5	30.7	31.9	29.8
Influent (1,000 lbs.)										
BOD	39.4	37.0	40.4	47.5	50.1	50.4	47.5	45.8	45.8	42.3
TSS	31.5	35.4	23.2	30.0	31.3	32.0	30.2	30.6	31.6	32.3
TP	1.0	1.1	0.9	1.0	1.0	1.0	1.1	1.2	1.1	1.1
TKN	6.7	7.1	6.8	7.0	7.3	7.4	7.1	7.4	7.5	7.6
Effluent (1,000 lbs.)										
BOD	0.6	0.5	0.6	0.8	1.2	1.7	1.9	1.4	0.9	0.8
TSS	0.7	1.0	0.7	0.7	1.4	1.9	1.6	1.7	1.4	1.5
TP	0.2	0.1	0.2	0.2	0.2	0.2	0.2	0.2	0.1	0.2
TKN	0.4	0.3	0.4	0.6	0.4	0.7	0.8	0.6	0.5	0.5

Unaudited – See accompanying independent auditors' report

**TREATMENT PLANT OPERATING SUMMARY  
LAST TEN FISCAL YEARS  
(Average Quantity per Day)**

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
<b>Williamsburg Plant</b>										
Flow (MGD)	9.0	8.6	7.7	8.0	8.6	8.4	9.2	8.9	9.1	8.6
Influent (1,000 lbs.)										
BOD	32.5	33.4	32.6	36.1	33.2	34.7	40.4	37.7	33.5	37.5
TSS	18.0	21.2	24.1	19.1	27.9	16.2	19.9	16.8	16.7	19.0
TP	0.5	0.5	0.5	0.5	0.5	0.5	0.6	0.5	0.5	0.6
TKN	3.7	3.6	3.5	3.3	3.6	3.2	3.3	3.3	3.4	3.5
Effluent (1,000 lbs.)										
BOD	0.4	0.2	0.2	0.2	0.3	0.3	0.3	0.3	0.3	0.3
TSS	0.6	0.2	0.2	0.2	0.3	0.3	0.3	0.4	0.6	0.3
TP	0.1	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.1	0.1
TKN	0.2	0.1	0.1	0.1	0.1	0.1	0.2	0.3	0.2	0.2
<b>York River Plant</b>										
Flow (MGD)	13.9	13.2	12.6	12.6	12.7	12.6	13.2	13.3	11.2	10.8
Influent (1,000 lbs.)										
BOD	14.6	15.8	16.8	16.7	16.3	18.2	17.9	17.2	13.3	15.5
TSS	14.1	15.4	15.0	15.1	16.7	16.9	16.4	15.7	14.1	14.3
TP	0.5	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4
TKN	3.8	3.7	3.6	3.6	3.5	3.5	3.6	3.5	3.2	3.6
Effluent (1,000 lbs.)										
BOD	0.2	0.5	0.3	0.3	0.4	0.4	0.4	0.5	0.2	0.5
TSS	0.1	0.1	0.2	0.2	0.1	0.2	0.1	0.2	0.1	0.3
TP	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.1
TKN	0.4	0.3	0.2	0.2	0.3	0.3	0.3	0.4	0.1	0.1

Unaudited – See accompanying independent auditors' report

**TEN LARGEST CUSTOMERS  
CURRENT YEAR AND NINE YEARS AGO**

(in thousands)

<u>Customer</u>	<u>Type</u>	2021		2012	
		Amount	Percent	Amount	Percent
U.S. Navy - Norfolk Naval Base	Military Facility	\$ 17,292	5.3%	\$ 4,823	2.5%
Smithfield Foods	Meat Processor	4,253	1.3%	3,389	1.8%
Anheuser - Busch, Inc.	Brewery	3,533	1.1%	5,499	2.8%
Huntington Ingalls Industries (formerly Northrop Grumman Newport News/ Newport News Shipbuilding and Drydock)	Shipbuilding	2,528	0.8%	-	-
Norfolk Redevelopment & Housing Authority	Housing Authority	2,152	0.7%	1,432	0.7%
Norfolk Naval Shipyard	Military Ship Repair	2,148	0.7%	-	-
U.S. Air Force - Langley Air Force Base	Military Facility	1,995	0.6%	975	0.5%
U.S. Navy - Little Creek Amphibious Base	Military Facility	1,934	0.6%	1,068	0.6%
Oceana Naval Air Station / Dam Neck	Military Facility	1,846	0.6%	-	-
U.S. Army - Fort Eustis	Military Facility	1,752	0.5%	1,004	0.5%
City of Norfolk	Municipality	-	-	1,899	1.0%
City of Virginia Beach	Municipality	-	-	873	0.5%
Sentara	Healthcare	-	-	620	0.3%
<b>Total</b>		<b>\$ 39,433</b>	<b>12.2%</b>	<b>\$ 21,582</b>	<b>11.2%</b>

Unaudited – See accompanying independent auditors' report

**TEN LARGEST EMPLOYERS  
CURRENT YEAR AND NINE YEARS AGO**

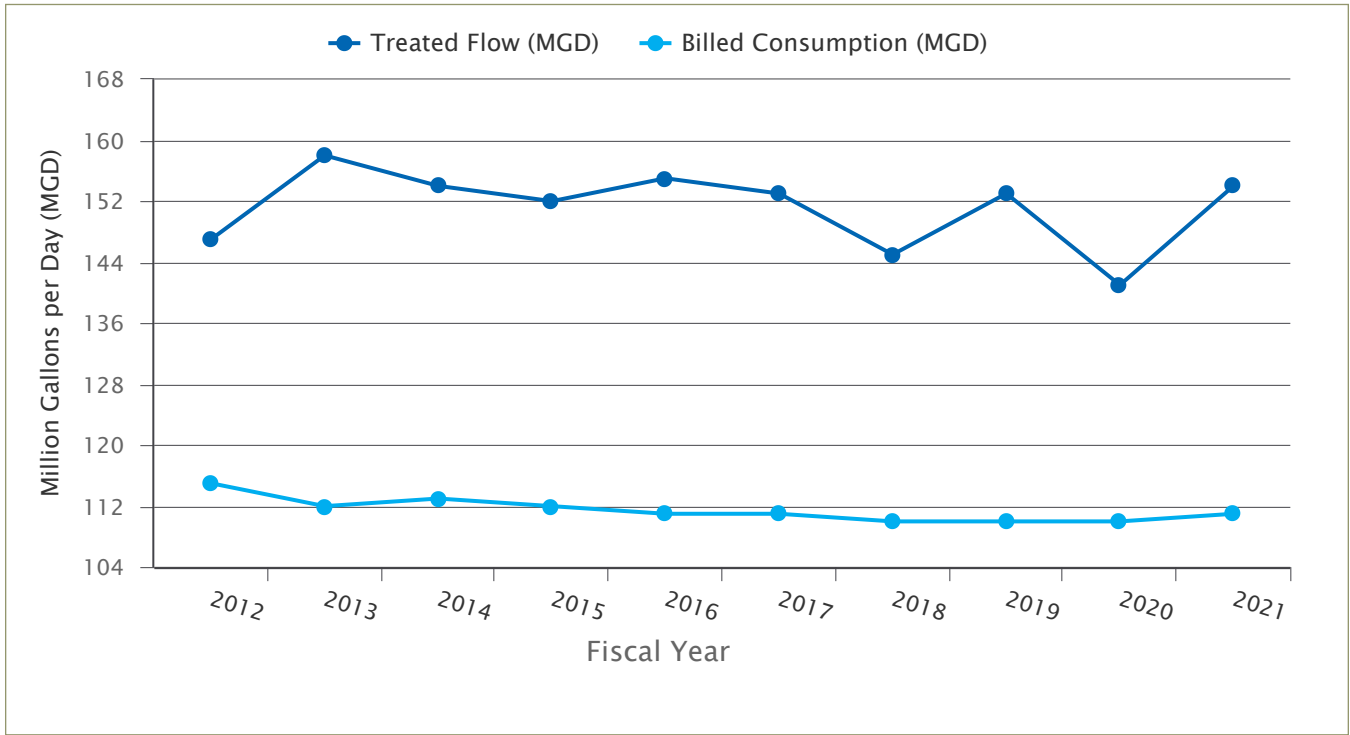
Employer	Type	2021			2012		
		Number of Employees	Rank	Percent of Regional Employment	Number of Employees	Rank	Percent of Regional Employment
Naval Station Norfolk	Military Facility	77,000	1	8.1%	67,000	1	7.1%
Joint Expeditionary Base Little Creek - Fort Story	Military Facility	25,000	2	2.6%	22,000	2	2.3%
Huntington Ingalls Industries	Shipbuilding and Repair	24,000	3	2.5%	19,000	3	2.0%
Sentara Healthcare	Health Care Network	22,000	4	2.3%	17,000	5	1.8%
Oceana Naval Air Station	Military Facility	19,000	5	2.0%	19,000	3	2.0%
Joint Base Langley-Eustis	Military Facility	19,000	5	2.0%	13,000	6	1.4%
Norfolk Naval Shipyard	Military Ship Repair	12,000	7	1.3%	11,000	7	1.2%
Naval Support Activity/ Naval Medical Center	Military Facility	11,000	8	1.2%	9,000	9	1.0%
Virginia Beach Public Schools	Public Schools	11,000	8	1.2%	10,000	8	1.1%
Riverside Health System	Health Care Network	8,000	10	0.8%	6,500	10	0.7%
<b>Total</b>		<b>228,000</b>		<b>24.0%</b>	<b>193,500</b>		<b>20.6%</b>

Sources:

Hampton Roads Economic Development Alliance  
 Hampton Roads Statistical Digest  
 Hampton Roads Business  
 Confirmation with employers



**COMPARISON OF TREATED FLOW TO BILLED FLOW LAST TEN FISCAL YEARS**



<b>Year ended June 30,</b>	<b>Treated Flow (MGD)</b>	<b>Billed Consumption (MGD)</b>
2012	147	115
2013	158	112
2014	154	113
2015	152	112
2016	155	111
2017	153	111
2018	145	110
2019	153	110
2020	141	110
2021	154	111

Unaudited – See accompanying independent auditors' report

**NUMBER OF EMPLOYEES BY IDENTIFIABLE ACTIVITY  
LAST TEN FISCAL YEARS**

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
<b>General Management</b>										
General Manager	1	1	1	2	3	3	3	3	3	4
Support Staff	1	1	1	1	1	1	1	1	1	1
Total General Management	2	2	2	3	4	4	4	4	4	5
<b>Communications</b>										
Communications	1	1	1	1	-	-	-	-	-	-
Support Staff	2	2	2	1	-	-	-	-	-	-
Total Communications	3	3	3	2	-	-	-	-	-	-
<b>Talent Management</b>										
Human Resources	6	6	6	6	6	5	5	5	5	5
Safety	4	3	3	3	3	3	-	-	-	-
Training	4	3	3	2	2	2	2	2	2	2
Support Staff	3	4	4	4	4	4	3	3	3	3
Total Talent Management	17	16	16	15	15	14	10	10	10	10
<b>Finance</b>										
Accounting & Finance	15	12	12	11	10	10	10	10	10	10
Customer Care Center	71	77	77	77	77	77	69	69	68	69
Procurement	11	10	10	10	10	10	9	9	9	7
Support Staff	5	3	3	3	3	2	3	3	3	3
Total Finance	102	102	102	101	100	99	91	91	90	89
<b>Information Technology</b>										
Information Technology	48	48	43	48	47	45	39	35	35	33
Support Staff	2	2	2	2	1	1	1	1	1	2
Total Information Technology	50	50	45	50	48	46	40	36	36	35
<b>Operations</b>										
Army Base Treatment Plant	32	34	34	34	34	31	32	32	32	32
Atlantic Base Treatment Plant	37	35	35	35	35	32	33	33	33	32
Boat Harbor Treatment Plant	32	35	35	35	35	32	33	33	33	33
Chesapeake-Elizabeth Treatment Plant	31	32	32	32	32	31	32	32	32	32
Interceptor System Maintenance	121	119	119	118	117	115	120	120	120	121
James River Treatment Plant	24	22	22	22	22	20	21	21	21	21
Maintenance Shops	85	74	73	71	70	83	86	86	86	86
Nansemond Treatment Plant	35	32	32	32	32	30	31	31	31	30
Virginia Initiative Plant	32	34	34	33	33	30	31	31	31	31
Williamsburg Treatment Plant	28	29	29	29	29	28	29	29	29	31
York River Treatment Plant	23	24	24	24	24	22	23	23	23	23
Small Communities Division	23	23	23	23	23	21	17	17	17	17
Support Staff	23	23	23	23	23	24	25	25	25	24
Total - Operations	526	516	515	511	509	499	513	513	513	513
<b>Engineering</b>										
Design and Construction	31	31	30	26	25	25	21	19	19	17
Support Staff	13	13	13	13	14	14	14	14	14	14
Total Engineering	44	44	43	39	39	39	35	33	33	31
<b>Water Quality</b>										
Pretreatment & Pollution Prevention	27	28	27	27	26	26	25	24	24	24
Technical Services	36	34	31	31	29	28	25	23	21	21
Laboratory	50	47	47	46	45	42	40	38	38	38
Support Staff	5	5	5	5	6	6	6	6	6	3
Total Water Quality	118	114	110	109	106	102	96	91	89	86
<b>Total Employees</b>	<b>862</b>	<b>847</b>	<b>836</b>	<b>830</b>	<b>821</b>	<b>803</b>	<b>789</b>	<b>778</b>	<b>775</b>	<b>769</b>

Unaudited – See accompanying independent auditors' report

The background features a series of overlapping, semi-transparent geometric shapes in shades of blue and green, creating a layered, architectural effect. The shapes are primarily rectangular with slanted tops, arranged in a way that suggests depth and movement. A prominent blue horizontal bar is positioned across the middle of the page, containing the main title text.

# **Other Supplemental Section** (Unaudited)



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**SUMMARY OF PRIMARY BONDED DEBT SERVICE**  
**June 30, 2021**

(in thousands)

As of June 30,	Senior Bonds			Subordinate	Total Debt
	Principal	Interest	Debt Service	Bonds Debt Service	
2022	\$ 14,771	\$ 9,778	\$ 24,549	\$ 86,498	\$ 111,047
2023	18,727	9,005	27,732	36,822	64,554
2024	19,539	8,110	27,649	38,723	66,372
2025	20,408	7,156	27,564	38,719	66,283
2026	20,649	6,159	26,808	38,593	65,401
2027	7,842	5,476	13,318	47,677	60,995
2028	8,107	5,107	13,214	44,238	57,452
2029	8,383	4,725	13,108	44,181	57,289
2030	8,667	4,329	12,996	44,007	57,003
2031	8,501	3,918	12,419	45,003	57,422
2032	5,995	3,523	9,518	42,925	52,443
2033	6,225	3,165	9,390	41,035	50,425
2034	6,465	2,793	9,258	38,924	48,182
2035	6,715	2,406	9,121	38,268	47,389
2036	6,975	2,005	8,980	32,467	41,447
2037	7,245	1,588	8,833	32,591	41,424
2038	7,525	1,155	8,680	32,291	40,971
2039	7,815	705	8,520	17,271	25,791
2040	8,116	236	8,352	9,262	17,614
2041	-	-	-	9,114	9,114
2042	-	-	-	8,956	8,956
2043	-	-	-	8,899	8,899
2044	-	-	-	8,863	8,863
2045	-	-	-	3,568	3,568
2046	-	-	-	3,103	3,103
<b>Total</b>	<b>\$ 198,670</b>	<b>\$ 81,339</b>	<b>\$ 280,009</b>	<b>\$ 791,998</b>	<b>\$ 1,072,007</b>

Unaudited – See accompanying independent auditors' report

**BUDGETARY COMPARISON SCHEDULE**  
**June 30, 2021**

(in thousands)

	<u>Budget</u>		Actual	Variance under Amended Budget	Percent Variance
	Adopted	Amended			
<b>OPERATING BUDGET EXPENSES</b>					
General Management	\$ 466	\$ 479	\$ 462	\$ 17	3.5%
Communications	473	495	403	92	18.6%
Finance	15,061	15,363	13,885	1,478	9.6%
Information Technology	16,719	17,968	14,891	3,077	17.1%
Talent Management	2,575	2,615	2,367	248	9.5%
Operations	110,546	120,865	104,832	16,033	13.3%
Engineering	6,522	7,652	6,791	861	11.3%
Water Quality	15,677	16,211	14,676	1,535	9.5%
General	7,041	8,760	8,289	471	5.4%
Debt Service	62,104	61,156	59,895	1,261	2.1%
TOTAL	237,184	251,564	226,491	<u>\$ 25,073</u>	10.0%
Transfer to CIP	94,953	109,339			
Transfer to Risk Management	260	260			
	<u>\$ 332,397</u>	<u>\$ 361,163</u>			
<b>Add:</b>					
Unbudgeted Depreciation and Amortization			53,278		
Unbudgeted Bad Debt Expense			2,033		
Capital Improvement Program Items Expensed			14,825		
<b>Less:</b>					
Capitalized Assets			1,567		
Debt Service			59,895		
Capital Distributions to Localities			376		
TOTAL OPERATING EXPENSES			<u>\$ 234,789</u>		

Unaudited – See accompanying independent auditors' report

**NOTES TO BUDGETARY COMPARISON SCHEDULE  
JUNE 30, 2021****BUDGETARY HIGHLIGHTS**

HRSD's Commission adopts an Annual Operating Budget that contains the day-to-day operating expenses of the District. The Operating Budget as adopted for FY 2021 was \$237,183,888 and contains personnel costs, fringe benefits, material and supplies, electricity, chemicals, insurance, contractual services, debt service and other miscellaneous expenses. There were several modifications to the Operating Budget during the year to reflect changes in spending patterns. All adjustments to the Annual Budget were from encumbrances carried forward or from transfers within or among departments.

**NOTE 1 – BUDGETARY ACCOUNTING AND CONTROL****Budget Preparation**

HRSD prepares its Annual Budget under the provisions of its enabling legislation, used to establish rates, fees and other charges, and of Section 3.12 of the Master Trust Indenture, dated December 1, 1993, and the Trust Agreement, dated March 1, 2008. In accordance with those provisions, the following process is used to adopt the Annual Budget.

The process begins in late December with the issuance of the Annual Budget Instructions by the General Manager. Each department completes its Operating and Improvement Budgets by March 1 for the General Manager's review.

The HRSD Commission appoints a Finance Committee consisting of two Commissioners. The two Commissioners meet in early April to review the Budgets, which are presented by staff at the April Commission meeting. HRSD's Commission reviews these budgets at that meeting.

The final Annual Budget, which incorporates the Operating and Capital Budgets, is presented at the May Commission meeting for adoption. The Commission simultaneously adopts the budget and any resulting wastewater rate schedule. All rate adjustments must be publicly advertised four consecutive weeks before they can take effect.

The HRSD Commission approves any budget amendments during the ensuing year.

The 2008 Trust Agreement requires Debt Service Coverage of 1.20 times for senior and 1.00 times for total debt based on maximum annual debt service. The 2008 Subordinate Trust Agreement was amended in 2016 to account for Consent Decree expenses related to Locality wet weather improvements that HRSD will not own and requires total debt service coverage to be 1.2 times on an adjusted cash basis. The HRSD Commission has a policy of providing senior revenue and total revenue bonded debt service coverage ratios of not less than 1.5 and 1.4 times annual debt service on an adjusted cash basis, respectively.

**Budget Accounting**

The Annual Budget is prepared on a basis of accounting consistent with accounting principles generally accepted in the United States of America. No provision is provided, however, for non-cash items such as depreciation and bad debt expense. The FY 2021 Annual Budget consists of two parts: an operating budget that covers day-to-day operations and a capital budget that identifies all major capital project requirements over the next ten years. All operating budget amounts lapse at year-end. The Commission annually adopts only the first year of the capital budget. HRSD's Commission separately approves all contracts that are awarded under the capital budget.



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**SCHEDULE OF REVENUES, EXPENSES AND  
DEBT SERVICE FOR OPERATIONS - ACTUAL TO BUDGET  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

(in thousands)

	Actual	Amended Budget	Variance Favorable/ (Unfavorable)	Budget Variance Percentage
<b>OPERATING REVENUES</b>				
Wastewater Treatment Charges	\$ 325,817	\$ 320,035	\$ 5,782	2%
Miscellaneous	3,952	1,740	2,212	127%
<b>TOTAL OPERATING REVENUES</b>	<b>329,769</b>	<b>321,775</b>	<b>7,994</b>	<b>1%</b>
<b>CURRENT EXPENDITURES</b>				
General Management	462	479	17	4%
Communications	403	495	92	19%
Finance	13,885	15,363	1,478	10%
Information Technology	14,891	17,968	3,077	17%
Talent Management	2,367	2,615	248	9%
Operations	104,832	120,865	16,033	13%
Engineering	6,791	7,652	861	11%
Water Quality	14,676	16,211	1,535	9%
General	8,289	8,760	471	5%
<b>TOTAL CURENT EXPENDITURES</b>	<b>166,596</b>	<b>190,408</b>	<b>23,812</b>	<b>13%</b>
<b>EXCESS OF OPERATING REVENUES OVER EXPENDITURES</b>	<b>163,173</b>	<b>131,367</b>	<b>31,806</b>	<b>24%</b>
<b>NON-OPERATING REVENUES</b>				
Wastewater Facility Charge	7,379	6,160	1,219	20%
Interest Income	471	1,510	(1,039)	(69%)
Bond Interest Subsidy	2,167	2,292	(125)	(5%)
<b>TOTAL NON-OPERATING REVENUES</b>	<b>10,017</b>	<b>9,962</b>	<b>55</b>	<b>1%</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS</b>	<b>173,190</b>	<b>141,329</b>	<b>31,861</b>	<b>23%</b>
<b>CAPITAL CONTRIBUTIONS</b>				
Other Capital Contributions	2,317	-	2,317	100%
<b>AMOUNT AVAILABLE FOR DEBT</b>	<b>175,507</b>	<b>141,329</b>	<b>34,178</b>	<b>24%</b>
<b>DEBT EXPENDITURES</b>				
Principal & Interest	59,213	60,397	1,184	2%
Cost of Issuance	682	759	77	10%
<b>TOTAL DEBT EXPENDITURES</b>	<b>59,895</b>	<b>61,156</b>	<b>1,261</b>	<b>2%</b>
<b>AMOUNT AVAILABLE TO REINVEST</b>	<b>\$ 115,612</b>	<b>\$ 80,173</b>	<b>\$ 35,439</b>	<b>44%</b>

Unaudited – See accompanying independent auditors' report

**OBJECTIVE CLASSIFICATION OF DEPARTMENTAL EXPENSES  
FOR OPERATIONS - ACTUAL TO BUDGET  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

(in thousands)

	General Management	Communications	Finance	Information Technology	Talent Management	Operations
Personal Services	\$ 361	\$ 258	\$ 5,651	\$ 4,696	\$ 1,540	\$ 34,864
Fringe Benefits	81	89	2,341	1,548	588	15,129
Materials & Supplies	2	23	101	801	62	8,567
Transportation	6	7	7	8	19	1,027
Utilities	-	-	266	1,235	-	10,981
Chemical Purchases	-	-	-	-	-	8,719
Contractual Services	10	18	5,446	5,459	18	17,514
Major Repairs	-	-	-	465	-	6,297
Capital Assets	-	-	-	430	-	1,137
Miscellaneous Expense	2	8	73	249	140	597
	<b>\$ 462</b>	<b>\$ 403</b>	<b>\$ 13,885</b>	<b>\$ 14,891</b>	<b>\$ 2,367</b>	<b>\$ 104,832</b>

Unaudited – See accompanying independent auditors' report

**OBJECTIVE CLASSIFICATION OF DEPARTMENTAL EXPENSES  
FOR OPERATIONS - ACTUAL TO BUDGET  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

(in thousands)

	Engineering	Water Quality	General	Total	Percent of Total	FY2021 Amended Budget	Variance Favorable/ (Unfavorable)
Personal Services	\$ 4,122	\$ 8,009	\$ 749	\$ 60,250	27%	\$ 60,960	\$ 710
Fringe Benefits	1,478	3,302	(677)	23,879	11%	25,948	2,069
Materials & Supplies	54	1,828	(25)	11,413	5%	9,662	(1,751)
Transportation	14	12	-	1,100	0%	1,581	481
Utilities	-	1	464	12,947	6%	13,020	73
Chemical Purchases	-	-	-	8,719	4%	10,500	1,781
Contractual Services	1,061	1,149	6,603	37,278	16%	51,831	14,553
Major Repairs	-	(4)	-	6,758	3%	13,076	6,318
Capital Assets	-	-	-	1,567	1%	867	(700)
Miscellaneous Expense	62	379	1,175	2,685	1%	2,963	278
	<u>\$ 6,791</u>	<u>\$ 14,676</u>	<u>\$ 8,289</u>	<u>\$ 166,596</u>	<u>74%</u>	<u>\$ 190,408</u>	<u>\$ 23,812</u>
Debt Service				59,213	26%	60,397	1,184
Cost of Issuance				682	0%	759	77
Total Debt Expenditures				<u>\$ 59,895</u>	<u>26%</u>	<u>\$ 61,156</u>	<u>\$ 1,261</u>
Total Department and Debt Expenditures				<u>\$ 226,491</u>	<u>100%</u>	<u>\$ 251,564</u>	<u>\$ 25,073</u>

Unaudited – See accompanying independent auditors' report

**DEPARTMENT SUMMARY OF EXPENSES  
ACTUAL TO BUDGET  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

(in thousands)

	Actual	Amended Budget	Variance Favorable/ (Unfavorable)
<b>General Management</b>			
Personal Services	\$ 361	\$ 345	\$ (16)
Fringe Benefits	81	84	3
Materials & Supplies	2	10	8
Transportation	6	7	1
Contractual Services	10	12	2
Miscellaneous Expense	2	21	19
	462	479	17
<b>Communications</b>			
Personal Services	\$ 258	\$ 304	\$ 46
Fringe Benefits	89	96	7
Materials & Supplies	23	50	27
Transportation	7	9	2
Contractual Services	18	20	2
Miscellaneous Expense	8	16	8
	403	495	92
<b>Finance</b>			
Personal Services	\$ 5,651	\$ 6,161	\$ 510
Fringe Benefits	2,341	2,652	311
Materials & Supplies	101	72	(29)
Transportation	7	8	1
Utilities	266	299	33
Contractual Services	5,446	5,915	469
Miscellaneous Expense	73	256	183
	13,885	15,363	1,478
<b>Information Technology</b>			
Personal Services	\$ 4,696	\$ 4,829	\$ 133
Fringe Benefits	1,548	1,621	73
Materials & Supplies	801	1,054	253
Transportation	8	24	16
Utilities	1,235	1,383	148
Contractual Services	5,459	7,370	1,911
Major Repairs	465	1,340	875
Capital Assets	430	-	(430)
Miscellaneous Expense	249	347	98
	14,891	17,968	3,077

(Continued)

**DEPARTMENT SUMMARY OF EXPENSES  
ACTUAL TO BUDGET  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

(in thousands)

	Actual	Amended Budget	Variance Favorable/ (Unfavorable)
<b>Talent Management</b>			
Personal Services	\$ 1,540	\$ 1,577	\$ 37
Fringe Benefits	588	632	44
Materials & Supplies	62	59	(3)
Transportation	19	29	10
Contractual Services	18	69	51
Miscellaneous Expense	140	249	109
	<u>2,367</u>	<u>2,615</u>	<u>248</u>
<b>Operations</b>			
Personal Services	\$ 34,864	\$ 35,856	\$ 992
Fringe Benefits	15,129	15,789	660
Materials & Supplies	8,567	6,581	(1,986)
Transportation	1,027	1,441	414
Utilities	10,981	10,855	(126)
Chemical Purchases	8,719	10,500	1,781
Contractual Services	17,514	26,254	8,740
Major Repairs	6,297	11,623	5,326
Capital Assets	1,137	867	(270)
Miscellaneous Expense	597	1,099	502
	<u>104,832</u>	<u>120,865</u>	<u>16,033</u>
<b>Engineering</b>			
Personal Services	\$ 4,122	\$ 4,064	\$ (58)
Fringe Benefits	1,478	1,498	20
Materials & Supplies	54	42	(12)
Transportation	14	27	13
Contractual Services	1,061	1,809	748
Miscellaneous Expense	62	212	150
	<u>6,791</u>	<u>7,652</u>	<u>861</u>
<b>Water Quality</b>			
Personal Services	\$ 8,009	\$ 8,324	\$ 315
Fringe Benefits	3,302	3,347	45
Materials & Supplies	1,828	1,768	(60)
Transportation	12	36	24
Utilities	1	3	2
Contractual Services	1,149	1,978	829
Major Repairs	(4)	113	117
Miscellaneous Expense	379	642	263
	<u>14,676</u>	<u>16,211</u>	<u>1,535</u>
<b>General</b>			
Personal Services	\$ 749	\$ (500)	\$ (1,249)
Fringe Benefits	(677)	229	906
Materials & Supplies	(25)	26	51
Utilities	464	480	16
Contractual Services	6,603	8,404	1,801
Miscellaneous Expense	1,175	121	(1,054)
	<u>8,289</u>	<u>8,760</u>	<u>471</u>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>	<u>\$ 166,596</u>	<u>\$ 190,408</u>	<u>\$ 23,812</u>

Unaudited – See accompanying independent auditors' report



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HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #3

Agenda Item 4. Diversity Procurement Report

**HRSD DIVERSITY PROCUREMENT REPORT  
FISCAL YEAR 2021**

PAYMENT TYPE	TOTAL OF ALL PAYMENT TRANSACTIONS <sup>1</sup>				TOTAL PAYMENTS MADE TO SWaM CONTRACTORS COMPARED TO HRSD's TOTAL PAYMENTS	
	ALL BUSINESS TYPES		SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESSES (SWaM)		NO.	SPEND
	NO.	SPEND	NO.	SPEND		
<b>OPERATING</b>	6,510	\$53,948,822	1,380	\$9,718,063	21%	18%
<b>CORPORATE VISA CARD</b>	28,584	\$15,456,740	1,077	\$980,801	4%	6%
<b>CAPITAL IMPROVEMENT PROGRAM</b>	1,958	\$209,905,308	312	\$91,107,501 <sup>2</sup>	16%	43%
<b>TOTAL</b>	37,052	\$279,310,870	2,769	\$101,806,365	7%	36%

<sup>1</sup>Excludes expenses for utilities, rent, easements, municipal expenditures, personal services, professional

<sup>2</sup>Includes payments of \$15,221,501 made to SWaM subcontractors, as reported by HRSD's prime contractors.

**DIVERSITY PROCUREMENT PROGRAM ACTIVITIES**

HRSD participated in several outreach opportunities throughout the year including:

- The Institute for Public Procurement Virtual 2020 Forum
- SWIFT Industry Outreach Day
- Virginia Association of State College and University Purchasing Professionals (VASCUUP®) Virtual Spring SWaMfest

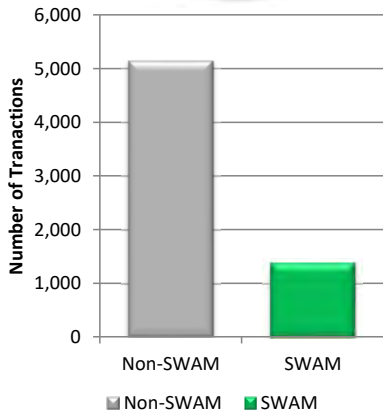
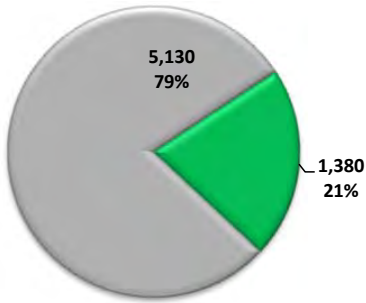
HRSD uses the Virginia Department of Purchases and Supply eProcurement Portal, eVA to advertise HRSD business opportunities to Suppliers, including SWaM businesses that have registered to do business with the Commonwealth of Virginia.

HRSD uses the Virginia Department of Small Business and Supplier Diversity (SBSD) as a resource to identify and locate SWaM businesses for HRSD bid opportunities. SBSD promotes access to the Commonwealth of Virginia's contracting opportunities by providing SWaM businesses a certification program, access to state-wide bid opportunities and other resources.

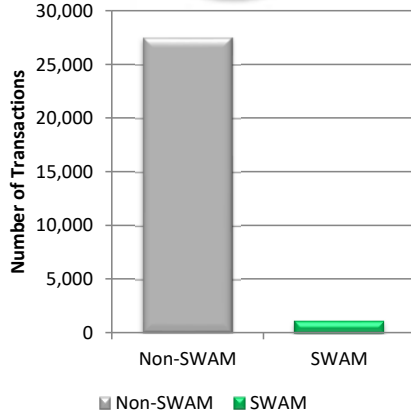
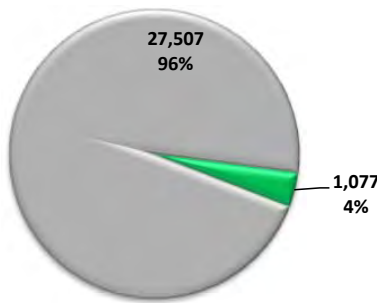
HRSD is a member of the Carolinas-Virginia Minority Supplier Development Council (CVMSDC). The CVMSDC certifies Minority Business Enterprises (MBEs), serves as a resource for corporations and government agencies searching for qualified suppliers, and sponsors networking and outreach events. The CVMSDC also offers training programs and business assistance for MBEs.

FY2021 Transaction Charts

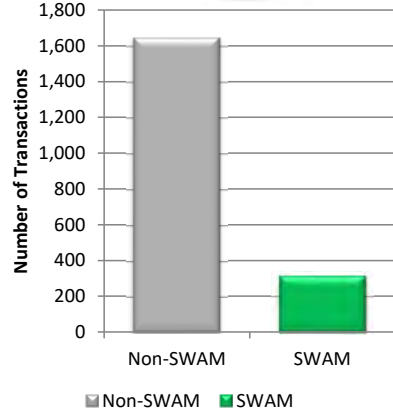
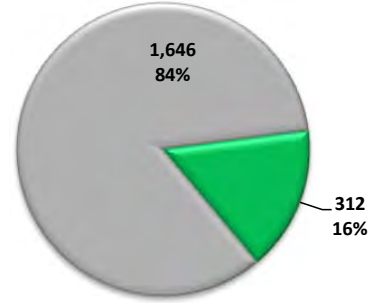
OPERATING



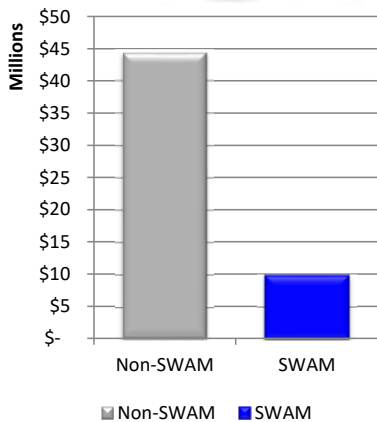
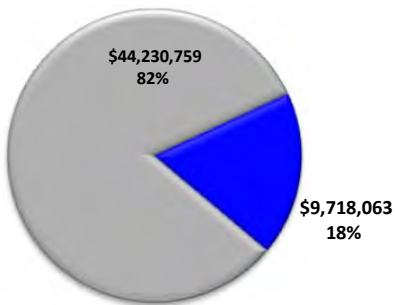
CORPORATE VISA CARD



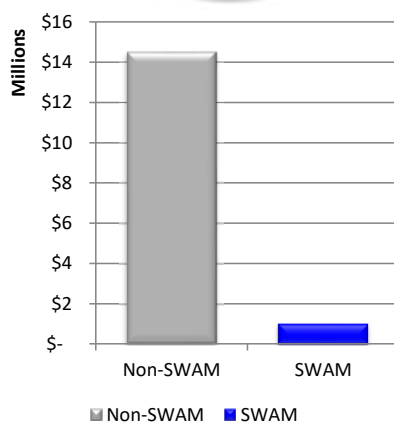
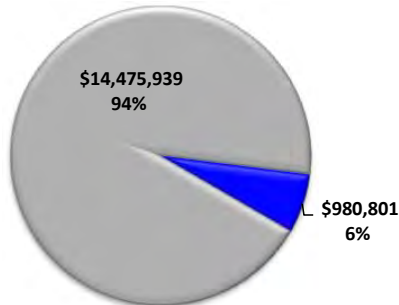
CAPITAL IMPROVEMENT PROGRAM



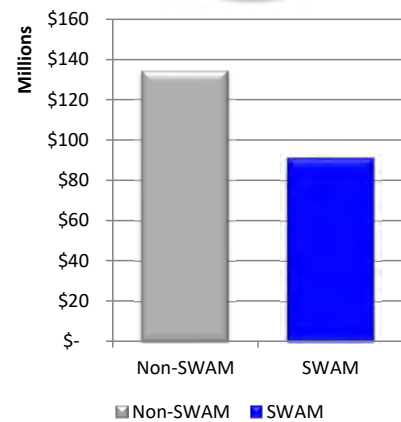
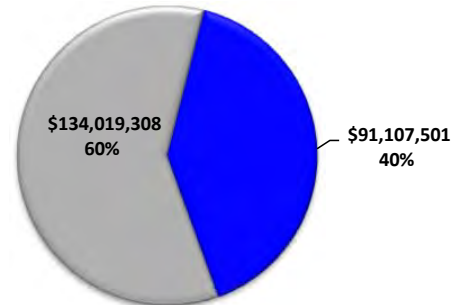
OPERATING



CORPORATE VISA CARD



CAPITAL IMPROVEMENT PROGRAM



HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #4

Agenda Item 5. Virginia Clean Water Revolving Loan Fund (VCWRLF) Rate Resets and Amendment to the Master Financing Agreement for the Atlantic Treatment Plant Digester Gas to Energy, Atlantic Treatment Plant, Chesapeake-Elizabeth Treatment Plant, and Colonial Williamsburg Pump Station Projects  
Resolutions

- [Atlantic Treatment Plant Digester Gas to Energy Project](#)
- [Atlantic Treatment Plant Project](#)
- [Chesapeake-Elizabeth Treatment Plant Project](#)
- [Colonial Williamsburg Pump Station Project](#)

*Hampton Roads Sanitation District*  
*Resolution of*  
*October 26, 2021*

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HAMPTON ROADS SANITATION DISTRICT COMMISSION

\*\*\*\*\*

RESOLUTION AUTHORIZING THE MODIFICATION OF THE  
WASTEWATER REVENUE BOND ISSUED TO PAY THE  
COST OF A CERTAIN PROJECT AT THE ATLANTIC  
TREATMENT PLANT: DIGESTER GAS TO ENERGY  
PROJECT AND AUTHORIZING THE EXECUTION OF AN  
AMENDMENT TO THE MASTER FINANCING AGREEMENT  
WITH THE VIRGINIA RESOURCES AUTHORITY.

Adopted October 26, 2021

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ATLANTIC TREATMENT PLANT:  
DIGESTER GAS TO ENERGY PROJECT #C-515449G-02

Resolution

**RESOLUTION AUTHORIZING THE MODIFICATION OF  
THE WASTEWATER REVENUE BOND ISSUED TO PAY  
THE COST OF A CERTAIN PROJECT AT THE  
ATLANTIC TREATMENT PLANT: DIGESTER GAS TO  
ENERGY PROJECT AND AUTHORIZING THE  
EXECUTION OF AN AMENDMENT TO THE MASTER  
FINANCING AGREEMENT WITH THE VIRGINIA  
RESOURCES AUTHORITY.**

**WHEREAS**, the Hampton Roads Sanitation District (the “Borrower”) entered into a Trust Agreement with The Bank of New York, as Trustee (The Bank of New York Mellon Trust Company, N.A., as successor trustee, the “Senior Trustee”), dated as of March 1, 2008, as amended (the “Senior Trust Agreement”), pursuant to which the Borrower may incur Senior Indebtedness, as defined in the Senior Trust Agreement; and

**WHEREAS**, the Borrower entered into a Trust Agreement with The Bank of New York Mellon Trust Company, N.A., as Trustee (in such capacity, the “Trustee”), dated as of October 1, 2011, as amended (the “Trust Agreement”), to secure such Subordinated Indebtedness; and

**WHEREAS**, the Hampton Roads Sanitation District Commission (the “Commission”) received an offer from the Virginia Resources Authority (“VRA”), as Administrator of the Virginia Water Facilities Revolving Fund (the “Fund”), to make a loan from the Fund to the Borrower in the amount of up to \$6,318,000 for the purpose of financing a project described in such offer as improvements to the Atlantic Treatment Plant: Digester Gas To Energy Project (“Atlantic Digester Gas to Energy Project”), together with related expenses; and

**WHEREAS**, the Commission, as the governing body of the Borrower, accepted such offer and closed on such loan from VRA, as Administrator of the Fund, by authorizing and issuing a wastewater revenue bond, dated March 13, 2012, issued for the purpose of financing Capital

Improvement Program Costs (as defined in the Trust Agreement) consisting of improvements to the Borrower's Atlantic Digester Gas to Energy Project, as previously amended (the "Local Bond"), and such Local Bond is payable from the Net Revenues Available for Debt Service (as defined in the Trust Agreement) as a Parity Obligation, as defined in the Trust Agreement, all in conformity with the terms and provisions of the Trust Agreement; and

**WHEREAS**, the terms of such loan from VRA, as Administrator of the Fund, are governed by the Financing Agreement dated as of March 1, 2012, as amended and restated by the Master Financing Agreement, dated as of February 1, 2016, as amended and supplemented, each between VRA, as Administrator of the Fund, and the Borrower (as so amended and restated, the "Master Financing Agreement"); and

**WHEREAS**, VRA has offered the Borrower the opportunity to reduce the interest costs on the Local Bond; and

**WHEREAS**, in connection with the modification of the interest rate on the Local Bond, the lower interest rate thereon is evidenced by the delivery of an allonge to the Local Bond; and

**WHEREAS**, the Commission, as the governing body of the Borrower, determines that it is in the best interests of the Borrower to authorize the execution and delivery of an allonge with respect to the Local Bond in substantially the form attached as Exhibit A hereto (the "Allonge"), pursuant to which the Cost of Funds (as defined in the Master Financing Agreement) on the Local Bond shall be reduced from 2.51% per annum to 1.15% per annum; and

**WHEREAS**, in connection with the modification of the Local Bond, VRA has requested the Borrower to amend the Master Financing Agreement pursuant to an amendment in substantially the form attached as Exhibit B hereto (the "Amendment to the Master Financing Agreement"); now, therefore,

**BE IT RESOLVED** by the Hampton Roads Sanitation District Commission as follows:

**Section 1. Authorization of Allonge; Ratification of Local Bond Modified Thereby.**

The form, terms and conditions of the Allonge with respect to the Local Bond are hereby approved in all respects, and the Chair or Vice-Chair and the Secretary or any Assistant Secretary of the Commission and the Director of Finance (the "District Representatives") are hereby authorized and directed to execute, by manual or facsimile signature, and deliver the Allonge, in substantially the form set forth in Exhibit A hereto, together with such changes, modifications and deletions as such District Representatives, with the advice of counsel, may deem necessary and appropriate; such execution and delivery of the Allonge shall be conclusive evidence of the approval and authorization thereof by the Borrower.

The delivery of any Allonge shall not constitute a modification of any provision of the Local Bond, except with respect to the provisions directly modified thereby, and the other terms and conditions of each Local Bond are hereby ratified.

**Section 2. Amendment to the Master Financing Agreement.** The form, terms and conditions of the Amendment to the Master Financing Agreement relating to the Local Bond are hereby approved in all respects, and the District Representatives are hereby authorized and directed to execute and deliver the Amendment to the Master Financing Agreement, in substantially the form set forth in Exhibit B hereto, together with such changes, modifications and deletions as such District Representatives, with the advice of counsel, may deem necessary and appropriate; such execution and delivery of the Amendment to the Master Financing Agreement shall be conclusive evidence of the approval and authorization thereof by the District.

**Section 3. Further Actions.** The Chair, the Vice-Chair, the Secretary and any Assistant Secretary of the Commission and the General Manager and the Director of Finance of the




Borrower, each of whom may act, are authorized and directed (without limitation except as may be expressly set forth therein) to take such action and to execute and deliver any such documents, certificates, undertakings, agreements or other instruments as they, with the advice of counsel, may deem necessary or appropriate to effect the transactions contemplated by this Resolution.

**Section 4. Effectiveness.** This Resolution shall take effect immediately upon its adoption.

[END OF RESOLUTION]

Adopted by the Hampton Roads Sanitation District Commission on October 26, 2021.

  
Frederick N. Elofson, Chair



*Hampton Roads Sanitation District*  
*Resolution of*  
*October 26, 2021*

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HAMPTON ROADS SANITATION DISTRICT COMMISSION

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RESOLUTION AUTHORIZING THE MODIFICATION OF THE WASTEWATER REVENUE BOND ISSUED TO PAY THE COST OF A CERTAIN PROJECT AT THE ATLANTIC TREATMENT PLANT AND AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE MASTER FINANCING AGREEMENT WITH THE VIRGINIA RESOURCES AUTHORITY.

Adopted October 26, 2021

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ATLANTIC TREATMENT PLANT PROJECT  
#C-515363-01

Resolution

**RESOLUTION AUTHORIZING THE MODIFICATION OF  
THE WASTEWATER REVENUE BOND ISSUED TO PAY  
THE COST OF A CERTAIN PROJECT AT THE  
ATLANTIC TREATMENT PLANT AND AUTHORIZING  
THE EXECUTION OF AN AMENDMENT TO THE  
MASTER FINANCING AGREEMENT WITH THE  
VIRGINIA RESOURCES AUTHORITY.**

**WHEREAS**, the Hampton Roads Sanitation District (the “Borrower”) entered into a Trust Agreement with The Bank of New York, as Trustee (The Bank of New York Mellon Trust Company, N.A., as successor trustee, the “Senior Trustee”), dated as of March 1, 2008, as amended (the “Senior Trust Agreement”), pursuant to which the Borrower may incur Subordinated Indebtedness, as defined in the Senior Trust Agreement; and

**WHEREAS**, the Borrower entered into a Trust Agreement with The Bank of New York Mellon Trust Company, N.A., as Trustee (in such capacity, the “Trustee”), dated as of October 1, 2011, as amended (the “Trust Agreement”), to secure such Subordinated Indebtedness; and

**WHEREAS**, the Hampton Roads Sanitation District Commission (the “Commission”) received an offer from the Virginia Resources Authority (“VRA”), as Administrator of the Virginia Water Facilities Revolving Fund (the “Fund”), to make a loan from the Fund to the Borrower in the amount of up to \$7,339,600 for the purpose of financing a project described in such offer as improvements to the Atlantic Treatment Plant (“Atlantic Treatment Plant Project”), together with related expenses; and

**WHEREAS**, the Commission, as the governing body of the Borrower, accepted such offer and closed on such loan from VRA, as Administrator of the Fund, by authorizing and issuing a wastewater revenue bond, dated June 22, 2006, issued for the purpose of financing Capital Improvement Program Costs (as defined in the Trust Agreement) consisting of improvements to

the Borrower's Atlantic Treatment Plant, as previously amended (the "Local Bond"), and such Local Bond is payable from the Net Revenues Available for Debt Service (as defined in the Trust Agreement) as a Parity Obligation, as defined in the Trust Agreement, all in conformity with the terms and provisions of the Trust Agreement; and

**WHEREAS**, the terms of such loan from VRA, as Administrator of the Fund, are governed by the Financing Agreement, dated as of June 1, 2006, as amended and restated by the Master Financing Agreement, dated as of February 1, 2016, as amended and supplemented, each between VRA, as Administrator of the Fund, and the Borrower (as so amended and restated, the "Master Financing Agreement"); and

**WHEREAS**, VRA has offered the Borrower the opportunity to reduce the interest costs on the Local Bond; and

**WHEREAS**, in connection with the modification of the interest rate on the Local Bond, the lower interest rate thereon is evidenced by the delivery of an allonge to the Local Bond; and

**WHEREAS**, the Commission, as the governing body of the Borrower, determines that it is in the best interests of the Borrower to authorize the execution and delivery of an allonge with respect to the Local Bond in substantially the form attached as Exhibit A hereto (the "Allonge"), pursuant to which the Cost of Funds (as defined in the Master Financing Agreement) on the Local Bond shall be reduced from 2.10% per annum to 1.00% per annum; and

**WHEREAS**, in connection with the modification of the Local Bond, VRA has requested the Borrower to amend the Master Financing Agreement pursuant to an amendment in substantially the form attached as Exhibit B hereto (the "Amendment to the Master Financing Agreement"); now, therefore,

**BE IT RESOLVED** by the Hampton Roads Sanitation District Commission as follows:

**Section 1. Authorization of Allonge; Ratification of Local Bond Modified Thereby.**

The form, terms and conditions of the Allonge with respect to the Local Bond are hereby approved in all respects, and the Chair or Vice-Chair and the Secretary or any Assistant Secretary of the Commission and the Director of Finance (the "District Representatives") are hereby authorized and directed to execute, by manual or facsimile signature, and deliver the Allonge, in substantially the form set forth in Exhibit A hereto, together with such changes, modifications and deletions as such District Representatives, with the advice of counsel, may deem necessary and appropriate; such execution and delivery of the Allonge shall be conclusive evidence of the approval and authorization thereof by the Borrower.

The delivery of any Allonge shall not constitute a modification of any provision of the Local Bond, except with respect to the provisions directly modified thereby, and the other terms and conditions of each Local Bond are hereby ratified.

**Section 2. Amendment to the Master Financing Agreement.** The form, terms and conditions of the Amendment to the Master Financing Agreement relating to the Local Bond are hereby approved in all respects, and the District Representatives are hereby authorized and directed to execute and deliver the Amendment to the Master Financing Agreement, in substantially the form set forth in Exhibit B hereto, together with such changes, modifications and deletions as such District Representatives, with the advice of counsel, may deem necessary and appropriate; such execution and delivery of the Amendment to the Master Financing Agreement shall be conclusive evidence of the approval and authorization thereof by the District.

**Section 3. Further Actions.** The Chair, the Vice-Chair, the Secretary and any Assistant Secretary of the Commission and the General Manager and the Director of Finance of the Borrower, each of whom may act, are authorized and directed (without limitation except as may

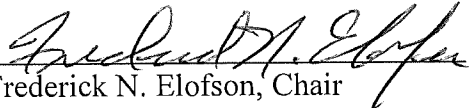
Atlantic Treatment Plant Project  
Modification

be expressly set forth therein) to take such action and to execute and deliver any such documents, certificates, undertakings, agreements or other instruments as they, with the advice of counsel, may deem necessary or appropriate to effect the transactions contemplated by this Resolution.

**Section 4. Effectiveness.** This Resolution shall take effect immediately upon its adoption.

[END OF RESOLUTION]

Adopted by the Hampton Roads Sanitation District Commission on October 26, 2021.

  
Frederick N. Elofson, Chair



*Hampton Roads Sanitation District*  
*Resolution of*  
*October 26, 2021*

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HAMPTON ROADS SANITATION DISTRICT COMMISSION

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RESOLUTION AUTHORIZING THE MODIFICATION OF THE  
WASTEWATER REVENUE BOND ISSUED TO PAY THE  
COST OF A CERTAIN PROJECT AT THE CHESAPEAKE-  
ELIZABETH TREATMENT PLANT AND AUTHORIZING  
THE EXECUTION OF AN AMENDMENT TO THE MASTER  
FINANCING AGREEMENT WITH THE VIRGINIA  
RESOURCES AUTHORITY.

Adopted October 26, 2021

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CHESAPEAKE-ELIZABETH TREATMENT PLANT PROJECT  
#C-515303-02

Resolution

**RESOLUTION AUTHORIZING THE MODIFICATION OF  
THE WASTEWATER REVENUE BOND ISSUED TO PAY  
THE COST OF A CERTAIN PROJECT AT THE  
CHESAPEAKE-ELIZABETH TREATMENT PLANT AND  
AUTHORIZING THE EXECUTION OF AN AMENDMENT  
TO THE MASTER FINANCING AGREEMENT WITH THE  
VIRGINIA RESOURCES AUTHORITY.**

**WHEREAS**, the Hampton Roads Sanitation District (the “Borrower”) entered into a Trust Agreement with The Bank of New York, as Trustee (The Bank of New York Mellon Trust Company, N.A., as successor trustee, the “Senior Trustee”), dated as of March 1, 2008, as amended (the “Senior Trust Agreement”), pursuant to which the Borrower may incur Subordinated Indebtedness, as defined in the Senior Trust Agreement; and

**WHEREAS**, the Borrower entered into a Trust Agreement with The Bank of New York Mellon Trust Company, N.A., as Trustee (in such capacity, the “Trustee”), dated as of October 1, 2011, as amended (the “Trust Agreement”), to secure such Subordinated Indebtedness; and

**WHEREAS**, the Hampton Roads Sanitation District Commission (the “Commission”) received an offer from the Virginia Resources Authority (“VRA”), as Administrator of the Virginia Water Facilities Revolving Fund (the “Fund”), to make a loan from the Fund to the Borrower in the amount of up to \$40,330,298 for the purpose of financing a project described in such offer as improvements to the Chesapeake-Elizabeth Treatment Plant (“Chesapeake-Elizabeth Treatment Plant Project”), together with related expenses; and

**WHEREAS**, the Commission, as the governing body of the Borrower, accepted such offer and closed on such loan from VRA, as Administrator of the Fund, by authorizing and issuing a wastewater revenue bond, dated February 26, 2004, issued for the purpose of financing Capital Improvement Program Costs (as defined in the Trust Agreement) consisting of improvements to



Chesapeake-Elizabeth Treatment Plant Project  
Modification

the Borrower's Chesapeake-Elizabeth Treatment Plant Project, as previously amended (the "Local Bond"), and such Local Bond is payable from the Net Revenues Available for Debt Service (as defined in the Trust Agreement) as a Parity Obligation, as defined in the Trust Agreement, all in conformity with the terms and provisions of the Trust Agreement; and

**WHEREAS**, the terms of such loan from VRA, as Administrator of the Fund, are governed by the Financing Agreement dated as of February 1, 2004, as amended and restated by the Master Financing Agreement, dated as of February 1, 2016, as amended and supplemented, each between VRA, as Administrator of the Fund, and the Borrower (as so amended and restated, the "Master Financing Agreement"); and

**WHEREAS**, VRA has offered the Borrower the opportunity to reduce the interest costs on the Local Bond; and

**WHEREAS**, in connection with the modification of the interest rate on the Local Bond, the lower interest rate thereon is evidenced by the delivery of an allonge to the Local Bond; and

**WHEREAS**, the Commission, as the governing body of the Borrower, determines that it is in the best interests of the Borrower to authorize the execution and delivery of an allonge with respect to the Local Bond in substantially the form attached as Exhibit A hereto (the "Allonge"), pursuant to which the Cost of Funds (as defined in the Master Financing Agreement) on the Local Bond shall be reduced from 2.10% per annum to 1.00% per annum; and

**WHEREAS**, in connection with the modification of the Local Bond, VRA has requested the Borrower to amend the Master Financing Agreement pursuant to an amendment in substantially the form attached as Exhibit B hereto (the "Amendment to the Master Financing Agreement"); now, therefore,

**BE IT RESOLVED** by the Hampton Roads Sanitation District Commission as follows:

**Section 1. Authorization of Allonge; Ratification of Local Bond Modified Thereby.**

The form, terms and conditions of the Allonge with respect to the Local Bond are hereby approved in all respects, and the Chair or Vice-Chair and the Secretary or any Assistant Secretary of the Commission and the Director of Finance (the "District Representatives") are hereby authorized and directed to execute, by manual or facsimile signature, and deliver the Allonge, in substantially the form set forth in Exhibit A hereto, together with such changes, modifications and deletions as such District Representatives, with the advice of counsel, may deem necessary and appropriate; such execution and delivery of the Allonge shall be conclusive evidence of the approval and authorization thereof by the Borrower.

The delivery of any Allonge shall not constitute a modification of any provision of the Local Bond, except with respect to the provisions directly modified thereby, and the other terms and conditions of each Local Bond are hereby ratified.

**Section 2. Amendment to the Master Financing Agreement.** The form, terms and conditions of the Amendment to the Master Financing Agreement relating to the Local Bond are hereby approved in all respects, and the District Representatives are hereby authorized and directed to execute and deliver the Amendment to the Master Financing Agreement, in substantially the form set forth in Exhibit B hereto, together with such changes, modifications and deletions as such District Representatives, with the advice of counsel, may deem necessary and appropriate; such execution and delivery of the Amendment to the Master Financing Agreement shall be conclusive evidence of the approval and authorization thereof by the District.

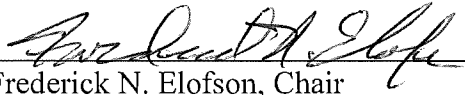
**Section 3. Further Actions.** The Chair, the Vice-Chair, the Secretary and any Assistant Secretary of the Commission and the General Manager and the Director of Finance of the Borrower, each of whom may act, are authorized and directed (without limitation except as may

be expressly set forth therein) to take such action and to execute and deliver any such documents, certificates, undertakings, agreements or other instruments as they, with the advice of counsel, may deem necessary or appropriate to effect the transactions contemplated by this Resolution.

**Section 4. Effectiveness.** This Resolution shall take effect immediately upon its adoption.

[END OF RESOLUTION]

**Adopted by the Hampton Roads Sanitation District Commission on October 26, 2021.**

  
Frederick N. Elofson, Chair



*Hampton Roads Sanitation District*  
*Resolution of*  
*October 26, 2021*

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HAMPTON ROADS SANITATION DISTRICT COMMISSION

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RESOLUTION AUTHORIZING THE MODIFICATION OF THE WASTEWATER REVENUE BOND ISSUED TO PAY THE COST OF A CERTAIN PROJECT AT THE COLONIAL WILLIAMSBURG PUMP STATION AND AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE MASTER FINANCING AGREEMENT WITH THE VIRGINIA RESOURCES AUTHORITY.

Adopted October 26, 2021

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COLONIAL WILLIAMSBURG PUMP STATION PROJECT  
#C-515364-02

Resolution

**RESOLUTION AUTHORIZING THE MODIFICATION OF  
THE WASTEWATER REVENUE BOND ISSUED TO PAY  
THE COST OF A CERTAIN PROJECT AT THE  
COLONIAL WILLIAMSBURG PUMP STATION AND  
AUTHORIZING THE EXECUTION OF AN AMENDMENT  
TO THE MASTER FINANCING AGREEMENT WITH THE  
VIRGINIA RESOURCES AUTHORITY.**

**WHEREAS**, the Hampton Roads Sanitation District (the “Borrower”) entered into a Trust Agreement with The Bank of New York, as Trustee (The Bank of New York Mellon Trust Company, N.A., as successor trustee, the “Senior Trustee”), dated as of March 1, 2008, as amended (the “Senior Trust Agreement”), pursuant to which the Borrower may incur Subordinated Indebtedness, as defined in the Senior Trust Agreement; and

**WHEREAS**, the Borrower entered into a Trust Agreement with The Bank of New York Mellon Trust Company, N.A., as Trustee (in such capacity, the “Trustee”), dated as of October 1, 2011, as amended (the “Trust Agreement”), to secure such Subordinated Indebtedness; and

**WHEREAS**, the Hampton Roads Sanitation District Commission (the “Commission”) received an offer from the Virginia Resources Authority (“VRA”), as Administrator of the Virginia Water Facilities Revolving Fund (the “Fund”), to make a loan from the Fund to the Borrower in the amount of up to \$1,605,200 for the purpose of financing a project described in such offer as improvements to the Colonial Williamsburg Pump Station (“Colonial Williamsburg Pump Station Project”), together with related expenses; and

**WHEREAS**, the Commission, as the governing body of the Borrower, accepted such offer and closed on such loan from VRA, as Administrator of the Fund, by authorizing and issuing a wastewater revenue bond, dated June 22, 2006, issued for the purpose of financing Capital Improvement Program Costs (as defined in the Trust Agreement) consisting of improvements to

Colonial Williamsburg Pump Station Project  
Modification

the Borrower's Colonial Williamsburg Pump Station Project, as previously amended (the "Local Bond"), and such Local Bond is payable from the Net Revenues Available for Debt Service (as defined in the Trust Agreement) as a Parity Obligation, as defined in the Trust Agreement, all in conformity with the terms and provisions of the Trust Agreement; and

**WHEREAS**, the terms of such loan from VRA, as Administrator of the Fund, are governed by the Financing Agreement, dated as of June 1, 2006, as amended and restated by the Master Financing Agreement, dated as of February 1, 2016, as amended and supplemented, each between VRA, as Administrator of the Fund, and the Borrower (as so amended and restated, the "Master Financing Agreement"); and

**WHEREAS**, VRA has offered the Borrower the opportunity to reduce the interest costs on the Local Bond; and

**WHEREAS**, in connection with the modification of the interest rate on the Local Bond, the lower interest rate thereon is evidenced by the delivery of an allonge to the Local Bond; and

**WHEREAS**, the Commission, as the governing body of the Borrower, determines that it is in the best interests of the Borrower to authorize the execution and delivery of an allonge with respect to the Local Bond in substantially the form attached as Exhibit A hereto (the "Allonge"), pursuant to which the Cost of Funds (as defined in the Master Financing Agreement) on the Local Bond shall be reduced from 2.10% per annum to 1.00% per annum; and

**WHEREAS**, in connection with the modification of the Local Bond, VRA has requested the Borrower to amend the Master Financing Agreement pursuant to an amendment in substantially the form attached as Exhibit B hereto (the "Amendment to the Master Financing Agreement"); now, therefore,

**BE IT RESOLVED** by the Hampton Roads Sanitation District Commission as follows:

**Section 1. Authorization of Allonge; Ratification of Local Bond Modified Thereby.**

The form, terms and conditions of the Allonge with respect to the Local Bond are hereby approved in all respects, and the Chair or Vice-Chair and the Secretary or any Assistant Secretary of the Commission and the Director of Finance (the “District Representatives”) are hereby authorized and directed to execute, by manual or facsimile signature, and deliver the Allonge, in substantially the form set forth in Exhibit A hereto, together with such changes, modifications and deletions as such District Representatives, with the advice of counsel, may deem necessary and appropriate; such execution and delivery of the Allonge shall be conclusive evidence of the approval and authorization thereof by the Borrower.

The delivery of any Allonge shall not constitute a modification of any provision of the Local Bond, except with respect to the provisions directly modified thereby, and the other terms and conditions of each Local Bond are hereby ratified.

**Section 2. Amendment to the Master Financing Agreement.** The form, terms and conditions of the Amendment to the Master Financing Agreement relating to the Local Bond are hereby approved in all respects, and the District Representatives are hereby authorized and directed to execute and deliver the Amendment to the Master Financing Agreement, in substantially the form set forth in Exhibit B hereto, together with such changes, modifications and deletions as such District Representatives, with the advice of counsel, may deem necessary and appropriate; such execution and delivery of the Amendment to the Master Financing Agreement shall be conclusive evidence of the approval and authorization thereof by the District.


**Section 3. Further Actions.** The Chair, the Vice-Chair, the Secretary and any Assistant Secretary of the Commission and the General Manager and the Director of Finance of the Borrower, each of whom may act, are authorized and directed (without limitation except as may

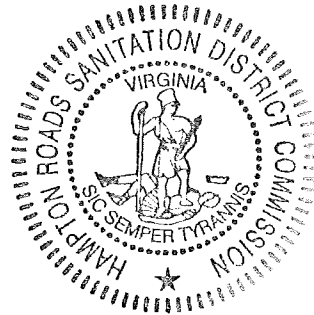
be expressly set forth therein) to take such action and to execute and deliver any such documents, certificates, undertakings, agreements or other instruments as they, with the advice of counsel, may deem necessary or appropriate to effect the transactions contemplated by this Resolution.

**Section 4. Effectiveness.** This Resolution shall take effect immediately upon its adoption.

[END OF RESOLUTION]

**Adopted by the Hampton Roads Sanitation District Commission on October 26, 2021.**

  
Frederick N. Elofson, Chair





HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #5

Agenda Item 14. City of Norfolk Wastewater Pump Station No. 57 (WPS #57)

- [Facility Transfer Agreement](#)
- [Facility Transfer Commission Adopted Policy](#)

## **1.0 Purpose and Need**

This policy establishes the requirements for transfer of sanitary sewer facilities. In certain circumstances, it may be in the best interest of HRSD, localities, private owners, and the Commonwealth to transfer ownership of sanitary sewer facilities.

## **2.0 Definitions**

*Collection System.* A network of pipes, manholes, and pumping stations to convey sewage from individual properties to the regional interceptor system. Sewer service laterals on private property are not included.

*Facility.* One or more sanitary sewer assets but not a complete system.

*Facility Transfer Agreement.* Contract signed by HRSD and entity that describes the terms and conditions of the facility transfer.

*HRSD Service Area.* The area of sewer service that is defined through coordination with the localities that HRSD serves. The existing Service Area boundaries can be found on the HRSD website.

*HRSD Territory.* All territory lying within the boundaries of the counties and cities included in the District, including all territory lying within the boundaries of any town in a county unless otherwise specified.

*Localities.* Cities, Counties, and Towns located with the HRSD Service Area.

*Regional Interceptor System.* A network of gravity and/or force main pipes owned and operated by HRSD which convey sanitary sewer flow received from locality or HRSD pump stations to the HRSD treatment works.

*Sanitary Sewer Asset.* Any individual element of the sanitary sewer or treatment system. Sewer service laterals on private property are not considered to be a sanitary sewer asset.

*Sanitary Sewer System.* The collection system, the regional interceptor system, and the associated treatment works. Sewer service laterals on private property are not included.

*Sewer Service Agreement.* Contract signed by HRSD and entity that describes the terms and conditions required for HRSD to own and operate a sanitary sewer system.



*Terminal Pump Station.* Any pump station that connects to; (1) the regional interceptor system or; (2) to a collection system force main that ties into the regional interceptor system.

### **3.0 Guiding Principles**

HRSD is responsible for ensuring adequate sewage treatment and conveyance capacity exists to meet the current and future sanitary sewer needs within the HRSD service area, and for operating and maintaining the sanitary sewer system, to protect public health and the environment.

To ensure protection of public health and the environment, it may be in the best interest of HRSD, localities, private owners, and the Commonwealth for HRSD to accept transfer of ownership and operation of government or private entity owned sanitary sewer facilities.

Likewise, on occasion it may be in the best interest of HRSD, localities, private owners, and the Commonwealth for HRSD to transfer ownership and operation of HRSD owned sanitary sewer facilities.

Generally, transfer of sanitary sewer facilities will be at the request of the owner of the facilities.

Ownership of sanitary sewer facilities entails assuming the long term liability of operating, maintaining, upgrading, and replacing the facilities. As such, HRSD shall not provide compensation to facility owners upon facility transfer.

### **4.0 Procedures**

#### **4.1 Transfer of Facilities to HRSD**

Owners of sanitary sewer facilities desiring to transfer ownership of facilities to HRSD shall submit a request in writing signed by an authorized official.

##### **4.1.1 Requirements**

- A. Comply with the criteria described herein.
- B. Execute Sewer Service Agreement or Facility Transfer Agreement.

#### **4.1.2 General Criteria**

Facilities to be transferred to HRSD must meet the following criteria:

- A. Any piping, manholes, and associated sanitary sewer appurtenances shall be within a transferrable easement or within the public right of way.
- B. Pump stations, treatment works and other structures associated with the sanitary sewer system shall be on a dedicated parcel deeded to HRSD without lien or any other legal or physical encumbrances. All parcels shall be contiguous with an improved public right of way or with a dedicated ingress/egress easement. Where possible, additional land for buffer and future expansion shall be transferred to HRSD with the facility.

#### **4.1.3 Real Property and Easement Criteria**

Transfer of facilities will include the conveyance of all the real property associated with the facilities. The transfer will be by a general warranty fee simple deed in a format acceptable to HRSD's attorney.

Title to facilities shall be marketable and free and clear of any lien or encumbrance which, in the judgment of HRSD, has a materially adverse effect upon the right of HRSD to use such lands or property in the performance of the functions of HRSD or would preclude HRSD from obtaining owners title insurance on the facilities at market rates.

Conveyance of pipeline or similar infrastructure shall include assignment or grant of a perpetual easement to HRSD with defined rights for the maintenance and replacement of the infrastructure.

#### **4.1.4 Transfer of Entire Sanitary Sewer Systems**

- A. Government owned, existing systems: Existing sanitary sewer systems owned by a locality within the HRSD service area may be conveyed on a case-by-case basis with an approved Sewer Service Agreement. Facilities may be transferred "as-is." Facilities must be debt free. HRSD shall not compensate a locality for facilities transferred. All facilities shall meet the criteria herein prior to transfer of operational responsibilities.
- B. Privately owned, existing systems: Existing sewer systems owned by a private entity within the HRSD service area may be conveyed on a case-by-case basis with an approved Sewer Service Agreement. Facilities must be debt free. HRSD shall not compensate a private entity for facilities

transferred. All facilities shall meet the criteria herein prior to transfer of operational responsibilities.

#### **4.1.5 Transfer of New Facilities**

In addition to meeting the criteria herein, all new sanitary sewer system assets constructed on behalf of a public or private entity to be transferred to HRSD shall also meet the following criteria:

- A. The facilities shall be constructed according to HRSD's Design and Construction Standards and HRSD Sanitary Sewer Guidelines.
- B. All new facilities shall be warranted for one year from the date of transfer.

#### **4.1.6 Transfer of Portions of Existing Sanitary Sewer Systems**

In addition to meeting the criteria herein, public or private entities may request that HRSD assume ownership of portions of existing sanitary sewer facilities when the following criteria are met.

- A. Requests will be reviewed on a case by case basis by HRSD for operation and ownership transfer.
- B. Facilities will be transferred at no cost to HRSD with an approved Facility Transfer Agreement.
- C. Facilities proposed to be transferred to HRSD shall undergo a condition assessment review process by HRSD that may include record review and physical inspection. Facilities to be transferred to HRSD must be in good condition and have received adequate maintenance and repair. In cases where facilities are in need of repair or replacement, a cost sharing agreement will be negotiated and executed before HRSD assumes ownership.
- D. Pump station transfers shall include the first gravity manhole upstream of the station and the connecting gravity pipe.
- E. Pump station transfers shall include the force main, and all appurtenances from the station to the HRSD point of connection to the HRSD interceptor.

**COMMISSION ADOPTED POLICY**  
*Facility Transfer*



Adopted: September 30, 2019

Revised: N/A

Page 5 of 5

**4.1.7 Collection Rates**

HRSD will charge all connected users for services rendered in accordance with current rates and policies.

- A. Entire Collection System – HRSD will charge customers served by the transferred facilities the rates published in the HRSD Rate Schedule.
- B. Partial Collection System – HRSD will work with the public or private entity to recover costs for the operation and maintenance of the transferred facilities.

**4.2 Transfer of HRSD Facilities**

In certain circumstances, it may be in the best interest of HRSD, localities, private owners, and the Commonwealth for HRSD to transfer ownership of HRSD owned sanitary sewer facilities. These instances will be evaluated and negotiated on a case by case basis.

**5.0 Responsibility and Authority**

The Planning and Analysis Division of the Engineering Department and the Operations Department shall review and approve all facility transfers prior to recommending Commission consideration. All facility transfers must be presented to the Commission for approval.

The Planning and Analysis Division of the Engineering Department shall be responsible for regular reviews and updates to this policy.

This policy supersedes any previous policy or portion of policy related to transfer of facilities.

Approved:  \_\_\_\_\_ 9/30/19  
Frederick N. Elofson, CPA Date  
Commission Chair

Attest:  \_\_\_\_\_ 9/30/19  
Jennifer L. Cascio Date  
Commission Secretary

**HAMPTON ROADS SANITATION DISTRICT AND CITY OF NORFOLK  
TRANSFER AGREEMENT  
FOR WASTEWATER PUMP STATION No. 57 FACILITIES**

THIS AGREEMENT ("Agreement"), between the CITY OF NORFOLK ("CITY") and the HAMPTON ROADS SANITATION DISTRICT ("HRSD"), entered this 31<sup>st</sup> day of May, 202~~2~~, collectively referred to as the "Parties".

WHEREAS, it is the desire for the CITY and HRSD to regionalize certain wastewater conveyance systems in an effort to create savings for the CITY and HRSD's mutual ratepayers and also to create additional benefits to both the CITY and HRSD by the division of certain roles and responsibilities with regard to operation of systems and the transfer of ownership of certain assets; and

WHEREAS, CITY currently owns certain real property located at 3000 Birch Street, (legal description: GPIN 1448462342) in the Estabrook area of the City of Norfolk, VA, and as shown in Exhibit A and hereafter refer to as PROPERTY;

WHEREAS, the CITY owns, operates, and maintains a terminal pump station, a permanent bypass pump and appurtenances known as Wastewater Pump Station No. 57 Facility ("WPS #57"), and as shown in Exhibit B1;

WHEREAS, the CITY owns, operates, and maintains approximately 35 LF of 24-inch PVC C900 gravity sewer influent and a sewer manhole (SMH-J12-00032) upstream from the pump station well, and as shown in Exhibit B2;

WHEREAS, the CITY owns, operates and maintains approximately 265 LF of 12-inch DI force main which conveys wastewater from WPS #57 to HRSD's regional interceptor system (SF-069) located at the intersection of Birch Street and Robin Hood Road, and as shown in Exhibit B2;

WHEREAS, all existing CITY wastewater infrastructure described herein and in Exhibits B1 and B2 are hereafter referred to as FACILITIES;

WHEREAS, HRSD is currently pursuing a subdivision of the PROPERTY and the acquisition of ownership of a certain portion of the Property, noted as Parcel B on the attached Exhibit C (NEW PARCEL, 0.174 ac);

WHEREAS, HRSD is also currently pursuing a permanent 30-ft ingress/egress and utility easement located within the 30-ft Public Ingress/Egress and Utility Easement shown on Exhibit C;

WHEREAS, CITY and HRSD have determined that a transfer of ownership of the NEW PARCEL and FACILITIES from CITY to HRSD will serve the needs of the service area most efficiently;

WHEREAS, CITY is agreeable to convey, and HRSD is agreeable to acquire, the NEW PARCEL and FACILITIES;

NOW, THEREFORE, it is mutually agreed between the parties as follows:

**I. OWNERSHIP TRANSFER DESCRIPTION**

A. CITY agrees to the following:

1. CITY will convey the NEW PARCEL and FACILITIES described herein and in Exhibits B1, B2 and C to HRSD in fee simple by Special Warranty Deed in "as is" condition and assign all its rights, title and interest in their entirety in accordance with the terms and conditions of this Agreement.
2. CITY agrees that on the date of conveyance, the title shall be marketable and free and clear of all liens and encumbrances that would have a materially adverse effect. However, the real estate property may be subject to easements and restrictions then of record which do not materially affect the use of the PROPERTY;
3. CITY will convey an ingress/egress and utility easement to HRSD which will be located adjacent to and along the northern property line of the NEW PARCEL;
4. CITY shall maintain ownership of all existing infrastructure in the collection system for WPS #57 upstream from sewer manhole SMH-J12-00032. HRSD will agree to grant the CITY at no cost required utility easements for any portion of the CITY infrastructure located within the NEW PARCEL.
5. CITY agrees to provide HRSD available record drawings and condition assessment CCTV records for all FACILITIES.

B. HRSD agrees to the following:

1. HRSD acknowledges that the CITY has made no representations or warranties whatsoever regarding the PROPERTY, except for Special Warranty of Title;
2. HRSD agrees that it has inspected and is thoroughly familiar with the PROPERTY and is acquiring the NEW PARCEL and FACILITIES in its "as is" condition;
3. HRSD understands and agrees that the CITY has not made and makes no representations or warranties of any kind with respect to the condition of the NEW PARCEL and FACILITIES, or its fitness, suitability or acceptability for



any particular use or purpose, and the CITY shall not be liable for any latent or patent defects therein;

4. HRSD agrees to rehabilitate the upstream sewer manhole (Facility ID # J12-00032) and replace the influent gravity sewer at a depth to facilitate future upstream CITY gravity collection infrastructure improvements;
5. HRSD agrees to afford the CITY the right to salvage any or all components of the FACILITIES which are planned for replacement and/or removal. Components shall include but not limited to the existing bypass pump, interior pumps, valves, electrical components, and appurtenances. City will be responsible for the removal and transfer of all salvaged components. Removal of such components shall be implemented upon coordination with HRSD staff and the pump station facility is on a bypass mode of operation for the FACILITIES improvements.

## II. ROLES AND RESPONSIBILITIES

### A. CITY agrees to the following:

CITY will provide HRSD gross asset and accumulated depreciation values for PROPERTY and FACILITIES.

### B. HRSD agrees to the following:

1. HRSD will perform a title examination to ascertain the condition of the title of the NEW PARCEL being conveyed and obtain owner's title insurance on the property to be effective on the date of conveyance;
2. HRSD will pay all costs of ownership of the FACILITIES, accept operational responsibilities and pay the costs of operation of the FACILITIES at the date of conveyance;
3. HRSD will replace the existing sign on the existing WPS #57 structure with a new sign to indicate ownership by HRSD and an emergency contact telephone number within five business days after the date of conveyance.

### C. Both CITY and HRSD agree to the following provisions:

1. It shall be a condition precedent to HRSD's acceptance of the FACILITIES and NEW PARCEL, that HRSD is able to obtain owner's title insurance on the FACILITIES and NEW PARCEL through a company authorized to do business in the Commonwealth of Virginia at normal and typical rates.
2. Possession of the NEW PARCEL will be given to HRSD at closing.

3. HRSD agrees to pay the expenses of preparing the deed and all other fees and costs charged in connection with the transfer of the NEW PARCEL and the recordation of the deed.
4. CITY and HRSD agree that the attorney or title insurance company ("Title Company") selected by HRSD shall act as the settlement agent ("Settlement Agent") at HRSD's expense. The Settlement Agent shall prepare the settlement statement, update and record the deed, collect and disburse settlement funds in accordance with this Agreement and the settlement statement, and file any required state and federal tax forms or other certifications.
5. FEASIBILITY PERIOD: HRSD shall have ninety (90) days from the date this Agreement is executed by all parties in which to complete their assessment of the NEW PARCEL, including title examination and environmental assessment.
6. CONDITIONS: HRSD's obligations are expressly conditioned upon receipt of a satisfactory title commitment during Feasibility Period. It being understood that the CITY is under no obligation whatsoever to expend any funds to satisfy this condition. If this condition cannot be met during the Feasibility Period, HRSD may unilaterally terminate this Agreement.
7. CLOSING: The Closing will be made at the offices of the Settlement Agent or such other location as the parties may agree, within thirty (30) days after expiration of the Feasibility Period, or as soon thereafter as settlement documents can be prepared and any title issues can be resolved. If, for any reason, HRSD fails to effectuate settlement and Closing on the NEW PARCEL before the expiration of one (1) year from the date this Agreement is fully executed, this Agreement shall immediately terminate unless extended at the sole discretion of the CITY.
8. CITY and HRSD agree to execute all documentation and take all necessary actions to effectuate this Agreement. Upon execution of this Agreement, HRSD and its agents, employees, engineers, and surveyors shall have access to the NEW PARCEL and FACILITIES in accordance with Section III of this Agreement.
9. The intention is to transact the conveyance of NEW PARCEL and FACILITIES as shown in Exhibits B1, B2 & C of this Agreement as soon as possible and before construction. The exact date of conveyance is to be mutually agreeable to both parties.
10. BROKERAGE OR AGENT'S FEES: Neither the CITY nor HRSD are represented by a real estate broker, agent or finder in this transaction. No

fees or commissions are or will be due from or payable by the CITY as a result of this transaction. CITY shall have no obligation whatsoever to pay any brokerage or agent's fees or commissions, nor shall the CITY have any obligation whatsoever to see that any such fees or commissions are paid. HRSD and CITY agree to indemnify and hold each other harmless from and against any claim for broker, agent or finder fees or commissions.

**III. GENERAL PROVISIONS**

- A. Right of Entry: HRSD shall have the right to enter onto the WPS #57 facility and NEW PARCEL, and all infrastructure therein for the purpose of making surveys, obtaining data, measurements and design data to ascertain such engineering data as may be necessary for the purposes of design, perform environmental tests, and soil tests provided such testing does not materially interfere with CITY's use of the facility and property and further provided that said tests shall not be so exercised as to cause material damage to said facility and property. All such testing is to be at the risk and expense of HRSD. In connection with this right to enter upon the facility and property, HRSD agrees (i) to restore the facility and property to its prior condition after the performance of any such survey or other investigation and (ii) to indemnify, defend and hold CITY harmless from and against all costs, losses, damages, and expenses, including reasonable attorneys' fees, arising out of the activities of HRSD and/or its employees, agents and representatives on the facility and property. CITY has the right to be present during any entry upon the facility and property by HRSD.
  
- B. CITY has the right to enter WPS#57 facility and NEW PARCEL upon notification to HRSD to remove and transfer any components the CITY wishes to salvage. HRSD shall not be held liable to any injuries to CITY staff or equipment damage caused during the salvage operation.
  
- C. Notices: All notices required pursuant to the terms of this Agreement shall be deemed effective when delivered by certified mail, return receipt requested, postage prepaid, to CITY and to HRSD at the respective addresses herein shown, unless this Agreement is modified in writing to reflect other addresses:

CITY of Norfolk	HRSD
c/o Director, Department of Utilities	c/o General Manager
401 Monticello Avenue	PO Box 5911
Norfolk, VA 23510	Virginia Beach, VA 23471

With Copies to:

HRSD Counsel:  
Janice Anderson  
Kellam, Pickrell, Cox & Anderson PC  
403 Boush Street, Suite 300  
Norfolk, VA 23510

And

Office of the Norfolk CITY Attorney  
810 Union Street, Suite 900  
Norfolk, VA 23510

- D. Entire Agreement: This Agreement, and any exhibits or attachments made hereto, represent the full agreement and understanding of the parties hereto, there being no additional agreements written, oral or otherwise. This Agreement may be amended only by a writing signed by both parties.
- E. Authority: CITY and HRSD both warrant that they have permission and authority derived under their respective corporate Charters and Enabling Acts to execute and undertake this Agreement and that all necessary actions of the Norfolk CITY Council to allow execution of this Agreement have been completed, and that all necessary Resolutions and actions of the Commission of HRSD to allow execution of this Agreement have been completed. This Agreement shall apply to, and be binding upon both Parties, their elected officials, officers, agents, employees, successors, and assigns.
- F. Compliance with Law: Each party warrants that it has complied with all aspects of applicable federal, state, and local law in entering this Agreement and further warrants that it shall comply with all applicable federal, state, and local laws in the performance of this Agreement.
- G. No Violation: The execution of this Agreement by the parties will not violate any covenant, condition, or contract to which the parties hereto are subject at the time of execution.
- H. Post-Execution Impact on Title: Upon execution of this Agreement, CITY shall not take any action with respect to the FACILITIES, NEW PARCEL or both that would impact or affect the quality of title that will be conveyed to HRSD in accordance with Section I of this Agreement, with the exception of exercise of the CITY's powers of eminent domain.
- I. Governing Law; Venue: This Agreement shall be deemed to be a Virginia Contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of

the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia. Venue shall be in the courts of the City of Norfolk.

- J. Enforcement: The failure of either party to enforce the terms of this Agreement shall not be considered a waiver as to the enforceability of such terms. If any provision of this Agreement is found to be unenforceable, the remainder of this Agreement shall remain in full force and effect.
- K. Survival: This Agreement shall survive settlement and conveyance of title and shall terminate only upon the written agreement of both Parties.
- L. Force Majeure: No Party shall be responsible for its failure to fulfill an obligation pursuant to this Agreement to the extent that such failure is due to acts of God; labor strikes; war or terrorism; epidemics/pandemics; the actions of a third party; the actions of another Party; lockouts; or other events not reasonably within the control of the Party claiming force majeure. A Party experiencing a force majeure event that prevents fulfillment of a material obligation hereunder shall (a) give the other Party prompt written notice describing the particulars of the event; (b) suspend performance only to the extent and for the duration that is reasonably required by the force majeure event; (c) use reasonable efforts to overcome or mitigate the effects of such occurrence; and (d) promptly resume performance of the affected obligation if and when such Party is able to do so.
- M. Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original as against any Party whose signature appears thereon, and all of which shall together constitute one and the same instrument.
- N. Binding Effect: This Agreement shall inure to the benefit of the Parties and shall, to the maximum extent permitted by law, be binding on the Parties and their successors and assigns.
- O. Reservation: Except as expressly provided herein, nothing in this Agreement shall be construed to limit or otherwise affect the authority, rights, or responsibilities of the Parties.

IN WITNESS WHEREOF, the CITY of Norfolk has caused this AGREEMENT to be signed by the CITY Manager pursuant to the Resolution adopted by the CITY Council on March 22, 2022.

CITY OF NORFOLK

By: [Signature]  
City Manager

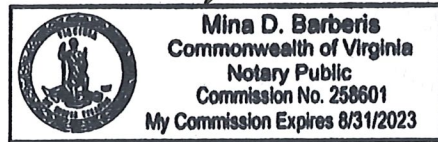
Attest: [Signature]  
City Clerk

COMMONWEALTH OF VIRGINIA  
CITY OF NORFOLK, to-wit:

The foregoing instrument was acknowledged before me this 31<sup>st</sup> day of May, 2022, by Larry H. Fiter II, CITY Manager of the CITY of Norfolk and Richard A. Bull, who is CITY Clerk of the CITY of Norfolk.

[Signature]  
Notary Public

Notary#: 258601  
My Commission expires: 08/31/2023



APPROVED AS TO CONTENT:  
[Signature]  
Director, Department of Utilities

ASST.

APPROVED AS TO FORM AND  
CORRECTNESS:  
[Signature]  
CITY Attorney's Office

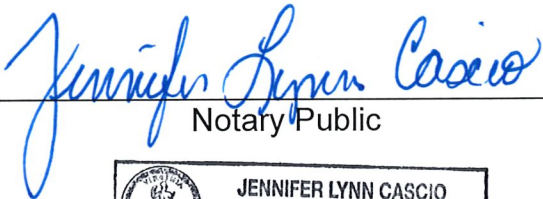
IN WITNESS WHEREOF, the Hampton Roads Sanitation District Commission has caused this AGREEMENT to be signed on its behalf by its General Manager in accordance with authorization granted at its regular meeting held on October 26, 2021.

HAMPTON ROADS SANITATION DISTRICT

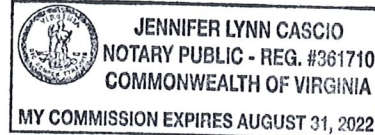
By:   
Edward G. Henifin, P.E., General Manager

COMMONWEALTH OF VIRGINIA  
CITY OF VIRGINIA BEACH, to-wit:

The foregoing instrument was acknowledged before me this 17<sup>th</sup> day of December, 2021, by Edward G. Henifin, P.E., General Manager of Hampton Roads Sanitation District. He is personally known to me.

  
Notary Public

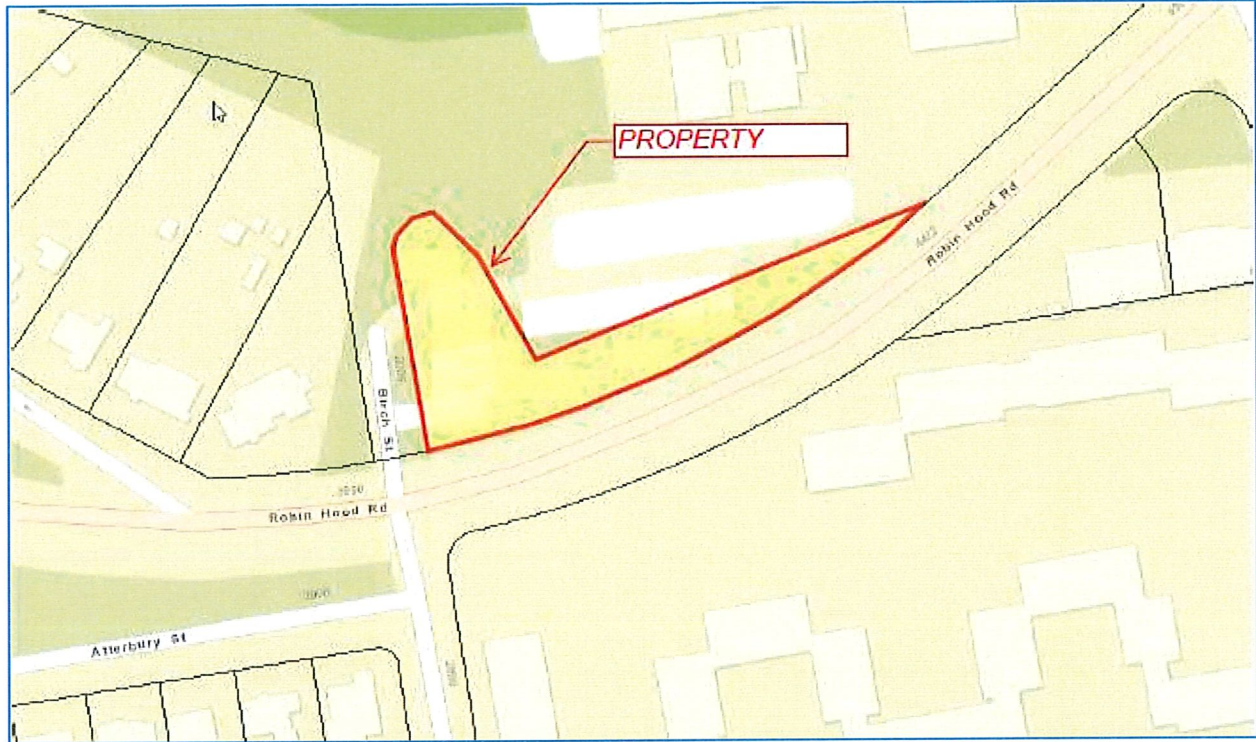
Notary Registration No.:361710  
My Commission expires: August 31, 2022





**Exhibit A: Property**

3000 Birch Road, Norfolk VA, 23513 (legal description: GPIN 1439396461 Estabrook Subdivision)





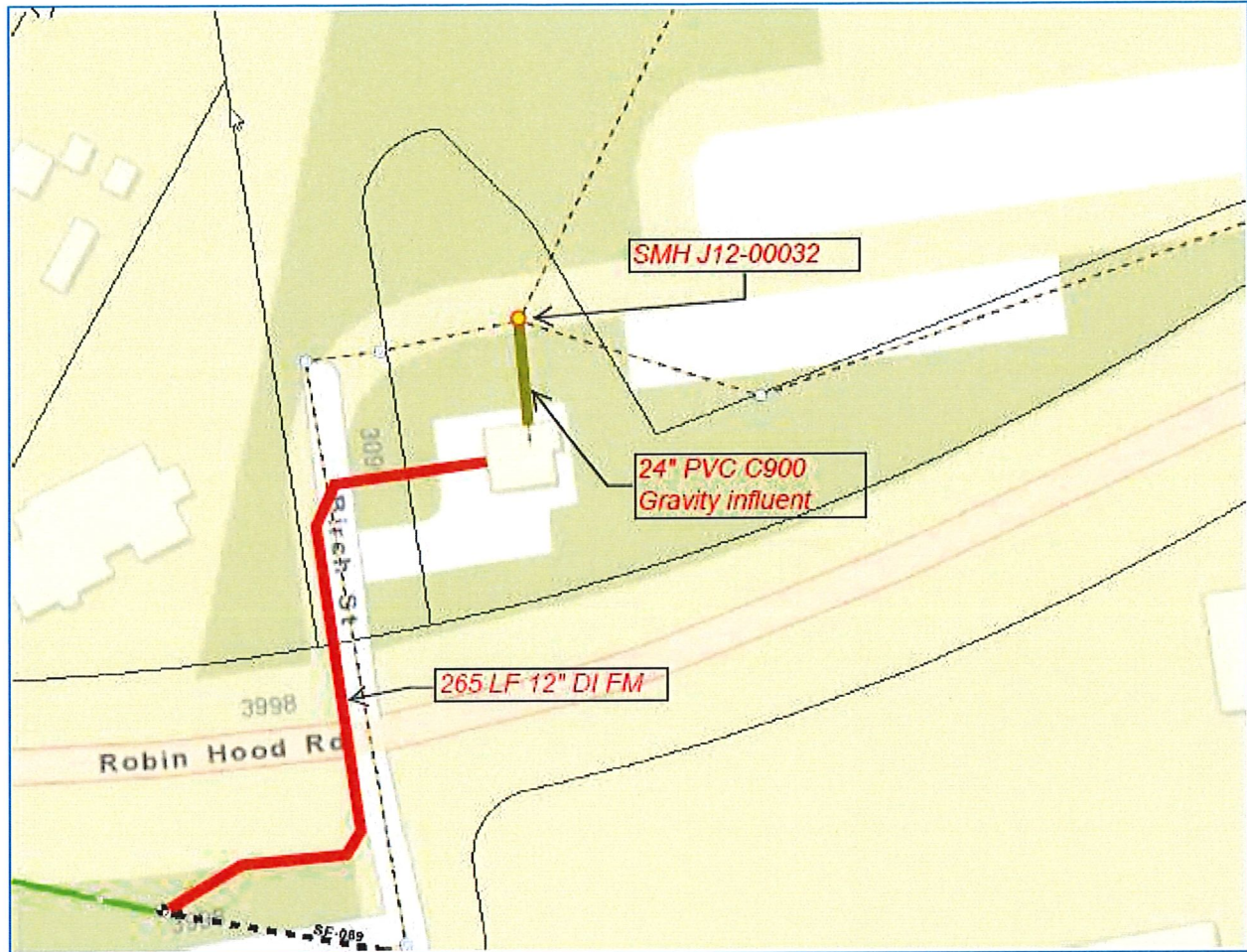
**Exhibit B1: Facilities**

Wastewater Pump Station No. 57 Facility (“WPS #57”)



### Exhibit B2: Facilities

Sewer manhole #J12-00032, 35 LF of 24-inch PVC C-900 gravity main, and 265 LF of 12-inch DI Force Main.





HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #6

Agenda Item 17. - Disposition of Real Property  
3851 Monticello Avenue, James City County, VA

- [Deed](#)
- [Orientation Map](#)

650744

PREPARED BY AND RETURN TO:  
 Conway H. Sheild, III VSB: 06893  
 Jones, Blechman, Woltz & Kelly, P.C.  
 701 Town Center Drive, Suite 800  
 Newport News, Va. 23606

PARCEL ID: 3740100013

**TAX EXEMPTION PURSUANT TO VA CODE: §58.1-811(C)(4)**

Consideration: \$0  
 Assessed Value: \$39,300.00

**DEED**

THIS DEED, made this 26<sup>th</sup> day of <sup>October</sup>~~September~~, 2021, by and between **HAMPTON ROADS SANITATION DISTRICT**, a political subdivision of the Commonwealth of Virginia, party of the first part, hereinafter known as **GRANTOR**, and, **MAIN STREET HOMES OF VA, INC.**, a Virginia corporation, party of the second part, whose mailing address is P.O. Box 461, Midlothian, Virginia, 23113, hereinafter known as **GRANTEE**.

**WITNESSETH:**

That for and in consideration of the sum of TEN AND 00/100 (\$10.00) DOLLARS and other good and valuable consideration, receipt of which is hereby acknowledged, the said **GRANTOR** does hereby grant and convey with GENERAL WARRANTY AND COVENANTS OF TITLE, unto the said **GRANTEE**, its successors and assigns, the following described property, to wit:

All that certain lot, piece or parcel of land situate, lying and being in Powhatan District, James City County, Virginia, known and designated as "HRSD UTILITY LOT" as shown on a certain plat entitled "PLAT OF SUBDIVISION HRSD UTILITY LOT PROPERTY OF POWHATAN CROSSING INC., POWHATAN DISTRICT, JAMES CITY COUNTY, VIRGINIA" dated March 16, 2001 made by AES Consulting Engineers which said plat is duly recorded in Plat Book 020, Page 000519 in the Clerk's Office of the Circuit Court for the City of Williamsburg and the County of James City, to which reference is here made.

Subject to restrictions, covenants, conditions and easements of record.

Together with all and singular the buildings and improvements thereon, rights and privileges, tenements, hereditaments, easements and appurtenances unto the said land belonging or in anywise appertaining.

WITNESS the following signature and seal all as of the day and year first above written.

HAMPTON ROADS SANITATION DISTRICT

By: [Signature]  
Edward G. Henfin

Its: \_\_\_\_\_  
General Manager

STATE/Commonwealth of Virginia  
City/County of Newport News, to wit:

The foregoing instrument was acknowledged before me this 26<sup>th</sup> day <sup>October</sup> ~~September~~ 2021, by Edward G. Henfin.

[Signature]  
Notary Public

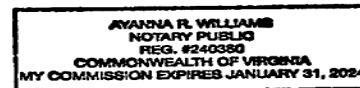
{Notary Seal Required}

My commission expires: 1/31/24

Notary Public Registration No.:

650744

INSTRUMENT 210024974  
RECORDED IN THE CLERK'S OFFICE OF  
WMSBG/JAMES CITY CIRCUIT ON  
DECEMBER 27, 2021 AT 12:13 PM  
MONA A. FOLEY, CLERK  
RECORDED BY: VYS

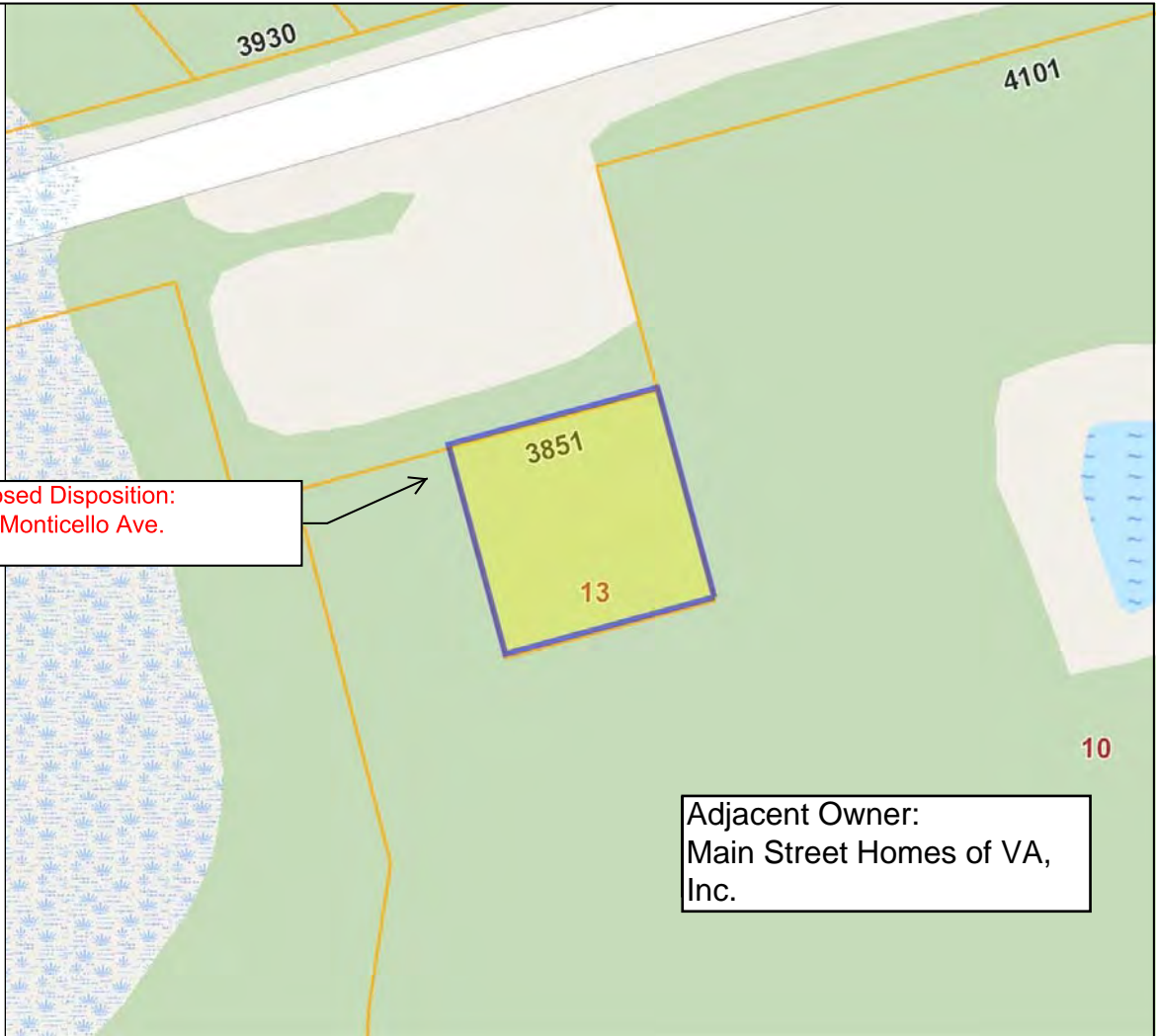






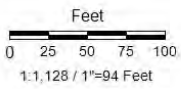
**Legend**

□ Parcels



Proposed Disposition:  
3851 Monticello Ave.

Adjacent Owner:  
Main Street Homes of VA,  
Inc.



**Title: Parcels**

**Date: 9/20/2021**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be.*

HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #7

Agenda Item 18. COVID-19 Wastewater Surveillance Study Presentation



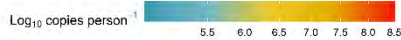
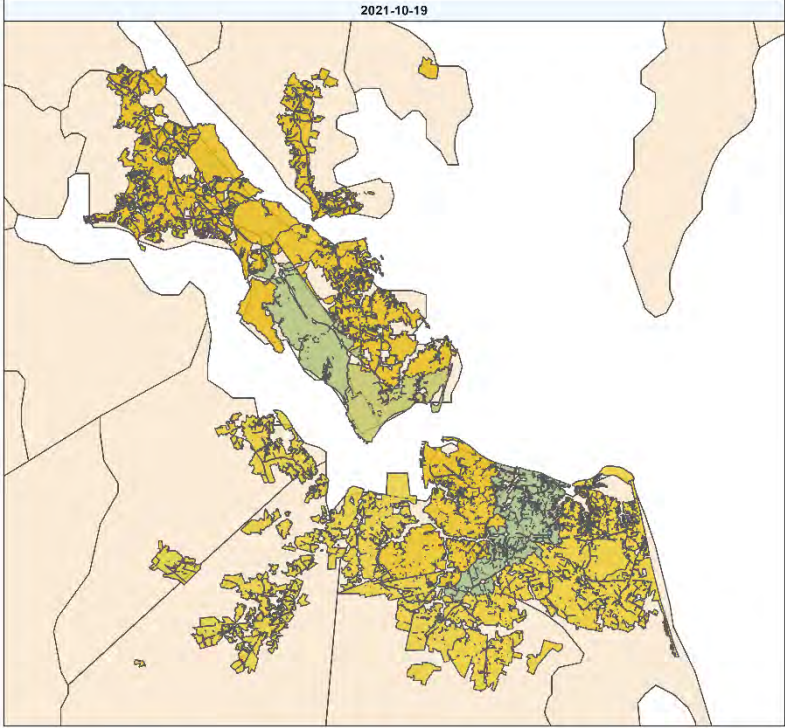
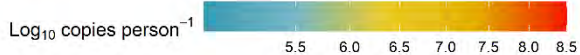
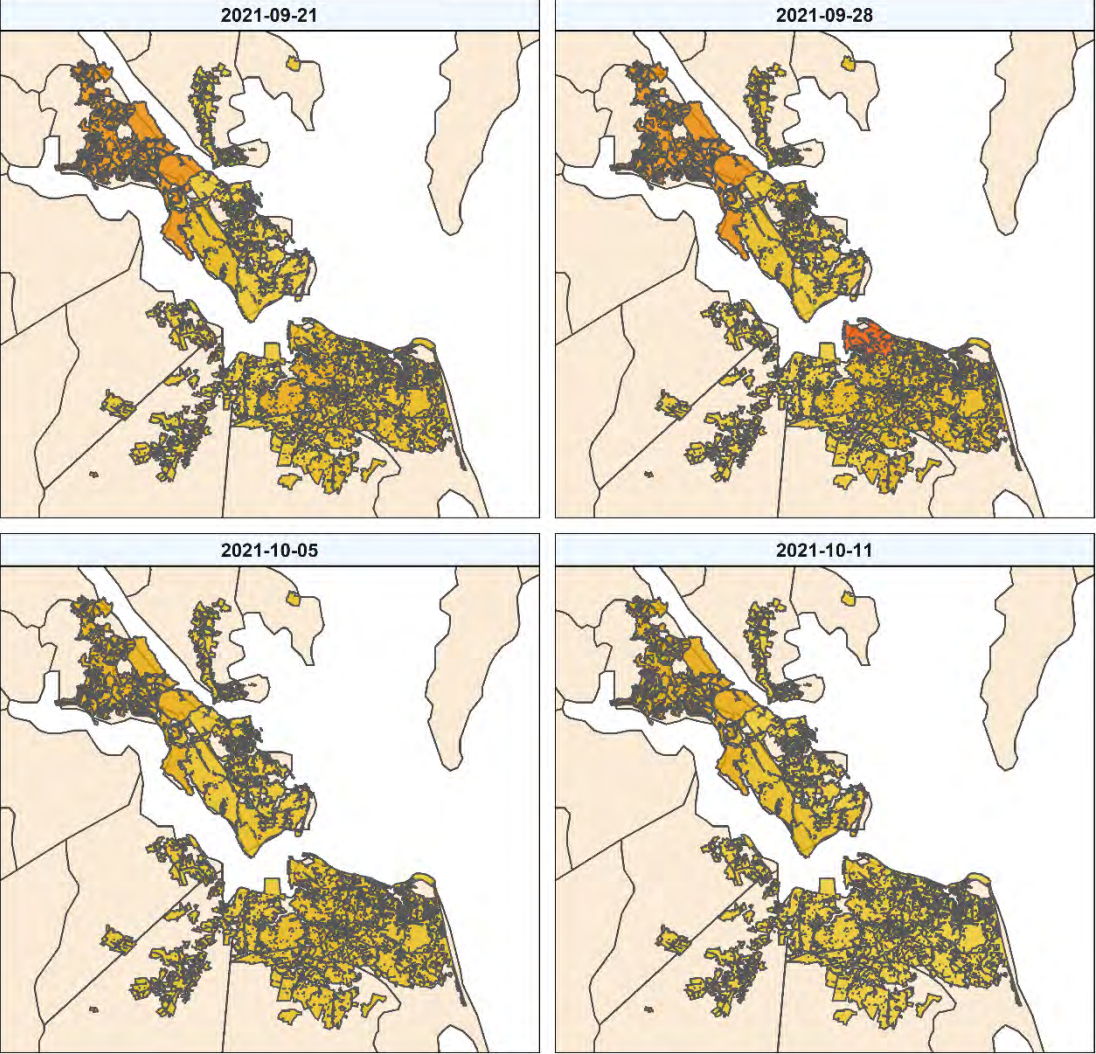


# COVID-19 Surveillance Commission Update

October 26, 2021

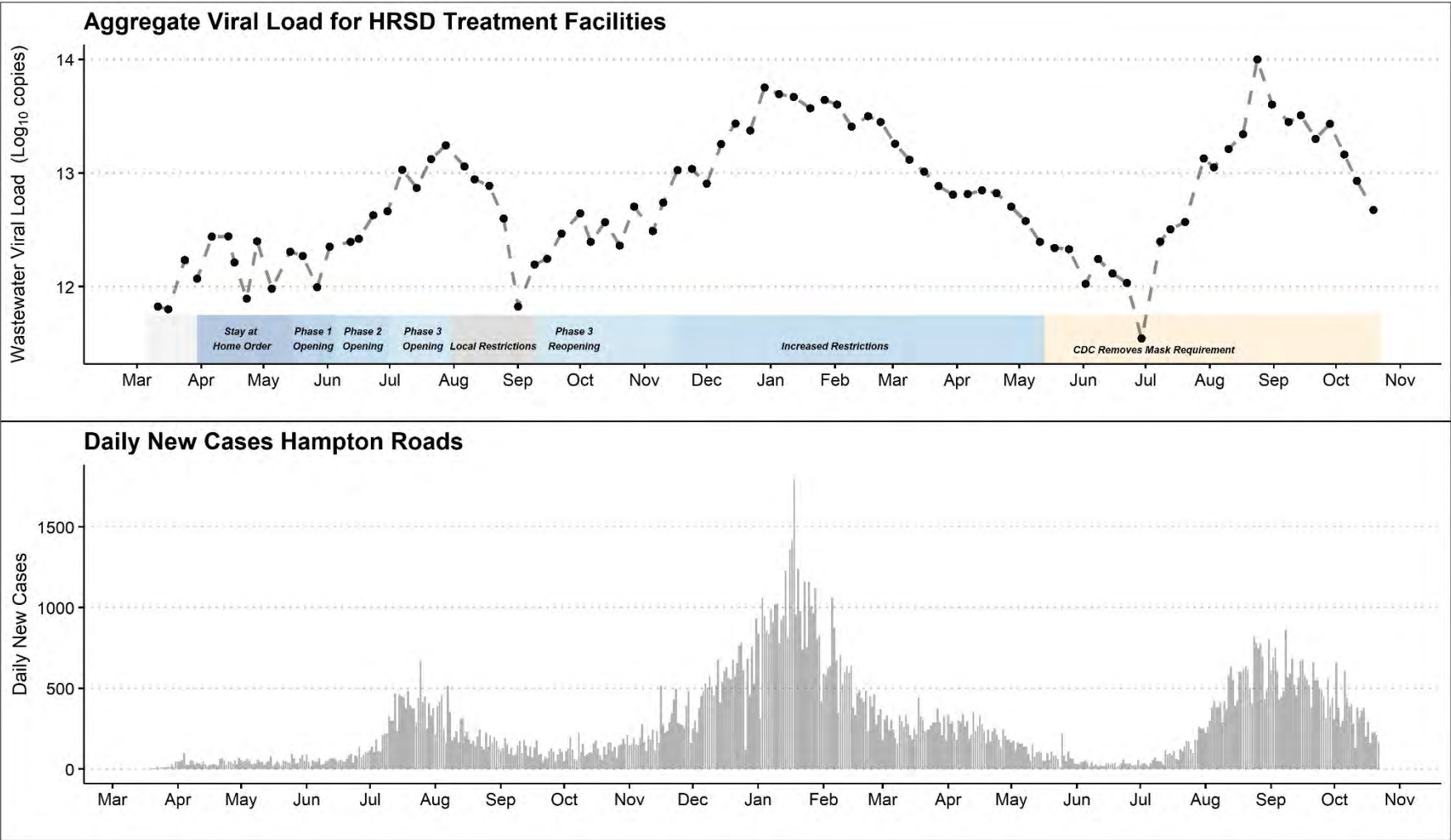
- Data through 10/19 presented here
- General notes;
  - Declining wastewater concentrations
  - Consistent drop since late Sept.
- A look at new cases as vaccination rates change

# Most Recent 5 Weeks



\*grey catchments indicate samples below limit of detection

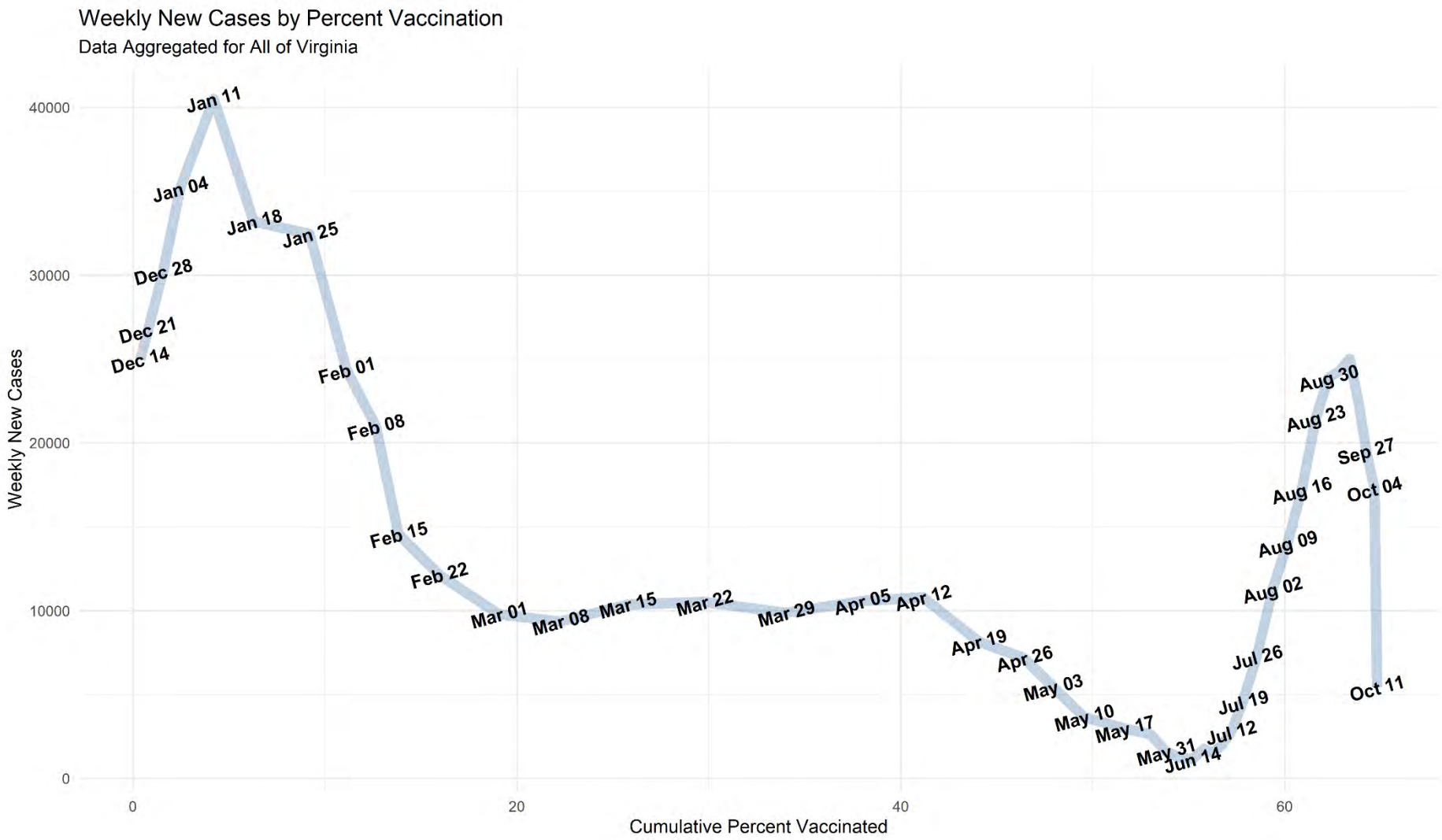
# Regional Viral Load



-Bars indicate clinical cases  
-Points and line indicate SARS-CoV-2 RNA copies in wastewater using a log<sub>10</sub> scale



# New Cases by Percent Vaccinated



- Continued weekly monitoring of 9 major facilities
- Ongoing partnerships;
  - VDH
  - CDC
  - DOC
  - City of Chesapeake Health Dept.

HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #8

Agenda Item 19. Capital Improvement Program Quarterly Update





# Capital Improvement Program Commission Briefing

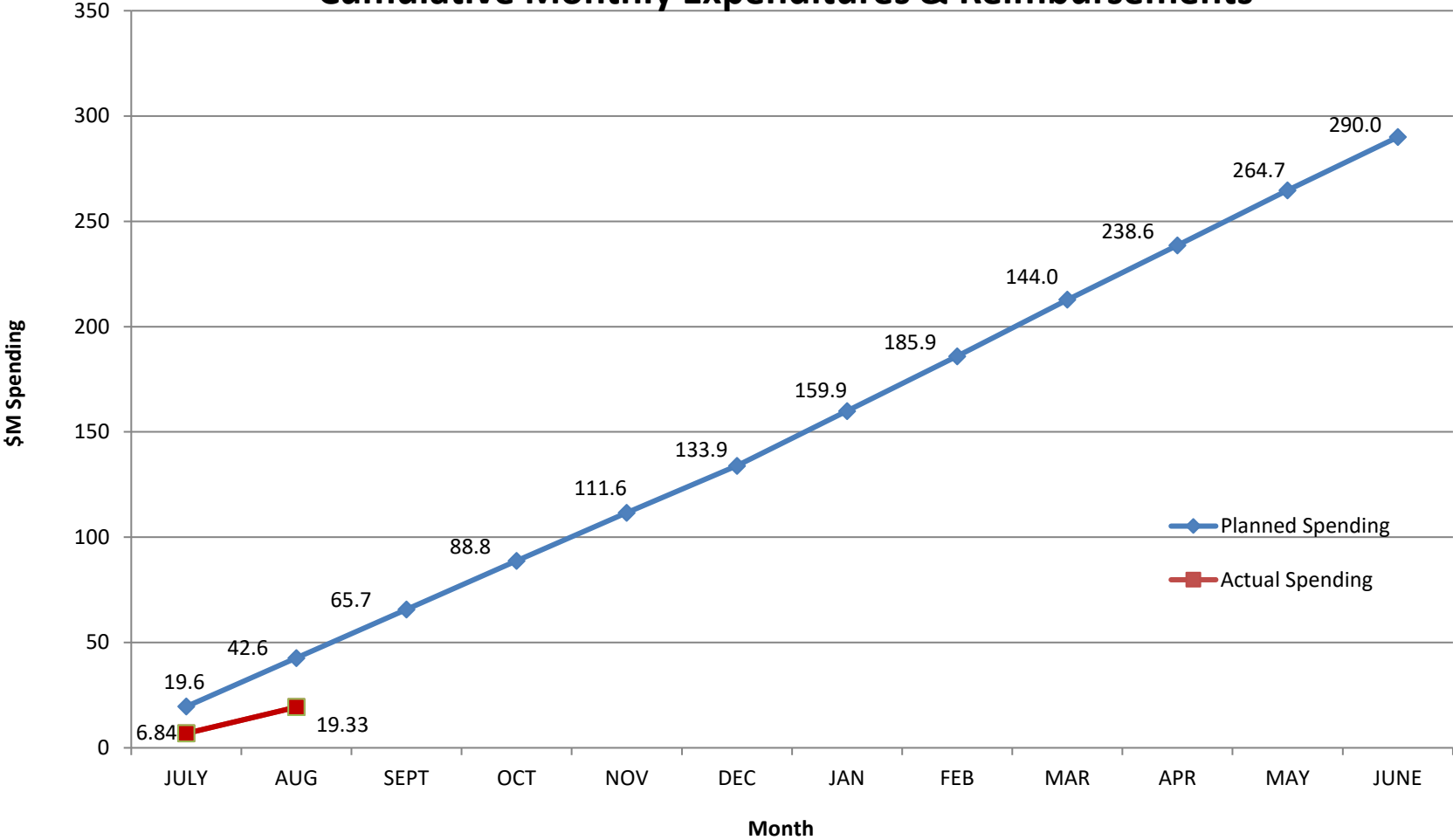
October 26, 2021



- CIP Expenditures for FY-2022
- Consent Decree/Sewer Rehabilitation Plan – Project Status
- Significant Project Updates
- Focus: Asset Management Program Implementation

# CIP Expenditures for FY-2022

## FY2022 Capital Improvement Program Cumulative Monthly Expenditures & Reimbursements



# James River SWIFT and Advanced Nutrient Reduction Improvements

## Owner's Consultant:

AECOM with Hazen and Sawyer

## Design-Build Team:

Ulliman & Schutte-Alberici with  
HDR and Black & Veatch

## Schedule Completion:

January 2026 (substantial)  
July 2026 (final)

**Project Value:** \$468M

## Funding:

WIFIA, VRLF, WQIF



# Nansemond Struvite Recovery, Regional Residuals & Digester Upgrades

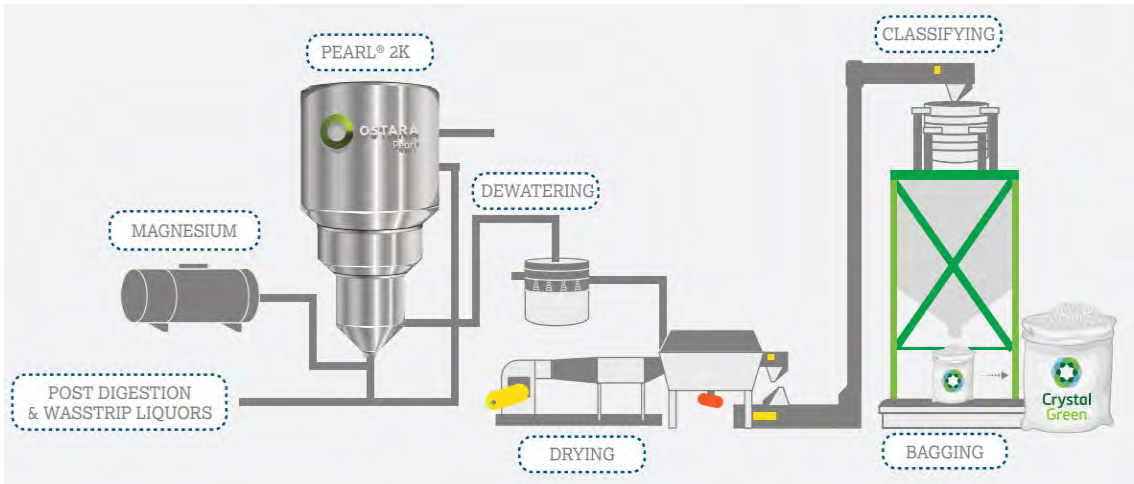
**Engineer:** Hazen and Sawyer

**Contractor:** Advertisement in January

**Schedule Completion:** March 2024

**Project Value:** \$44.4M

**Funding:** VRLF &  
HRSD Revenue Bond



# Surry Hydraulic Improvements and Interceptor Force Main

## Engineers:

Bowman & HDR Engineering

## Design-Build Team:

- RK&K & Timmons
- MEB

## Schedule Completion:

November 2022 (substantial)  
March 2023 (final)

**Project Value:** \$40.1M

**Funding:** HRSD Revenue Bond





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## Consent Decree/Sewer Rehabilitation Plan – Project Updates

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- Consent Decree Condition Assessment Program (CAP) identified condition defects in the regional sanitary sewer system.
- EPA/VDEQ approved the Rehabilitation Action Plan (RAP) in May 2015.
- RAP addresses improvements to gravity mains, force mains, pump stations and associated system compounds.
- RAP will be implemented in three phases:
  - Phase 0 (June 2017)
  - Phase 1 (May 2021)
  - Phase 2 (May 2025)

## Consent Decree/Sewer Rehabilitation Plan Project Updates (Phase 0)

CIP	Project Name	Project Status	Total CIP Cost
GN014300	North Shore Operations Unvented High Spot Correction	Complete	\$945,486
VP012100	State Street Pump Station Electrical Modifications	Complete	\$2,158,629

## Consent Decree/Sewer Rehabilitation Plan Project Updates (Phase 1)

CIP	Project Name	Project Status	Total CIP Cost
BH012700	Hampton Trunk Sewer Extension Division B - Claremont Force Main Replacement	Complete	\$4,676,584
BH014700	Boat Harbor Outlet Sewer Improvements	Complete	\$6,148,304
BH014800	Jefferson Avenue Extension Gravity Improvements	Complete	\$2,689,828
BH015000	Orcutt Avenue and Mercury Blvd Gravity Sewer Improvements	Complete	\$8,981,590
CE010400	Independence Boulevard Pressure Reducing Station Modifications	Complete	\$3,959,401
CE011700	Western Trunk Force Main Replacement	Complete	\$3,544,798
GN011700	Pump Station Generators and Standby Pump Upgrades	Complete	\$5,762,835
GN012130	Manhole Rehabilitation-Replacement Phase I and North Shore Siphon Chamber Rehabilitation Phase I	Complete	\$9,582,732
GN012140	Pump Station Wet Well Rehabilitation Phase I	Complete	\$3,133,962
GN015100	Arctic Avenue Pump Station and Newtown Road Pump Station Electrical Improvements	Complete	\$364,708
JR012100	Huxley to Middle Ground Force Main Extension	Complete	\$5,065,258
NP011300	Suffolk Interceptor Force Main Section I Main Line Valving Replacement	Complete	\$2,094,095
NP012600	Deep Creek Interceptor Force Main Replacement	Complete	\$6,550,665
WB012200	North Trunk Force Main Part B Replacement	Complete	\$1,847,570



## Consent Decree/Sewer Rehabilitation Plan Project Updates (Phase 2)

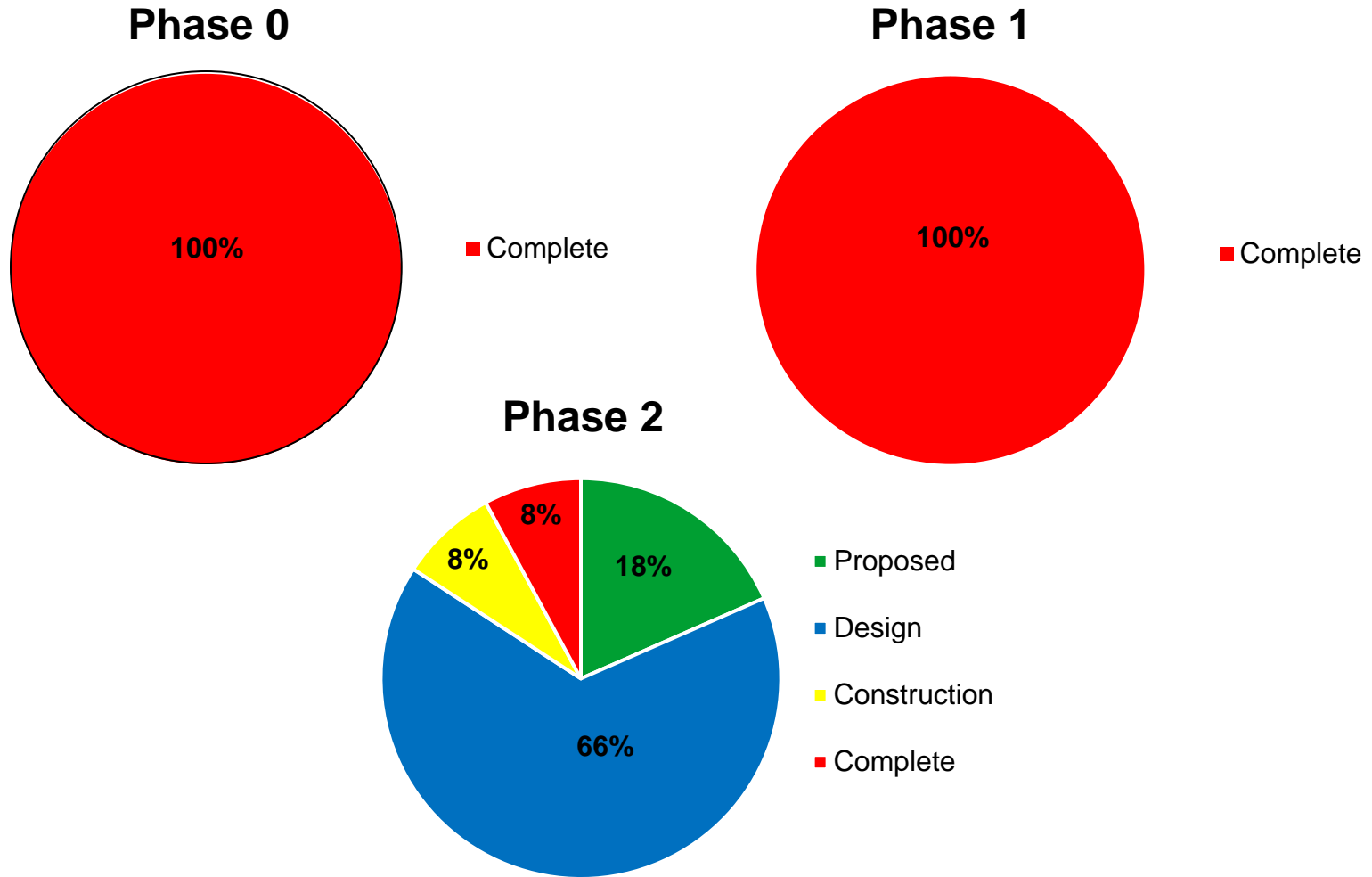
CIP	Project Name	Project Status	Total CIP Cost
AB010000	Army Base 24-Inch and 20-Inch Transmission Main Replacements	Design	\$27,343,000
AT011510	Shipp's Corner Interim Pressure Reducing Station	Complete	\$3,691,148
AT011520	Shipp's Corner Pressure Reducing Station Modifications	Design	\$1,826,426
AT011900	Great Bridge Interceptor Extension 16-Inch Replacement	Design	\$11,915,000
AT013000	Washington District Pump Station Area Sanitary Sewer Improvements	Design	\$2,496,266
AT013100	South Norfolk Area Gravity Sewer Improvements Phase 1	Construction	\$1,013,961
AT013110	South Norfolk Area Gravity Sewer Improvements Phase 2	Design	\$10,566,000
AT013200	Doziers Corner Pump Station and Washington District Pump Station Flooding Mitigation Improvements	Proposed	\$3,497,205
BH014000	West Avenue and 35th Street Interceptor Force Main Replacement	Design	\$4,404,011
BH014500	Ivy Home-Shell Road Sewer Extension Division I Replacement	Design	\$2,243,200
BH014600	46th Street Diversion Sewer Rehabilitation Replacement	Construction	\$11,470,682
BH014900	Hampton Trunk Sewer Extension Division K Gravity Improvements	Design	\$4,644,400
BH015900	Bloxoms Corner Force Main Replacement	Design	\$3,495,808
CE011300	Birchwood Trunk 24-Inch 30-Inch Force Main at Independence Boulevard Replacement Phase II	Proposed	\$1,702,700
CE011600	Poplar Hall Davis Corner Trunk 24-Inch Gravity Sewer Improvements	Proposed	\$2,262,394
CE012000	Poplar Hall Davis Corner Trunk 24-Inch Gravity Sewer Improvements (I-264 VDOT Betterment)	Complete	\$111,320
GN010730	Horizontal Valve Replacement Phase III	Proposed	\$1,235,285

## Consent Decree/Sewer Rehabilitation Plan Project Updates (Phase 2)

CIP	Project Name	Project Status	Total CIP Cost
GN014900	North Shore Gravity Sewer Improvements Phase I	Design	\$5,639,906
GN015000	South Shore Gravity Sewer Improvements Phase I	Proposed	\$948,416
GN015300	Interceptor System Valve Improvements Phase I	Design	\$3,259,305
GN015400	South Shore Aerial Crossing Improvements	Design	\$290,758
JR010600	Lucas Creek Pump Station Upgrade	Design	\$2,595,000
NP010620	Suffolk Pump Station Replacement	Design	\$12,049,000
NP012400	Western Branch Sewer System Gravity Improvements	Proposed	\$3,535,140
NP012500	Shingle Creek and Hickman's Branch Gravity Sewer Improvements	Complete	\$1,230,006
VP010920	Norview Estabrook Division I 18-Inch Force Main Replacement Phase II, Section 2	Design	\$1,988,585
VP014010	Ferebee Avenue Pump Station Replacement	Design	\$5,852,747
VP014020	Sanitary Sewer Project 1950 12 Inch Force Main and 24 and 18 Inch Gravity Replacement	Design	\$7,179,000
VP014700	Ingleside Road Pump Station Replacement	Design	\$3,810,449
VP014800	Lee Avenue-Wesley Street Horizontal Valve Replacement	Proposed	\$4,081,470
VP015320	Larchmont Area Sanitary Sewer Improvements	Design	\$38,734,000
VP015400	Lafayette Norview-Estabrook Pump Station Replacements	Design	\$18,495,895
VP016500	Norview-Estabrook Division I 12-Inch Force Main Replacement	Design	\$1,973,163
VP016700	Norview-Estabrook Division I 18-Inch Force Main Replacement Phase III	Design	\$3,116,334
VP017110	Central Norfolk Area Gravity Sewer Improvements Phase I	Construction	\$320,000
VP017120	Central Norfolk Area Gravity Sewer Improvements Phase II	Design	\$7,160,000
VP018000	Park Avenue Pump Station Replacement	Design	\$5,955,271
YR010300	Foxridge Sanitary Sewer System Sections 1, 4 & 5 Gravity and Woodland Road Fox Hill Road Gravity Sewer Rehabilitation	<b>Design</b>	\$3,962,504

**\$293,715,657**

# Consent Decree / Sewer Rehabilitation Plan – Project Updates



# Live Demonstration of Asset Management Plan Dashboard

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Questions?

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HRSD Commission Meeting Minutes  
October 26, 2021

Attachment #9

Agenda Item 25. Informational Items

- a. Management Reports
  - (1) [General Manager](#)
  - (2) [Communications](#)
  - (3) [Engineering](#)
  - (4) [Finance](#)
  - (5) [Information Technology](#)
  - (6) [Operations](#)
  - (7) [Talent Management](#)
  - (8) [Water Quality](#)
  - (9) [Report of Internal Audit Activities](#)
- b. [Strategic Planning Metrics Summary](#)
- c. [Effluent and Air Summaries with Items of Interest](#)



October 17, 2021

Re: General Manager's Report

Dear Commissioners:

COVID continues to consume significant resources -- addressing policy changes, performing contact tracing, and providing regular updates to staff to name a few. While we reached a vaccination rate of 77 percent through voluntary efforts, we have implemented a new policy requiring everyone to be fully vaccinated by December 1, 2021. The Talent Management staff is working through the many requests for religious or medical exemptions to this requirement. While I certainly would not want anyone to lose their job over this issue, it is likely we will have some people choose not to get vaccinated, and without an approved exemption, will be dismissed in December. The next complication will be if and how to accommodate anyone that does receive an approved exemption, keeping in mind it is our job to protect the safety and health of all employees. The senior leadership team has worked through various contingencies, and we are prepared to maintain operations even if we do lose some people.

The other challenge presented is with our contractors and vendors who also need to be fully vaccinated to work at our facilities with our staff. As you are aware, there are already labor shortages and supply chain disruptions, and the vaccination requirement may create more challenges in the short term. As with the potential loss of some of our own employees, we are prepared to address these potential disruptions.

These are challenging times. I feel this issue has damaged our organizational culture and it will take time to restore the cooperative and supportive culture we had nurtured over the past decade or more.

The highlights of September's activities are detailed in the attached monthly reports.

- A. **Treatment Compliance and System Operations:** All plants met permit and there were no issues in the interception systems.
- B. **Internal Communications:** I participated in the following meetings/activities with HRSD personnel:
  - 1. A meeting to review Onancock ownership status
  - 2. The lunch and learn on PdNA
  - 3. A meeting to plan the public open house for the Tabb Pressure Reducing Station (PRS) and Storage Project

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4. A meeting to review cost share and funding related to Norfolk Pump Station 27
5. The welcome session to introduce our new Wellness Specialist
6. A meeting to review issues with a proposed site for the Boat Harbor pumping station and storage tank
7. The architectural review of the proposed new Lucas Creek Pump Station

C. **External Communications:** I participated in the following meetings/activities:

1. A call with the Secretary of Natural Resources
2. A meeting of the nominations committee for VirginiaForever
3. A meeting of the joint association Utility of the Future Today recognition program task force
4. The Aspen-Nicholas virtual water roundtable (invite only)
5. A meeting of the US Water Alliance's Value of Water Coalition
6. The Tabb PRS and Storage Facility public open house
7. The Water Infrastructure Finance and Innovation Act (WIFIA) check presentation
8. A meeting coordinated by the Tidewater Community College Real Estate Trust with staff from Senator Warner's and Senator Kaine's staffs
9. The quarterly meeting of the VirginiaForever executive board
10. A meeting with Newport News city staff on proposed location of the Boat Harbor pumping station
11. A meeting with the other panelists and WateReuse staff to prepare for a congressional briefing focused on reuse east of the Mississippi
12. The US Water Alliance's One Water Council
13. Presented HRSD and SWIFT to the Gloucester Garden Club
14. A meeting of the Elizabeth River Projects' development committee
15. An Eastern Shore update with community leaders
16. The quarterly membership meeting for the Virginia Association of Municipal Water Agencies (VAMWA)
17. Served as a panelist for the WateReuse congressional briefing

D. **Consent Decree Update:**

- No change. Still awaiting final signatures from the agencies.
- Negotiations over stipulated penalties for calendar year 2020 and the January 2021 spill in Newport News continue.

We will have a closed session to evaluate my annual performance (one last time) at the end of the October meeting. I will send my self-evaluation via separate email by the end of the week



The leadership and support you provide are the keys to our success as an organization. Thanks for your continued dedicated service to HRSD, the Hampton Roads region, the Commonwealth, and the environment. **I look forward to seeing you in person in NEWPORT NEWS on Tuesday, October 26, 2021.**

Respectfully submitted,

Ted Henifin, P.E.  
General Manager

TO: General Manager  
 FROM: Director of Communications  
 SUBJECT: Monthly Report for September 2021  
 DATE: October 7, 2021





A. Publicity and Promotion

HRSD and/or SWIFT were mentioned or featured in 14 news stories or media mentions on topics that included:

1. HRSD receives \$477 million infrastructure EPA loan
2. Middle Peninsula Sewer Expansion
3. Ransomware attacks wreaking havoc on US cities and agencies

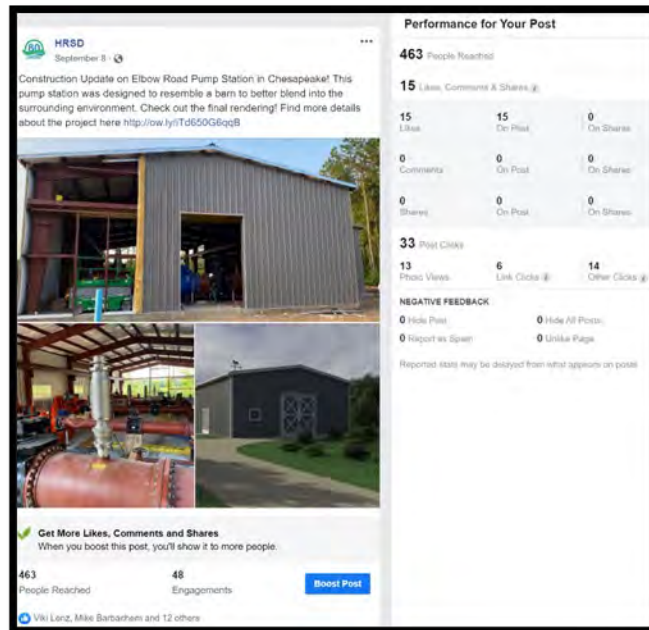
B. Social Media and Online Engagement

1. Metrics

Social Media Metrics September 2021				
METRIC	 FACEBOOK	 LINKEDIN	 TWITTER	 YOUTUBE
Number of Posts *number of published posts	17	9	13	1:59 average view duration
Number of Followers/Likes *total number of fans	1,622	5,26	574	237
Engagement *sum of reactions comments and shares	157	6	18	576 unique viewers
Traffic *total clicks on links posted	67	16	125	3.5% click-through

## 2. Top posts on Facebook, Twitter, and YouTube

### a. Top Facebook post



### b. Top Tweet



### c. Top YouTube Videos

- (1) [The Wastewater Treatment Process](#) (436 views)
- (2) [What is Asset Management? HRSD Celebrates Infrastructure Week | United for Infrastructure](#) (83 views)
- (3) [Tabb Pressure Reducing Station](#) (37 views)
- (4) [SWIFT Research Center: What is the Potomac Aquifer?](#) (34 views)

(5) [HRSD Atlantic Treatment Plant Cambi Tour](#) (28 views)

3. Impressions and Visits

- a. Facebook: 6,702 page impressions, 4,188 post impressions reaching 5,283 users and Facebook engagement of 157 (140 reactions 5 shares and 12 comments)
- b. Twitter: 6,892 tweet impressions; 695 profile visits and 10 mentions
- c. HRSD.com/SWIFTVA.com: 1,005 page visits
- d. LinkedIn Impressions: 870 page impressions and 0 post impressions
- e. YouTube: 766 views
- f. Next Door unique impressions: 9,714 post views from 13 targeted neighborhood postings
- g. Blog Posts: 0
- h. Construction Project Page Visits – 1,192 total visits (not including direct visits from home page, broken down as follows:
  - (1) 769 visits to individual pages
  - (2) 423 to the status page

C. News Releases, Advisories, Advertisements, Project Notices, Community Meetings and Project Web Postings

1. News Releases: 1
2. Traffic Advisories: 4
3. Construction Notices and or notices to neighbors: 6
4. Advertisements: 0
5. Project Notices: 9 (via door hangings and/or mailing reaching approximately 696 residents)
6. Project/Community Meetings: 1
7. New Project Web Pages: 0
8. New Project Videos: 0

D. Special Projects and Highlights

1. Director and staff participated in the Tabb PRS Open House held at Tabb High School. The event was well-attended with approximately 60 attendees from the nearby community.
2. Director and staff attended the WIFIA check presentation ceremony at Boat Harbor Treatment Plant.

E. Internal Communications

1. Director participated in the following internal meetings and events:
  - a. Coordination meeting with operations staff to finalize details for WIFIA check presentation event
  - b. Architectural review meetings
  - c. Quarterly MOM meeting
  - d. Discharge Monitoring Report (DMR), SWIFT Quality Steering Team (QST) and QST meetings
  - e. Project progress meetings
2. Director conducted biweekly communications department status meetings and weekly one-on-one and team check-in meetings.
3. Staff attended project progress meetings and presentation and outreach development meetings with various project managers.

F. Metrics

1. Educational and Outreach Activities (all virtual unless otherwise noted): 3
  - a. Self-guided SWIFT Virtual Tours – 48 views (analytics specify number of times the “Take a Tour” button was selected)
  - b. 09/22/2021 – Amazing Aquifer Lesson Plan: 37 people reached; 4 clicks; 9 reactions, comments and shares
  - c. 09/30/2021 – Water Education Curriculum: 160 people reached; 4 clicks; 3 reactions, comments and shares
2. Number of Community Partners: 0
3. Additional Activities Coordinated by Communications Department: 0
  - a. 09/10/2021 Supplied Materials for City of Newport News Employee Appreciation Picnic

4. Monthly Metrics Summary

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>September 2021</b>
M-1.4a	Total Training Hours per Full Time Employee (3) - Current Month	Hours / #FTE	5
M-1.4b	Total Training Hours per Full Time Employee (3) - Cumulative Fiscal Year-to-Date	Hours / #FTE	9.5
M-5.2	Educational and Outreach Events	Number	0
M-5.3	Number of Community Partners	Number	0

Respectfully,

Leila Rice, APR  
Director of Communications

TO: General Manager  
FROM: Director of Engineering  
SUBJECT: Engineering Monthly Report for September 2021  
DATE: October 12, 2021

A. General

1. Capital Improvement Program (CIP) spending for the second month of Fiscal Year (FY) 2022 was below the planned spending target.

CIP Spending (\$M):

	Current Period	FYTD
Actual	12.49	19.33
Plan	23.00	42.60

2. Members of the Engineering Department were actively involved in the recent WaterJAM Conference held September 13-16. This conference is a partnership between the state American Water Works Association and the Virginia Water Environment Association (VWEA). Members of the Engineering Department assisted with conference planning and presented and/or co-authored numerous technical papers. The conference was held in person which allowed for face-to-face interactions with COVID-19 protocols in place. HRSD's leadership at this conference is an excellent way to stay current on technical issues, share our knowledge with the industry and give back to the profession.

B. Asset Management Division

1. Staff members are working with the GIS Section and the IT Department to establish a web-based GIS map that includes 3-D models of new pump stations and treatment facilities. This integration is known as GeoBIM since it allows for the use of GIS mapping information with Building Information Modeling (BIM) data. All linear and vertical assets will be consolidated into a single platform that includes attribute data and hyperlinks to relevant documents. The ultimate vision is to integrate this tool and have the GeoBIM linking to other HRSD documents. This is a step forward for implementing a "Digital Twin" for our portfolio of assets. The concept of a Digital Twin is a new concept that uses a computer program that takes real-world data about a physical object or system as inputs and produces as outputs predictions or simulations of how that physical object or system will be affected by those inputs. This is a similar concept to our treatment plant process model which is used to forecast treatment capabilities prior to building expensive improvements.
2. The Asset Management Plan (AMP) is nearing completion as the work conducted by our consultant support team is almost completed. The final steps needed to complete the implementation effort include condition assessment and criticality scoring of certain treatment plant assets and the review of the AMP dashboard. A presentation will be made at the October Commission Meeting highlighting the AMP implementation effort over the past four years.

C. North Shore, South Shore and SWIFT Design & Construction Divisions

1. The design efforts associated with the Hampton Trunk Sewer Extension Divisions I and J Relocation Phase II project are nearing completion. We have finally negotiated terms with Hampton University to abandon the existing pipeline and acquire needed easements for the new construction effort. This is a large project which involves the installation of 6,800 linear feet of new 24-inch diameter force main around Hampton University. The project also includes a long and difficult directional drill crossing of the Hampton River and a tunneling effort underneath Interstate 64. This project will be advertised for construction in the coming months.
2. The Elbow Road Pressure Reducing Station construction is nearing completion. Work on the interior of the building continues, although weather and other delays have pushed the substantial completion date to January 2022. This new facility will provide for the reliable capacity within the interceptor system and maintain the HRSD pressure policy in sections of both Chesapeake and Virginia Beach.
3. Efforts continue as the Project Team nears completion of the design for the James River Advanced Nutrient Reduction Improvements and SWIFT Facilities. Ongoing efforts include design review workshops, review of design with regulatory agencies and Partnering efforts. This project is being delivered using a Design-Build procedure in which the Designer and Contractor are working as a single team to deliver the project. A final cost estimate (stipulated price) will be provided in the coming months and if acceptable, will allow for construction to begin. This is HRSD's single largest CIP project ever planned and the coordination needed to meet all requirements is very challenging.

D. Planning & Analysis Division

1. Staff continues developing a plan to consider sewer needs to serve Northern Accomack County on the Eastern Shore. There are several small sewer treatment facilities in this area which could be better served. Discussions with stakeholders have been held and a draft scope of work has been requested from HRSD's General Engineering Services firm to prepare the report. A new CIP project will be proposed and submitted to the Commission for authorization at the October Meeting.
2. Staff continues preparing the Climate Change Planning Study to consider the impacts of sea level rise and recurrent flooding on HRSD's facilities. The initial study looks promising and an additional scope of work is under review to increase the number of HRSD facilities to be considered. This study is critical to ensuring we design and construct new facilities that can withstand the future impacts of climate change in Hampton Roads.

E. Strategic Planning Metrics Summary

1. Educational and Outreach Events: 8
  - a. 08/14/2021 – Participated in a podcast entitled, “Straight Flush” during the One Water discussion co-sponsored by the Virginia Water Environment Association (VWEA) and the Virginia American Water Works Association (VA AWWA).



- b. 08/15/2021 – Presented a technical paper entitled, “All Hands On Deck – Stopping the Spill and Emergency Replacement of the 60-inch PCCP Headworks Effluent Pipe at the York River Treatment Plant,” during the WaterJAM Conference co-sponsored by the Virginia Water Environment Association (VWEA) and the Virginia American Water Works Association (VA AWWA).
  - c. 08/15/2021 – Presented a technical paper entitled, “Closing Two Wastewater Treatment Plants by Diverting Flows Through 20-Miles of Force Main,” during the WaterJAM Conference co-sponsored by the Virginia Water Environment Association (VWEA) and the Virginia American Water Works Association (VA AWWA).
  - d. 08/15/2021 – Presented a technical paper entitled, “Strategically Employing Construction Management and Traditional Delivery Methods to Deliver \$50 Million in Pump Station Work,” during the WaterJAM Conference co-sponsored by the Virginia Water Environment Association (VWEA) and the Virginia American Water Works Association (VA AWWA).
  - e. 08/15/2021 – Presented a technical paper entitled, “Wastewater Conveyance and a Wicked Skate Park Design - How a Design-Build Project Brought Together Multiple Owners, Designers and Constructors,” during the WaterJAM Conference co-sponsored by the Virginia Water Environment Association (VWEA) and the Virginia American Water Works Association (VA AWWA).
  - f. 08/15/2021 – Presented a technical paper entitled, “A Balancing Act -The Boat Harbor Outlet Sewer Improvements Project,” during the WaterJAM Conference co-sponsored by the Virginia Water Environment Association (VWEA) and the Virginia American Water Works Association (VA AWWA).
  - g. 08/21/2021 – Discussed HRSD’s Capital Improvement Program at the Hampton Roads Utility and Heavy Contractors Association (HRUHCA) Engineer’s Night Event.
  - h. 08/28/2021 – Participated in an outreach effort with HRSD’s SWIFT Program Management Team at the Norfolk Botanical Gardens.
2. Number of Community Partners: 4
- a. VWEA
  - b. VA AWWA
  - c. HRUHCA
  - d. Norfolk Botanical Gardens
3. Number of Research Partners: 0

4. Monthly Metrics Summary:

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>September 2021</b>
M-1.4a	Total Training Hours per Full Time Employee (45) - Current Month	Hours / #FTE	5.70
M-1.4b	Total Training Hours per Full Time Employee (45) - Cumulative Fiscal Year-to-Date	Hours / #FTE	9.50
M-5.2	Educational and Outreach Events	Number	8
M-5.3	Number of Community Partners	Number	4
M-5.4	Number of Research Partners	Number	0

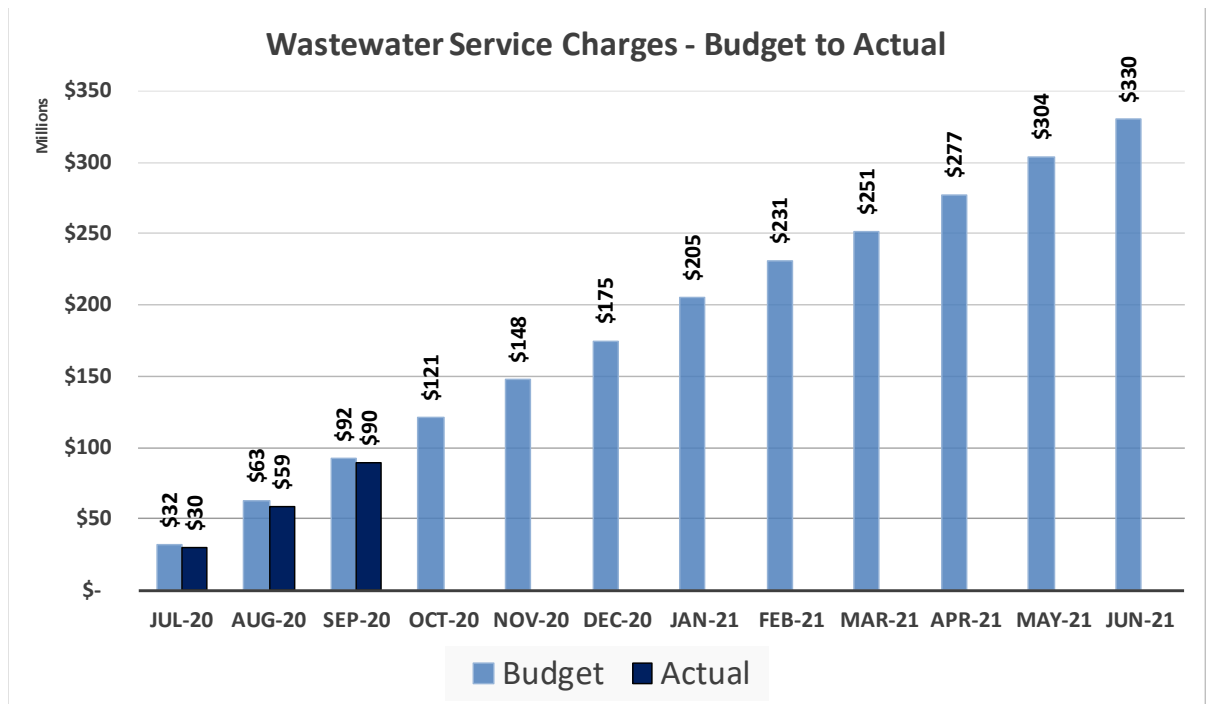
Bruce W. Husselbee, Ph.D., P.E.

Bruce W. Husselbee, PhD, P.E.

TO: General Manager  
 FROM: Director of Finance  
 SUBJECT: Monthly Report for September 2021  
 DATE: October 13, 2021

A. General

- The Year-To-Date (YTD) Wastewater Revenues appear to be above target (27 percent actual vs 25 percent target), but this is based on a linear distribution of the budget (i.e.  $\$336\text{M}/12 = \$28\text{M}$  per month). The reality is that water consumption is historically higher than average between July and October, which makes our revenues appear to be above budget. The largest component of this revenue source, Wastewater Service Charges, is actually down when seasonality is incorporated into the budget projection. The graph below shows the revised budget target specifically for Wastewater Service Charges, which is the largest component of Wastewater Revenues, using historical seasonal trends. At the end of September, Wastewater Service Charges are approximately \$2M lower than budget. Facility Charges are starting out slowly as materials and labor constraints are starting to impact new construction activity. The Hampton Roads Planning District Commission reports that new single-family permits were down in August compared to 2019 and 2020. Interest Income will continue to lag until the Federal Reserve starts raising rates, which is projected in 2023. Personal services and fringe benefit expenses are slightly above budget at 26 percent and 25 percent, respectively, with each of these expenses consistent with the prior year. Most other operating expenses are below budget, generally consistent with the prior year. Major repairs expenses are significantly lower than budget at this time since many purchases during Fiscal Year-2022 have related to prior year encumbrances. Debt service is recorded based on actual year to date payments, currently at 40 percent of budget, and we anticipate it being near budget at year end.



2. On September 9, 2021, HRSD closed on \$477 million of our \$1.05 billion Water Infrastructure Finance and Innovation (WIFIA) loan. This second tranche of the loan was locked in at 1.95 percent which brings our weighted average rate on \$700 million to 1.78 percent for 34 years. Combined with clean water revolving loan funds, our ratepayers will save over \$500 million over the life of the loan compared to market rates.
3. On September 30, approximately all of the \$8.7 million in Municipal Utility Relief was applied to over 33,000 COVID-19 impacted customers. HRSD is applying for another round of relief as \$120 million is available to utilities. The amount awarded should be released some time this winter as allocations are made.
4. Call Center interactions are starting to increase as letters started going out in August regarding our collections' process resuming. With water shut-offs resuming in November, we expect call volumes to continue to increase. With the second round of Municipal Utility Relief on the horizon and the optional pay plans available, we will only shut-off as a last resort.
5. Jay Bernas was re-elected to the \$2.0 billion Virginia Investment Pool's Board of Trustees. The Board of Trustees is composed of participating local Treasurers and chief investment officers elected by 140 participating political subdivisions.

B. Interim Financial Report

1. Operating Budget for the Period Ended September 30, 2021

	Amended Budget	Current YTD	Current YTD as % of Budget (25% Budget to Date)	Prior YTD as % of Prior Year Budget
<b>Operating Revenues</b>				
Wastewater	\$ 336,455,000	\$ 91,359,913	27%	27%
Surcharge	1,600,000	379,870	24%	29%
Indirect Discharge	3,200,000	791,379	25%	25%
Fees	3,020,000	34,422	1%	16%
Municipal Assistance	700,000	188,885	27%	23%
Miscellaneous	1,285,000	91,375	7%	39%
Total Operating Revenue	346,260,000	92,845,844	27%	27%
<b>Non Operating Revenues</b>				
Facility Charge	7,320,000	1,611,980	22%	36%
Interest Income	1,210,000	72,969	6%	17%
Build America Bond Subsidy	2,095,000	-	0%	0%
Other	610,000	385,013	63%	26%
Total Non Operating Revenue	11,235,000	2,069,962	18%	25%
<b>Total Revenues</b>	357,495,000	94,915,806	27%	27%
Transfers from Reserves	17,346,624	4,336,656	25%	75%
<b>Total Revenues and Transfers</b>	\$ 374,841,624	\$ 99,252,462	26%	31%
<b>Operating Expenses</b>				
Personal Services	\$ 62,776,055	\$ 16,331,473	26%	26%
Fringe Benefits	25,173,707	6,372,150	25%	25%
Materials & Supplies	9,509,735	1,679,140	18%	18%
Transportation	1,555,282	360,189	23%	14%
Utilities	12,350,061	2,740,544	22%	20%
Chemical Purchases	9,249,441	1,965,207	21%	18%
Contractual Services	55,345,089	8,508,724	15%	16%
Major Repairs	16,056,857	1,791,959	11%	10%
Capital Assets	655,963	205,653	31%	17%
Miscellaneous Expense	3,137,304	725,727	23%	24%
<b>Total Operating Expenses</b>	195,809,494	40,680,766	21%	21%
<b>Debt Service and Transfers</b>				
Debt Service	64,308,209	25,820,368	40%	36%
Transfer to CIP	114,463,921	33,615,980	29%	35%
Transfer to Risk management	260,000	65,001	25%	25%
Total Debt Service and Transfers	179,032,130	59,501,349	33%	35%
Total Expenses and Transfers	\$ 374,841,624	\$ 100,182,115	27%	28%

2. Notes to Interim Financial Report

The Interim Financial Report summarizes the results of HRSD's operations on a basis of accounting that differs from generally accepted accounting principles. **Revenues are recorded on an accrual basis, whereby they are recognized when billed**, and expenses are generally recorded on a cash basis. No provision is made for non-cash items such as depreciation and bad debt expense.

This interim report does not reflect financial activity for capital projects contained in HRSD's Capital Improvement Program (CIP).

Transfers represent certain budgetary policy designations as follows:

- a. Transfer to CIP: represents current period's cash and investments that are designated to partially fund HRSD's capital improvement program.
- b. Transfers to Reserves: represents the current period's cash and investments that have been set aside to meet HRSD's cash and investments policy objectives.

3. Reserves and Capital Resources (Cash and Investments Activity) for the Period Ended September 30, 2021

HRSD - RESERVE AND CAPITAL ACTIVITY							September 30, 2021	
	General Reserve					Capital		
	General	CARES - HRSD	CARES - JCSA	Debt Service	Risk Mgmt Reserve	Paygo	Debt Proceeds	
	Unrestricted	Restricted	Restricted	Restricted	Unrestricted	Unrestricted	Restricted	
<b>Beginning - July 1, 2021</b>	\$ 182,380,923	\$ 1,373,428	\$ 168,124	\$ 30,454,700	\$ 4,019,543	\$ 6,033,913	\$ -	
<b>Current Year Sources of Funds</b>								
Current Receipts	89,454,972	49,659						
Line of Credit							18,422,172	
VRA Draws						33,464,207		
CARES Transfer In	1,142,022							
Days Cash on Hand Transfer In								
Transfers In	-				65,001	33,615,980		
<b>Sources of Funds</b>	90,596,994	49,659	-	-	65,001	67,080,187	18,422,172	
<b>Total Funds Available</b>	\$ 272,977,917	\$ 1,423,087	\$ 168,124	\$ 30,454,700	\$ 4,084,544	\$ 73,114,100	\$ 18,422,172	
<b>Current Year Uses of Funds</b>								
Cash Disbursements	72,541,726					42,266,147	18,422,172	
CARES Transfer Out		1,422,182	67,300					
Days Cash on Hand Transfer Out	-							
Transfers Out	33,680,981							
<b>Uses of Funds</b>	106,222,707	1,422,182	67,300	-	-	42,266,147	18,422,172	
<b>End of Period - September 30, 2021</b>	\$ 166,755,210	\$ 905	\$ 100,824	\$ 30,454,700	\$ 4,084,544	\$ 30,847,953	\$ -	
Unrestricted Funds	\$ 201,687,707							

4. Capital Improvements Budget and Activity Summary for Active Projects for the Period Ended September 30, 2021

**HRSD - PROJECT ANALYSIS** September 30, 2021

Classification/ Treatment Service Area	Appropriated Funds	Expenditures prior to 7/1/2021	Expenditures Year to Date FY2022	Total Project Expenditures	Encumbrances	Available Funds
Administration	47,227,240	27,658,581	1,276,637	28,935,218	660,101	17,631,921
Army Base	163,448,800	123,537,916	410,045	123,947,961	1,450,963	38,049,876
Atlantic	142,582,683	82,877,498	341,011	83,218,509	5,783,882	53,580,292
Boat Harbor	288,504,388	52,827,281	2,169,231	54,996,512	8,875,174	224,632,702
Ches-Eliz	166,407,309	105,212,456	7,079,481	112,291,937	11,442,798	42,672,574
Eastern Shore	17,643,040	68,570	19,672	88,242	15,981,780	1,573,018
James River	313,262,591	49,601,157	4,725,233	54,326,390	210,735,847	48,200,354
Middle Peninsula	93,177,822	13,511,974	1,725,217	15,237,191	6,656,286	71,284,345
Nansemond	355,543,533	41,212,618	2,536,819	43,749,437	6,800,302	304,993,794
Surry	55,505,027	26,875,712	6,967,410	33,843,122	7,811,634	13,850,271
VIP	304,952,874	183,421,754	1,827,707	185,249,461	6,720,724	112,982,689
Williamsburg	39,061,010	27,900,712	787,538	28,688,250	6,237,574	4,135,186
York River	81,379,847	30,364,487	1,058,818	31,423,305	2,442,556	47,513,986
General	792,099,019	213,776,988	10,936,055	224,713,043	280,733,207	286,652,769
	<b>\$ 2,860,795,183</b>	<b>\$ 978,847,704</b>	<b>\$ 41,860,874</b>	<b>\$ 1,020,708,578</b>	<b>\$ 572,332,828</b>	<b>\$ 1,267,753,777</b>

5. Debt Management Overview

**HRSD - Debt Outstanding (\$000's)** September 30, 2021

	Principal August 2021	Principal Payments	Principal Draws	Principal Sept 2021	Interest Payments
<b>Fixed Rate</b>					
Senior	190,600	(1,258)	-	189,342	(361)
Subordinate	580,950	(2,404)	12,556	591,102	(1,268)
<b>Variable Rate</b>					
Subordinate	50,000	-	-	50,000	-
<b>Line of Credit</b>	33,721	-	-	33,721	(11)
<b>Total</b>	<b>\$ 855,271</b>	<b>\$ (3,662)</b>	<b>\$ 12,556</b>	<b>\$ 864,165</b>	<b>\$ (1,640)</b>

**HRSD- Series 2016VR Bond Analysis** October 1, 2021

	SIFMA Index	HRSD	Spread to SIFMA
Maximum	4.71%	4.95%	0.24%
Average	0.36%	0.50%	0.14%
Minimum	0.01%	0.01%	0.00%
As of 10/01/21	0.05%	0.05%	0.00%

\* Since October 20, 2011 HRSD has averaged 50 basis points on Variable Rate Debt

## 6. Financial Performance Metrics for the Period Ended September 30, 2021

### HRSD - UNRESTRICTED CASH

September 30, 2021

Can be used for any purpose since it is not earmarked for a specific use and is extremely liquid

		Days Cash on Hand	Adjusted Days Cash on Hand
<b>Total Unrestricted Cash</b>	<b>\$ 201,687,707</b>		<b>376</b>
Risk Management Reserve	\$ (4,084,544)	(8)	368
Capital (PAYGO only)	\$ (30,847,953)	(57)	311
<b>Adjusted Days Cash on Hand</b>	<b>\$ 166,755,209</b>		<b>311</b>

Risk Management Reserve as a % of Projected Claims Cost is 25% YTD compared to 25% Policy Minimum  
Adjusted Days Cash on Hand Policy Minimum is 270-365 days.

### HRSD - SOURCES OF FUNDS

September 30, 2021

Primary Source	Beginning Market Value	YTD Contributions	YTD Withdrawals	YTD Income Earned	Ending Market Value	Allocation of Funds	Credit Quality	Current Mo Avg Yield
	July 1, 2021				September 30, 2021			
BAML Corp Disbursement Account	30,017,420	158,412,799	177,444,058	10,766	10,996,927	7.1%	N/A	0.55%
VIP Stable NAV Liquidity Pool	108,890,465	50,000,000	15,000,000	19,839	143,910,304	92.9%	AAAm	0.07%
<b>Total Primary Source</b>	<b>\$ 138,907,885</b>	<b>\$ 208,412,799</b>	<b>\$ 192,444,058</b>	<b>\$ 30,605</b>	<b>\$ 154,907,231</b>	<b>100.0%</b>		

Secondary Source	Beginning Market Value	YTD Contributions	YTD Withdrawals	YTD Income Earned & Realized G/L	Ending Market Value	Ending Cost	LTD Mkt Adj	Yield to Maturity at Market
	July 1, 2021				September 30, 2021			
VIP 1-3 Year High Quality Bond Fund	65,054,203	-	3,283	77,215	65,085,629	63,473,475	1,612,154	
<b>Total Secondary Source</b>	<b>\$ 65,054,203</b>	<b>\$ -</b>	<b>\$ 3,283</b>	<b>\$ 77,215</b>	<b>\$ 65,085,629</b>	<b>\$ 63,473,475</b>	<b>\$ 1,612,154</b>	

	Total	Fund Alloc
Total Primary Source	\$ 154,907,231	70.4%
Total Secondary Source	\$ 65,085,629	29.6%
<b>TOTAL SOURCES</b>	<b>\$ 219,992,860</b>	<b>100.0%</b>

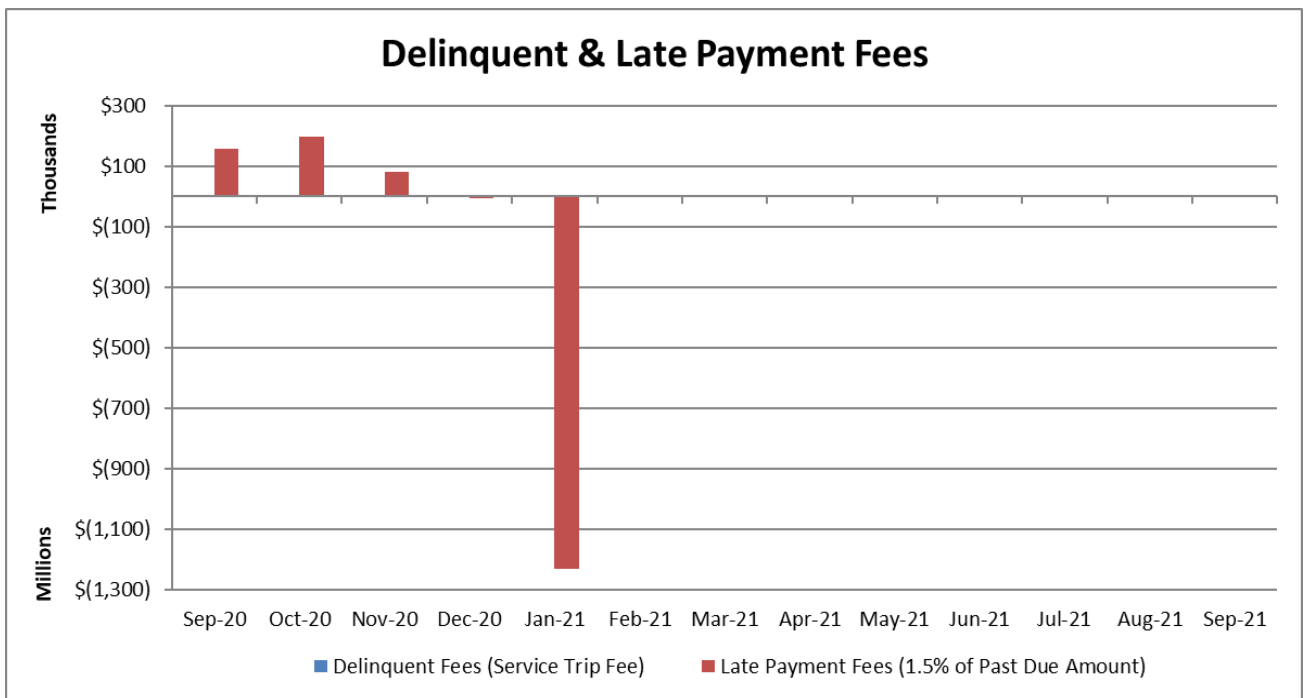
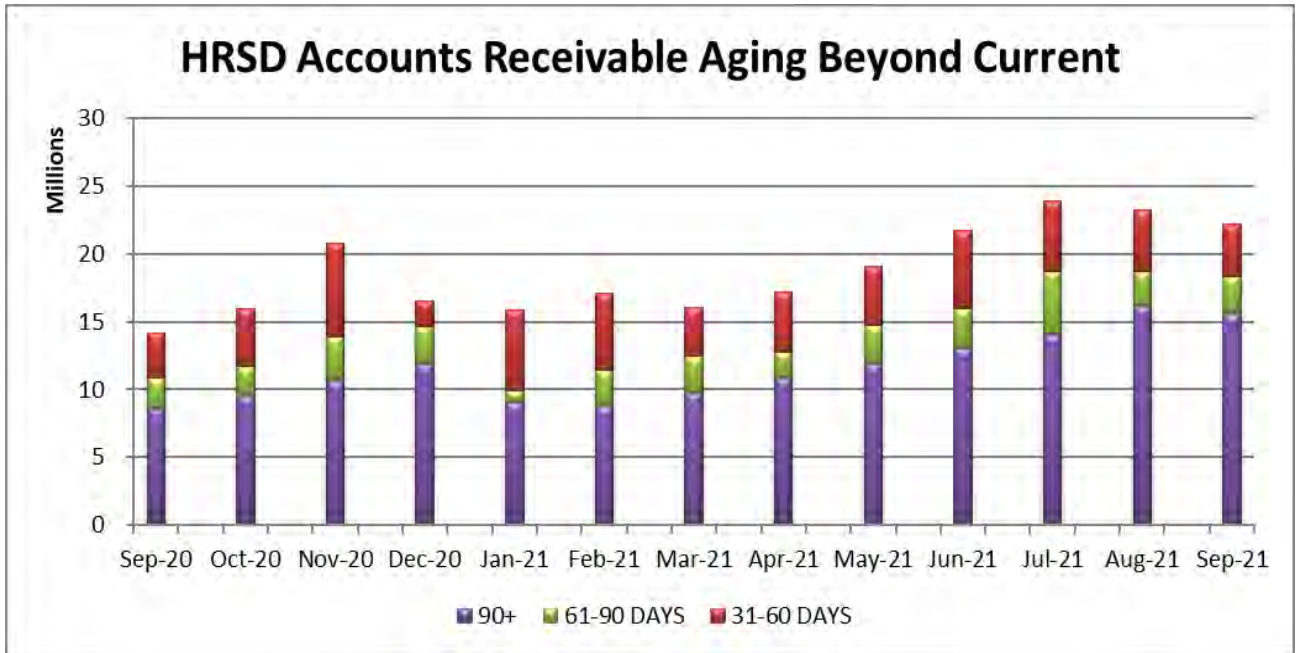
## 7. Summary of Billed Consumption

Summary of Billed Consumption (,000s ccf)							
Month	FY2022 Cumulative Budget Estimate	FY2022 Cumulative Actual	% Difference		% Difference		% Difference
			From Budget	Cumulative FY2021 Actual	From FY2021	Cumulative 3 Year Average	From 3 Year Average
July	5,015	4,976	-0.8%	4,751	4.7%	5,006	-0.6%
Aug	9,883	9,517	-3.7%	9,459	0.6%	9,866	-3.5%
Sept	14,413	14,346	-0.5%	14,335	0.1%	14,303	0.3%
Oct	18,892	-	N/A	18,863	N/A	18,931	N/A
Nov	23,125	-	N/A	21,192	N/A	22,474	N/A
Dec	27,336	-	N/A	27,614	N/A	27,458	N/A
Jan	32,088	-	N/A	32,478	N/A	32,116	N/A
Feb	36,182	-	N/A	36,068	N/A	36,110	N/A
March	39,309	-	N/A	41,018	N/A	40,340	N/A
Apr	43,360	-	N/A	45,116	N/A	44,540	N/A
May	47,508	-	N/A	49,256	N/A	48,716	N/A
June	51,620	-	N/A	54,195	N/A	53,202	N/A

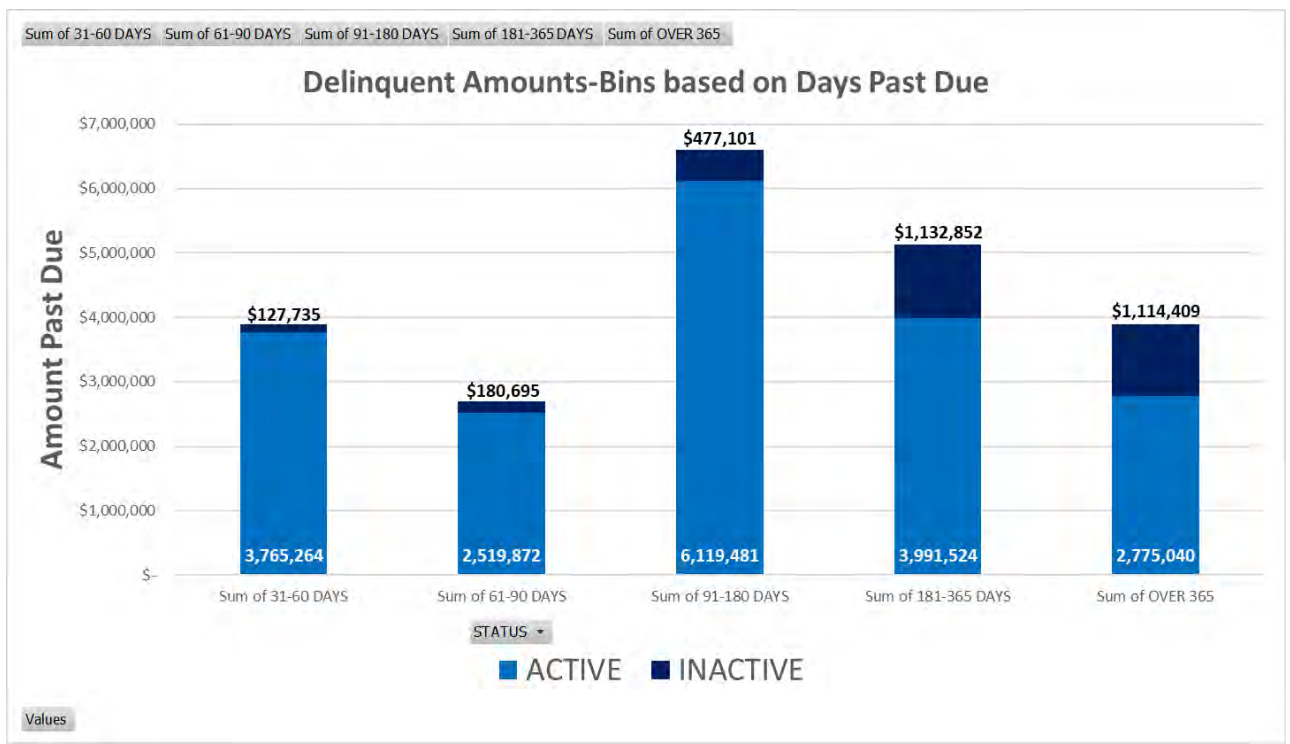


C. Customer Care Center

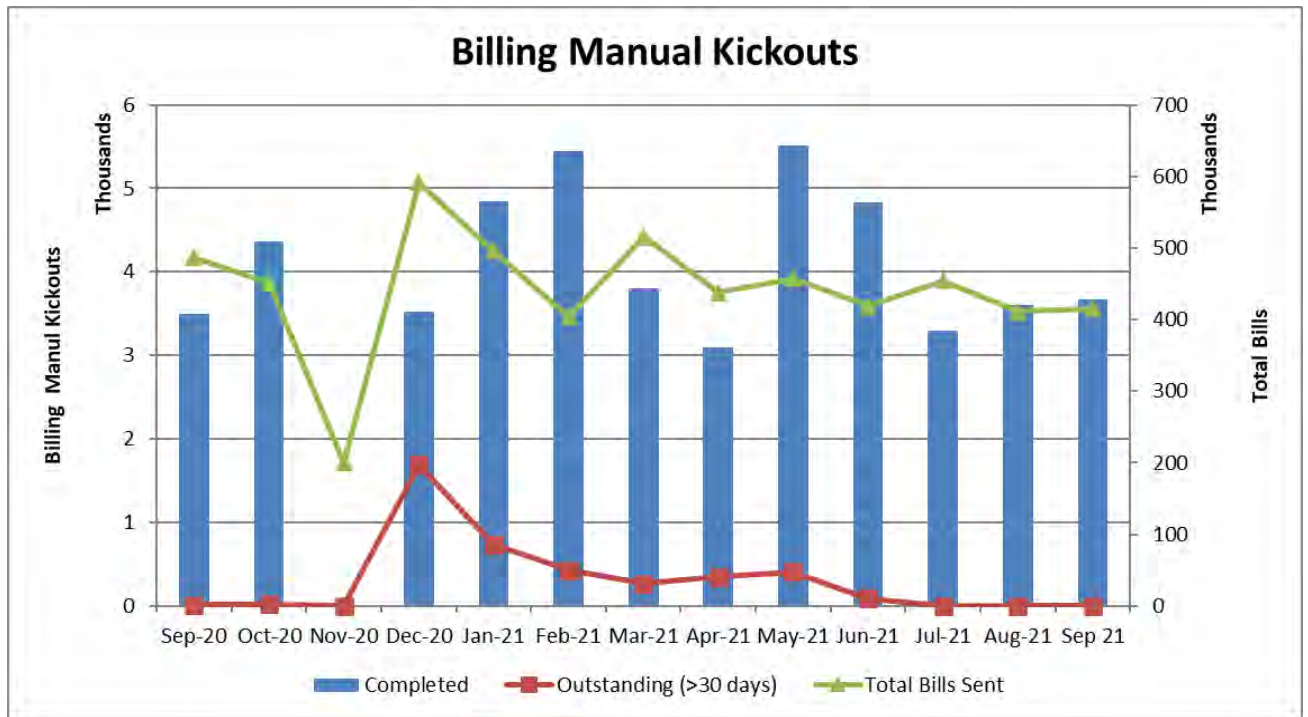
1. Accounts Receivable Overview



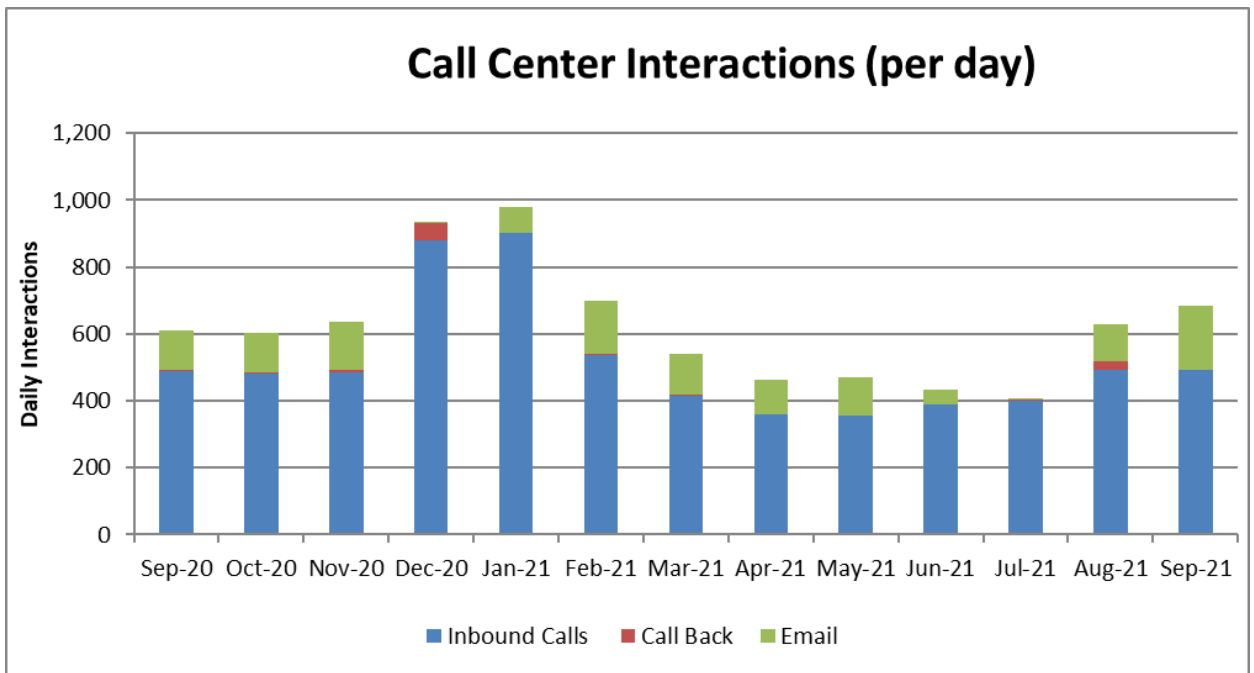
Apr 20-Sep 21 Field Activity was suspended late March 2020 in response to COVID-19.



2. Customer Care Center Statistics



November data not available due to Ransomware attack



Customer Interaction Statistics	Apr	May	Jun	Jul	Aug	Sep
Calls Answered within 3 minutes	98%	98%	98%	96%	65%	94%
Average Wait Time (seconds)	20	16	16	30	433	57
Calls Abandoned	3%	2%	3%	4%	23%	6%

D. Procurement Statistics

ProCard Fraud	External Fraud Transactions *	Comments
July	0	
August	0	
September	0	
<b>Total</b>	<b>0</b>	

\***External Fraud:** Fraud from outside HRSD (i.e.: a lost or stolen card, phishing, or identity theft)

E. Strategic Planning Metrics Summary

1. Educational and Outreach Events: 0
2. Community Partners: 0
3. Monthly Metrics

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>September 2021</b>
M-1.4a	Training During Work Hours Per Full Time Employee (102) – Current Month	Hours / #FTE	0.88
M-1.4b	Total Training During Work Hours Per Full Time Employee (102) – Cumulative Fiscal Year-to-Date	Hours / #FTE	4.80
M-5.2	Educational and Outreach Events	Number	0
M-5.3	Number of Community Partners	Number	0
	Wastewater Revenue	Percentage of budgeted	108%
	General Reserves	Percentage of Operating Budget less Depreciation	101%
	Liquidity	Days Cash on Hand	376 Days
	Accounts Receivable (HRSD)	Dollars	\$43,353,339
	Aging Accounts Receivable	Percentage of receivables greater than 90 days	36%

4. Annual Metrics

Item #	Strategic Planning Measure	Unit	FY-2021
M-2.4	Infrastructure Investment	Percentage of Total Cost of Infrastructure	*
M-4.3	Labor Cost/MGD	Personal Services + Fringe Benefits/365/5-Year Average Daily Flow	*
M-4.4	Affordability	6.5 CCF Monthly Charge/Median Household Income <sup>1</sup>	*
M-4.5	Operating Cost/MGD	Total Operating Expense /365/5-Year Average Daily Flow	*
	Billed Flow	Percentage of Total Treated	*
	Senior Debt Coverage	Cash Reserves/ Senior Annual Debt Service	*
	Total Debt Coverage		*

\* These metrics will be reported upon completion of the annual financial statements.

Respectfully,  
*Jay A. Bernas*  
 Jay A. Bernas, P.E.  
 Director of Finance

<sup>1</sup> Median Household Income is based on the American Community Survey (US Census) for Hampton Roads

TO: General Manager  
 FROM: Director of Operations  
 SUBJECT: Operations Report for September 2021  
 DATE: October 19, 2021

A. Energy Management (EEM)

- In September of 2017, the Commission adopted a goal to reduce our greenhouse gas (GHG) emissions to 30 percent of the 2005 levels in accordance with the international Paris Accord agreement. The three main contributors to HRSD's GHGs are mobile sources (fleet), stationary sources (incinerators and generators) and purchased electricity.

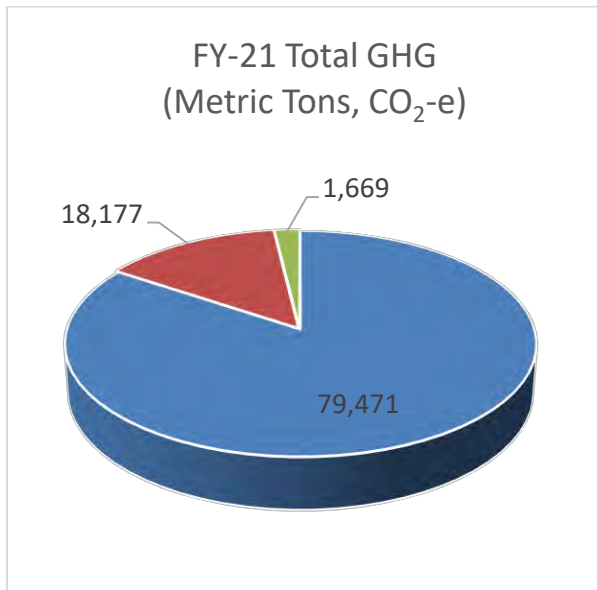


Figure 1 - GHG

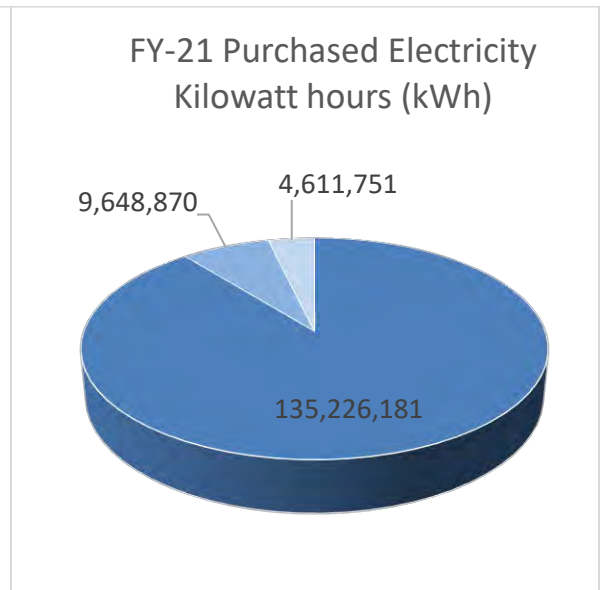
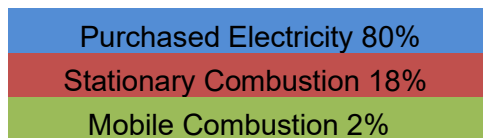
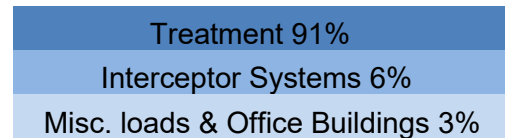


Figure 2 – Kilowatt Hours



The annual update for Fiscal Year (FY) 2021 shows a 13 percent increase in GHGs. Stationary combustion increased 40 percent and purchased electricity increased four percent. Mobile combustion did not change.

One of the primary reasons for the increase in stationary combustion (natural gas use) was the unexpected, long-term closure of the Williamsburg Treatment Plant (WBTP) Fats, Oils and Grease (FOG) receiving facility. Normally, the WBTP uses FOG to fuel its incinerator; with the closure of the receiving facility, staff had to use natural gas as an alternative incinerator fuel source. The ongoing shutdown of the receiving facility will require the continued use of natural gas to fuel the incinerator until the FOG facility is restored, hopefully, by the end of calendar year 2021.

In addition, natural gas was also used to fuel the boiler for the Thermal Hydrolysis Process (THP) start-up effort and to allow staff to make improvements to the methane gas cleaning unit at the Atlantic Treatment Plant (ATP).

Purchased electricity kilowatt-hours (kWh), (illustrated in Figure 2) continues to represent the majority (80 percent) of total GHG contributions (Figure 1) and the treatment facilities continue to use the majority of purchased electricity (91 percent, Figure 2). Consumption by the Treatment and Interceptor Systems Divisions increased four percent and six percent, respectively. Both were offset by office buildings and miscellaneous consumptions, which decreased 14 percent. Despite this offset, electrical consumption overall increased four percent in FY 2021.

The increase in electricity consumption is partially attributable to higher-than-normal rainfall in the fall of 2020 and winter of 2021. Given the region's low and flat topography, excess flow in the system results in higher pumping and energy costs.

In addition, the Combined Heat and Power (CHP) engines (which offset purchased electricity consumption at the ATP) were offline for approximately one year. Staff took the engines out of service to allow improvements to be made to the methane gas cleaning unit. Once improvements were made, the gas was then used to power the THP boiler. Once the Chesapeake-Elizabeth Treatment Plant (CETP) closes and the flow is fully diverted to the ATP, staff anticipates there will be enough flow to run the CHP engines and the THP boilers.

2. HRSD continues to purchase green power from Dominion Energy Virginia (DEV) to help offset our power consumption and meet the 2005 GHG reduction goals. (DEV green power is produced or purchased by DEV and transported through the power grid to our facilities.) We will spend approximately \$231,300 next year (.0045/kWh) to purchase 51.4 million kWh to offset our GHG emissions. Despite an increase in the cost per kWh this year, buying green power continues to be an attractive way to meet HRSD's policy objectives.

## B. Interceptor Systems

### 1. North Shore (NS) Interceptor Systems

- a. There were two odor complaints, and nine system alarms this month. The system alarms were fully resolved by NS Operations staff.
  - (1) Staff resolved one odor complaint caused by automatic venting operation in Williamsburg.
  - (2) Staff continues to equalize diurnal flows at the York River Treatment Plant (YRTP) by using the Coliseum Pressure Reducing Station (PRS) and Off-Line Storage Tank. That frequent use resulted in a breakthrough odor event that penetrated the odor control carbon scrubber system. The facility was originally design for intermittent wet-weather response and not daily use. With the more frequent use of this facility, the carbon odor scrubber unit reaches breakthrough conditions more rapidly. To help mitigate this, staff will be proposing a capital improvement project to install a bio-scrubber to create a 2-stage odor control system.

Staff believes the operational cost savings of equalizing the diurnal flows at the YRTP is significant and creates a less than one-year payback for this additional odor control facility.

2. South Shore (SS) Interceptor Systems

- a. On September 16, a resident called about a depression in the street near the Atlantic PRS in Virginia Beach. Staff filled the low area with a temporary asphalt patch and notified a contractor of the issue for a permanent repair.
- b. Staff operated system valves to assist the Portsmouth Coast Guard Base with a force main meter replacement. Staff also operated system valves to assist the City of Chesapeake in relocating a force main serving a city pump station near Saber Drive.

C. Major Treatment Plant Operations

1. Army Base Treatment Plant (ABTP)

- a. A contractor continues working on recoating the primary clarifier #3.
- b. Staff are still dealing with intermittent increased salinity in the influent flow and are working with the Navy to identify and isolate the source of the saltwater intrusion.

2. Atlantic Treatment Plant (ATP)

- a. Contractors installed a new cover and blowers on digester #5. This digester is now fully functional and is currently in use.
- b. Staff cleared and cleaned the North pad for the placement and storage of the class "A" solids from the new thermal hydrolysis process (THP).
- c. A new methane gas conditioning skid was placed in service. The plan is to operate the THP steam boiler with Methane as its fuel source, eliminating the need for natural gas. This provides a beneficial reuse of the methane gas the comes from the digesters.

3. Boat Harbor Treatment Plant (BHTP)

- a. An odor control drain line backed up causing a loss of air flow. The odor control system was shut down for seven hours while the staff replaced a large vertical section of the drain line that was restricted by a struvite-like substance.
- b. Staff hosted a Water Infrastructure Finance and Innovation Act (WIFIA) event at the treatment plant on September 10 related to the closure of the BHTP.

4. Chesapeake-Elizabeth Treatment Plant (CETP)

The final flow diversion to the ATP was delayed and is now anticipated to be around November 30, 2021.



5. James River Treatment Plant (JRTP)

- a. A contractor completed construction of fiberglass walls and installing air diffusers in reactor #5 of IFAS tank #8 for the testing of nutrient removal improvements. Fixed media modules will be mounted within the oxygen controlled walled area to promote growth of the annamox bacteria.
- b. The #4 primary clarifier was taken out of service and a contractor removed scum.

6. Nansemond Treatment Plant (NTP)

- a. On September 14, staff discovered a broken non-potable water (NPW) line on the side of aeration tank #3. The line is in an unused area between the aeration tanks and was not immediately discovered. The total quantity spilled to the ground/soil was 28,500 gallons with zero gallons recovered.
- b. On September 15, while draining an aeration tank, the nitrogen recycle pumps caused the flowrate to increase through the plant overflowing the final effluent channel spilling 5,000 gallons of final effluent with zero gallons recovered.
- c. Staff drained aeration tank #7 to clean and prepare for contractors to install the Big Bubble mixers. This is the third of four tanks to have the mixers installed. This project will allow for a lower dissolved oxygen setpoint to be reached in the aeration tanks, while still maintaining adequate mixing, which will increase efficiency of nutrient removal. This project should also result in a reduction of both chemical and energy costs.
- d. On September 29, contractors completed the replacement of a section of the solids handling drain line. A section of ductile iron pipe was replaced with high density polyethylene pipe. Because of the pipe's discharge location being partially submerged, divers were hired to install a plug while contractors replaced the pipe.
- e. Sustainable Water Initiative For Tomorrow (SWIFT) Research Center (RC)
  - (1) The total volume of SWIFT recharge into the Potomac aquifer for the month of September was 13.6 million gallons (mg) (63 percent recharge time based on 500 gpm).
  - (2) The recharge flow rate setpoint remained at 500 gpm. The recharge water level looks very stable, and no further changes were needed during this month.
  - (3) Staff finished the upgrades on the phosphoric acid system. To better understand the impact of feeding phosphoric acid to avoid nutrient limitations, only two out of the four biofilters (BAFs), will be fed phosphoric acid. Modifications on piping and programming are complete.
  - (4) Contractors completed installation of the new in-line mixer to be able to feed propane gas into two of the BAFs; however, the mixer was drawing

more amperage than expected and it was determined to be undersized. The mixer will be replaced by the vendor.

- (5) On September 27, the granular activated carbon (GAC) on vessel #1 was replaced with new media. At the current flow rate this new media should last at least one year.

7. Virginia Initiative Plant (VIP)

- a. On September 29 staff discovered a leak coming from the void space between the south wall of anaerobic/anoxic tank #4 and the north wall of the versatile bioreactor #1. Staff contained the leak and pumped it back to the plant process drain system. Approximately 1,050 gallons of the leak could not be contained before reaching the storm drain. Although contained, the leak is still active as the staff continues to isolate tanks and search for its source.
- b. Staff completed rehabilitation work on one primary clarifier and placed it in service, then removed another primary clarifier from service for repairs.
- c. Staff returned one secondary clarifier to service following repairs to the sweep arm structure and removed another secondary clarifier from service for coating repairs.
- d. Contractors completed rehabilitation work on the Nitrification Enhancement Facility clarifier.

8. Williamsburg Treatment Plant (WBTP)

- a. Dewatered solids were transported to a compost facility and the BHTP for incineration when the #1 incinerator was shut down because of an accumulation of slag. After removal of the slag and inspection of the incinerator, it was discovered that repairs were needed to the brick work on #2 and #3 hearths, the rake arm teeth and castable material in the hearths. Based on the length of time to complete these repairs, staff determined it was better to focus efforts on repairs to the #2 incinerator which was already off-line for scheduled maintenance. Dewatered solids from Williamsburg will continue to be sent to other plants for incineration or to a contracted compost facility until repairs on the #2 incinerator are complete.
- b. A contractor completed the #2 centrifuge rebuild.
- c. Staff cleared the shop, restrooms, locker rooms, and office spaces of all equipment and materials on the north side of the administration building in preparation for building renovations starting in October. Staff will use the south side of the building until the north side renovations and building expansion are complete some time next summer.
- d. The discharge of Fats, Oils and Grease (FOG) by haulers, for the most part, remained suspended while contractors performed repairs to the FOG system.

9. York River Treatment Plant (YRTP)

- a. Staff installed piping, actuators, and air supply equipment in aeration tanks #1 and #2.
- b. A contractor completed concrete repairs on the bottom of #2 secondary clarifier.

10. Incinerator Operations Events Summary

- a. Total Hydrocarbon (THC) monthly averages (not to exceed 100 parts per million) were met by all five treatment plants with incinerators with a THC continuous emissions monitoring (CEM) valid data captured of greater than 92 percent.
- b. There were two deviations from the required 129 SSI rule minimum operating parameters and five minor bypass events (<60 minute).

D. Small Communities (SC)

1. Middle Peninsula Communities Treatment and Collections

a. West Point Treatment Plant (WPTP) and Collections

Startup and training on the mobile dewatering unit occurred this month; though the cake product was quite good, there are punch list items that need to be addressed.

b. Urbanna Treatment Plant (UBTP) and Collections

Staff modified the large bubble mixers to reduce discharge tubing to accommodate the lower water level in the equalization basins. Corrective maintenance work was done on both the positive displacement RAS/WAS pumps to change out the internal rubber discs and add additional supports to piping to reduce vibration from the pumps.

c. King William Treatment Plant and Collections

Staff repaired a broken slide rail assembly at the Central Crossing Pump Station which improved pumping capacity.

d. Mathews System

Staff responded to an odor complaint on September 21 and discovered that a malfunctioning vacuum valve in a collection pit was causing sewage to remain within the gravity lateral causing odors to come out of the residents washing machine discharge. Staff repaired the valve and evacuated the sewer lines. In addition, staff cleaned all above ground wet well/equalization tanks along the transmission force main this month.

2. Small Communities – Surry Systems

Town of Surry

- a. The Supervisory Control and Data Acquisition (SCADA) system Factory Acceptance Testing was completed for the Industrial Park Pump Station and Storage Tank. Site testing will be completed when the contractor completes the on-site construction.
- b. The grinder pump station at 230 Park Avenue in Dendron failed. Staff from the Sussex Service Authority replaced the pump. No spill occurred.

3. Eastern Shore

a. Onancock Treatment Plant (OTP)

- (1) Staff conducted training for four Onan employees and one HRSD employee hired in September. Staff continues working with Onancock employees to develop Arc Flash evaluations and confined space programs, and to evaluate existing equipment and a hurricane plan.
- (2) A contractor installed conduit for a fiber line on plant grounds.
- (3) Staff installed two hardened doors in the existing laboratory to create a hurricane ride out area.

b. Nassawadox Riverside Treatment Plant (NRTP)

Staff installed a flow meter to measure the aeration influent flow and a new surface aerator variable frequency drive for the surface aerator.

F. Electrical & Instrumentation (E&I)

1. Staff completed the Process Treatment Unit (PTU) upgrade at ATP. The system has been operationally tested and staff are currently “seeding” the system in preparation for normal operation.
2. Staff completed DCS programming for new Dissolved Oxygen (DO) control for six aeration tanks at ATP, which will provide for improved DO control.
3. Staff continues to work with contractors to complete the Providence Road Offline Storage Facility (PROLSF) project in preparation for the CETP closure. A system function test was conducted to assess the storage tank’s remote fill, drain, and wash down operating modes. The test identified a few issues, such as adjusting ultrasonic level sensors, that are being resolved by the contractors.
4. Staff designed and built an Aeration Flow Control System for the Riverside Treatment Plant in Nassawadox. The controlled flow rate will potentially allow for a reduction in the number of in-service aeration tanks in the future, going from two to one.
5. Staff installed a Variable Frequency Drive (VFD) control panel for an equalization tank mixer motor at Nassawadox Treatment Plant on the Eastern Shore.\

The controller will vary the mixer speed to assist with treatment process optimization. They also replaced a defective VFD for a mixer located in the south aeration tank.

G. Water Technology and Research

Chris Wilson is continuing to support routine treatment plant process optimization efforts in collaboration with the treatment process engineers and treatment plant staff, most notably at Chesapeake-Elizabeth Treatment Plant, Virginia Initiative Plant, and Nansemond Treatment Plant. He continues to serve as the lead process engineer for Operations on all solids process-related capital projects and initiatives, including improvements to dewatering systems, Atlantic Treatment Plant NutriGreen™ biosolids management, Army Base Treatment Plant MHI retirement, solids process upgrades at Nansemond Treatment Plant in advance of Boat Harbor Treatment Plant offline, and longer-range solids management planning. Chris is also in close support of the design development for SWIFT full-scale implementation program (FSIP) projects at James River and Nansemond Treatment plants. Bob Jones and Andy Nelson are fully dedicated to SWIFT FSIP projects at James River and Nansemond/Boat Harbor Treatment Plants, respectively. Bob continues to serve as the lead interface between HRSD Operations, the James River Engineering project manager and Design Build Delivery Team conveying information from the design-build team to HRSD staff and conveying HRSD's preferences and acceptable design features to the project manager and Design Build Team. Andy is similarly continuing to support design development and contractor selection for projects associated with Nansemond Treatment Plant expansion and Boat Harbor Treatment Plant Offline FSIP projects.



I. Strategic Measurement Data

1. Education and Outreach Events: 10

- a. 09/02/2021 – Staff met with Colonial Pipeline staff to collaborate and discuss location of their assets
- b. 09/09/2021 – Hosted a group visiting from Charlotte Water to see several HRSD facilities – Charles Bott
- c. 09/09/2021 – THP tour for Charlotte Water – Dana Gonzalez
- d. 09/10/2021 – WIFIA Event
- e. 09/15/2021 – WaterJAM Conference, Podium Presentation – Anand Patel
- f. 09/15/2021 - WaterJAM Conference, Podium Presentation – Kester McCullough
- g. 09/15/2021 - WaterJAM Conference, Podium Presentation – Kayla Baughs
- h. 09/16/2021 – Three plant tours for WaterJAM attendees – Christel Dyer, Dana Gonzalez, Todd McGovern, Dave Ewing, James Elder
- d. 09/16/2021 – Staff met with Old Dominion University students to tour the Monroe Avenue Pump Station in Norfolk
- e. 09/29/2021 – WEF InFLOW STEM path program presentation on Water Reuse – Germano Salazar-Benites

2. Community Partners: 4

- a. Chesapeake Bay Foundation-Oyster Cage Maintenance at BHTP for Oyster Garden Project
- b. DOE Jefferson Lab
- c. Old Dominion University (ODU)
- d. United Way Williamsburg House

3. Monthly Metrics

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>September 2021</b>
M-1.4a	Training During Work Hours per Full Time Employee (FTE) (526) – Current Month	Hours / FTE	2.35
M-1.4b	Total Training During Work Hours per FTE (526) – Cumulative Year-to-Date	Hours / FTE	8.71
M-2.3a	Planned Maintenance Total Maintenance Hours	Total Recorded Maintenance Labor Hours	30,374.70
M-2.3b	Planned Maintenance – Preventive and Condition Based	percent of Total Maintenance Hours	57.21%
M-2.3c	Planned Maintenance - Corrective Maintenance	percent of Total Maintenance Hours	16.90 %
M-2.3d	Planned Maintenance - Projects	percent of Total Maintenance Hours	26.48%
M- 4.1a	Energy Use: Treatment *reported for September 2021	kWh/MG	2,531
M-4.1b	Energy Use: Pump Stations *reported for September 2021	kWh/MG	176
M-4.1c	Energy Use: Office Building *reported for September 2021	kWh/MG	119
M-5.2	Educational and Outreach Events	Number	10
M-5.3	Number of Community Partners	Number	4



4. Annual Metrics

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>FY-2021</b>
M-2.3a	Planned Maintenance Total Maintenance Hours	Total Recorded Maintenance Labor Hours(average)	28,722
M-2.3b	Planned Maintenance – Preventive and Condition Based	percent of Total Maintenance Hours (average)	62.94 %
M-2.3c	Planned Maintenance-Corrective Maintenance	percent of Total Maintenance Hours (average)	16.89 %
M-2.3d	Planned Maintenance-Projects	percent of Total Maintenance Hours (average)	20.17 %
M-3.6	Alternate Energy	Total kWh	58,044,110
M- 4.1a	Energy Use: Treatment	kWh/MG	2459
M-4.1b	Energy Use: Pump Stations	kWh/MG	170
M-4.1c	Energy Use: Office Building	kWh/MG	82

Respectfully submitted,  
Steve de Mik  
 Director of Operations

TO: General Manager

FROM: Director of Talent Management (TM)

SUBJECT: Monthly Report for September 2021

DATE: October 13, 2021

A. Talent Management Executive Summary

1. Recruitment Summary

New Recruitment Campaigns	11
Job Offers Accepted – Internal Selections	9
Job Offers Accepted – External Selections	15
Average Days to Fill Position	82

2. The following were performed in response to the COVID-19 pandemic:

- a. Continued addressing and monitoring suspected COVID-19 cases and potential exposures based on Virginia Department of Health (VDH) guidelines:

Description	September 2021	Total (March 2020 – September 2021)
Quarantines due to illness or direct exposure (household or external)	6	352
Work Related Quarantines	0	54
Personal Travel Quarantines	1	55
Confirmed Employee COVID-19 Cases	9	91
Work Related COVID-19 Cases	0	2
Contractor COVID-19 Cases on Work Sites*	0	11
Vaccine Acknowledgements	15	681

\*No direct exposure to HRSD employees

- b. The Human Resources (HR) Business Analyst continued generating weekly Employee Vaccine Acknowledgement reports for Data Analysts to update the Vaccine Status Dashboard. HRSD's current vaccination rate is 80%.
- c. HR staff clarified Vaccination Policy requirements for several employees.
- d. Staff continued review of Virginia Occupational Safety and Health Administration (VOSHA) Final Permanent Standard for COVID-19 amendments to incorporate changes into *HRSD's Infectious Disease Preparedness and Response Plan*.
3. HR staff met with the Operations Quality Steering Team (QST) to discuss recruitment data, processes, current issues, and recommendations for improvement. An HR/Operations workgroup was formed to plan and implement recommendations.

4. Compensation and Benefits:

- a. Planning continued preparing for an upcoming HRSD Compensation study in accordance with the Commission Adopted Compensation policy.
- b. Salary and benefit information was provided for the following:
  - (1) Denver Metro Water Recovery compensation study
  - (2) Mercer Compensation Planning Pulse Survey
  - (3) Chesapeake Bay Bridge Tunnel compensation study
- c. HR staff worked with the benefit consultant on annual renewal of the Retiree Supplemental Health Plan.

7. Wellness Program

a. Participation

<b>Year Nine Participation Activities</b>	<b>Unit</b>	<b>September 2021</b>	<b>Year to Date (March 2021–February 2022)</b>
Biometric Screenings	Number	8	203
Preventive Health Exams	Number	8	180
Preventive Health Assessments	Number	31	123
Online Health Improvement Programs	Number	42	124
Web-MD Online Health Tracking	Number	46	257
Challenges: <i>N/A</i>	Number	0	249
Fit-Bit Promotion	Number	7	35

- b. Ten virtual *Wellness Welcome and Review* meetings were held to introduce new Wellness Specialist, Maureen Longbottom, and to review program requirements.
- c. A virtual *Breathing Matters* presentation was held with 59 participants attending.
- d. HRSD and Optima staff participated in a quarterly review meeting to discuss program updates and upcoming events.
- e. HR and Wellness staff attended a quarterly meeting with Omada, the Diabetes Prevention Program provider, to plan upcoming promotions.
- f. Employees and spouses were notified that on-site biometric screening will not be held due to COVID-19. Information regarding options for completing biometric screenings to meet Wellness Program requirements was distributed.

9. Worked with Hicks Carter Hicks, the OD&T consultant:
  - a. The Supervisory Knowledge and Information Program (SKIP) continued.
  - b. Conducted a Division Leaders Forum on *Psychological Safety*.
  - c. Completed development of a Virtual Coaching program. Eight participants have enrolled in the new program.
  - d. Worked with HRSD Leadership on several Diversity Equity and Inclusion (DE&I) strategies and planned the DE&I Council kick-off meeting.
  - e. Completed development of a *Time Mastery Coach/Mentor Program*. Six participants have enrolled in the pilot.
  - f. Continued work with the Customer Care Division to curate online learning paths and integration of available Corporate Training courses.
  - g. Worked with Electrical & Instrumentation (E&I) staff on a team-building initiative.
10. The Facilitator team conducted the final Leadership and Management Academy (LAMA) workshop, *Beyond Diversity: Fostering an Inclusive and Equitable Work Environment*. In October, participants will finalize work on their capstone project, *Employee Burnout*, and prepare a presentation for the QST meeting and graduation in November.
11. The quarterly Apprenticeship Committee met to discuss the following:
  - (1) Apprenticeship Manual updates
  - (2) Academic year status
  - (3) Curriculum changes
  - (4) Student Success Skills Program
  - (5) Apprentice Mentoring Program
  - (6) Graduation Events
12. Staff began developing an external leadership development and networking opportunities catalogue.
13. Mishaps and Work-Related Injuries Status to Date (OSHA Recordable)

	<u>2020</u>	<u>2021</u>
<b>Mishaps</b>	32	26
<b>Lost Time Mishaps</b>	8	9
<i>Numbers subject to change pending HR review of each case.</i>		

14. A Safety Notice on *Contractor Excavations* was developed and distributed.

13. Safety Division Monthly Activities

Safety Training Classes	17
Work Center Safety Inspections	7
Reported Accident Investigations	1
Construction Site Safety Evaluations	16
Contractor Safety Briefings	3
Hot Work Permits Issued	2
Confined Space Permits Issued/Reviewed	180
Industrial Hygiene Monitoring Events	4

14. Staff participated in the following external activities:

- a. Virginia Water Environment Association (VWEA)/ Virginia AWWA Diversity Equity and Inclusion (DE&I) Task Force Monthly Meeting
- b. VWEA Continuing Education and Development Committee
- c. Quarterly Former Nansemond Ordinance Depot (FNOD) meeting
- d. City of Suffolk Local Emergency Planning Commission (LEPC) monthly meeting.
- e. A meeting with the Virginia Department of Labor Registered Apprentice representative regarding development of a pre-apprenticeship program.

B. Monthly Strategic Planning Metrics Summary

1. Education and Outreach Events: (1)

Hampton Roads Society of Human Resources Management (HR-SHRM): *HR's Got Talent Awards Ceremony*. Inda Ratcliff, HR Business Partner, was the *HR-SHRM 2021 Winner of Excellence in Employee Relations*. The following staff received recognition as nominees: HR Division Team and Brenda Matesig, HR Manager, for *Most Valuable HR Professionals during COVID-19*; Dorissa Pitts-Paige, HR Business Partner, for *HR Diversity, Equity and Inclusion Champion for Life*; and Cheryl Young, OD&T Manager, for *Excellence in Training and Development*.

2. Community Partners: (1)

HR-SHRM

3. Monthly Metrics

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>September 2021</b>
M-1.1a	Employee Turnover Rate (Total)	Percentage	0.74%
M-1.1b	Employee Turnover - Service Retirements	Percentage	0.12%
M-1.4a	Total Training Hours Per Full Time Employee (17)	Total Training Hours/ FTE	0.68
M-1.4b	Total Training During Work Hours Per Full Time Employee (17) – Cumulative Fiscal Year-to-Date	Hours / FTE	10.5
M-5.2	Educational and Outreach Events	Number	1
M-5.3	Community Partners	Number	1

Respectfully submitted,  
**Paula A. Hogg**  
Director of Talent Management

TO: General Manager  
FROM: Director of Water Quality (WQ)  
SUBJECT: Monthly Report for September 2021  
DATE: October 13, 2021

A. General

Pretreatment and Pollution Prevention (P3) division staff assessed no civil penalties this month.

B. Quality Improvement and Strategic Activities

1. The Sustainability Environment Advocacy (SEA) Group reported the following activities for the month of September:
  - Updated the organization on the status of the Waterway Trash Collector at the Boat Harbor Treatment Plant, which is operational and nearing completion.
  - Engaged with employees through the bimonthly Sustainable Spotlight to report results of past cleanup events and to recruit new SEA team members.
  - Developed the second annual Bingo Challenge Cleanup event. A redesigned bingo card will hopefully increase participation and expand on last year's results.
2. The WQ Communication Team continues monitoring and measuring inter-divisional communication issues within the WQ Department.

C. Municipal Assistance

1. HRSD provided sampling and analytical services to the City of Franklin, the City of Fredericksburg, Frederick County, Hanover County, Northumberland County, Spotsylvania County, Westmoreland County, and the Town of Lawrenceville to support monitoring required for their respective Virginia Pollution Discharge Elimination System (VPDES) permits.
2. The [Municipal Assistance Billed Reimbursements](#) per service collected between July 1 and September 30, 2021, are attached.
3. The [Municipal Assistance Invoice Summary](#) for the third quarter of the 2021 calendar year is attached.

D. Strategic Planning Metrics Summary

1. Educational and Outreach Events: 0
2. Community Partners: 2
  - American Red Cross
  - Hampton Roads Planning District Commission

### 3. Odor Complaints: 3

- On September 3, North Shore Operations (NS Ops) received a complaint of odors at Busch Gardens near a force main auto-bleed piece of equipment. Auto-bleed equipment relieves gas pressure from the force main by venting gas when pressures are too high. This gas is quite often odorous and at times can rise to the level of creating a nuisance. In this case, interceptor operators simply closed the offending auto-bleed equipment, ending any further odors and complaints.
- On September 21, Small Communities Division (SCD) received a complaint of odors, responded, and determined a valve controller on a vacuum valve pit (Valve Pit D11/11261 Buckley Hall Rd, Matthews, Virginia) was malfunctioning and generating odors. The controller was fixed and placed back into service evacuating the pit and ending the odor event.
- On September 23, Communications forwarded a complaint of odors coming from the Coliseum pressure reducing station and raw wastewater storage tank. NS Ops and Technical Services Division responded and discovered that the carbon media of the odor control units was exhausted resulting in H<sub>2</sub>S and odors from them. NS Ops replaced the media in unit # 1 and then placed it into service ending the odor event. These units were originally designed for Coliseum as an offline wet weather storage facility and as such performed well including a long carbon media life (> 3+ years). The transition of the storage tank from wet weather to a raw water holding tank has drastically increased sulfide loadings on the carbon, reducing media life to three to six months. An engineering project is being proposed for the design of additional odor control at Coliseum; this will most likely include the addition of a biotower in front of the carbon units. The biotower followed by carbon control approach is similar to that at Bridge Street pump station. This would significantly reduce sulfide loadings to the carbon units and, in turn, effectively convert those units to odor polishing service. Until this project is completed NS Ops will need to continue to procure and replace the carbon media at Coliseum often.



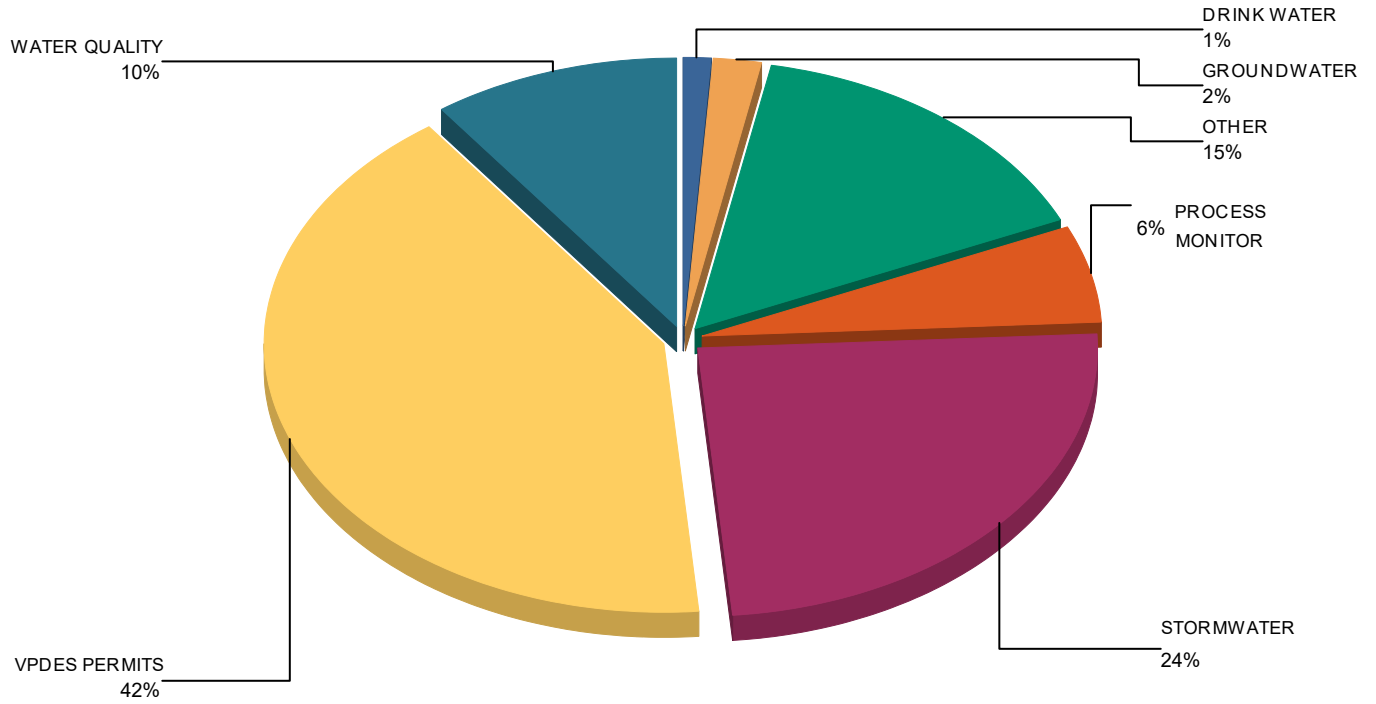
4. Monthly Metrics

Item #	Strategic Planning Measure	Unit	September 2021
M-1.4a	Training During Work Hours Per Full Time Employee (119) (Current Month)	Total Hours / # FTE	4.18
M-1.4b	Total Training During Work Hours Per Full Time Employee (119) (Cumulative Fiscal Year-to-Date)	Total Hours / # FTE	11.3
M-2.5	North Shore/South Shore Capacity Related Overflows	# within Level of Service	0
M-3.1	Permit Compliance	# of Exceedances: # of Permitted Parameters	1:15,220
M-3.2	Odor Complaints	#	3
M-3.4	Pollutant Removal	Total Pounds Removed	49,456,507
M-3.5	Pollutant Discharge	% Pounds Discharged/ Pounds Permitted	13%
M-5.2	Educational and Outreach Events	#	0
M-5.3	Community Partners	#	2
	Average Daily Flow	Total MGD for all Treatment Plants	128.99
	Pretreatment Related System Issues	#	0

Respectfully submitted,  
*James Platt, PhD*  
 Director of Water Quality

# Municipal Assistance Billed Reimbursements per Service From 07/01/2021 to 09/30/2021

## Attachment 1



Notes: Other = Equipment purchase, consultation, validation studies, boater pump-out program, etc.

# Municipal Assistance Invoice Summary

## From 7/1/2021 - 9/30/2021

<b>Municipality</b>	<b>Reimbursements</b>
Accomack County	\$3,703.79
Buckingham County	\$806.22
Chesapeake Public Works	\$952.72
City of Chesapeake	\$2,370.12
City of Emporia	\$205.53
City of Franklin	\$1,810.32
City of Fredericksburg	\$12,501.98
City of Hampton	\$7,193.47
City of Newport News	\$1,215.00
City of Norfolk	\$6,200.00
City of Portsmouth	\$7,130.05
City of Suffolk	\$7,751.01
City of Virginia Beach	\$5,838.92
Fort Eustis	\$1,140.92
HRPDC	\$45,826.14
Hanover County	\$21,916.57
Hopewell RWTF	\$4,944.70
James City County Service Authority	\$1,140.75
New Kent County	\$11,024.43
Northampton County WWTP	\$1,778.34
Northumberland Co. - Callao WWTP	\$2,482.84
Prince William County	\$6,603.07
South Central Wastewater Authority	\$5,263.55
Spotsylvania County	\$1,640.69
St Brides Corr Ctr WWTP	\$3,105.12
Stafford County	\$90.26
Town of Cape Charles	\$9,602.08
Town of Lawrenceville	\$1,691.55
Town of Round Hill	\$134.04
Virginia Department of Health	\$12,377.89
Westmoreland County	\$1,759.68
<b>Totals:</b>	<b><u>\$190,201.75</u></b>



The following Internal Audit Status document has been prepared by SC&H for the HRSD Commission. Below is a summary of projects in process, upcoming audits, and the status of current management action plan monitoring.

## **I. Projects in Process**

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### **WIFIA Compliance**

- **Tasks Completed (September 2021)**
  - Provided draft summary memo for feedback
  - Provided finalized summary memo

### **Emergency Repairs**

- **Tasks Completed (September 2021)**
  - Received testing documentation
  - Conducted testing
  - Disseminated follow-up questions and additional documentation requests
  - Met with Procurement to discuss additional documentation requests
- **Upcoming Tasks (October 2021)**
  - Finalize testing
  - Update and refine report

### **Model 3 Billing**

- **Tasks Completed (September 2021)**
  - Conducted entrance meeting
  - Reviewed initial documentation
  - Conducted process walkthroughs
  - Began audit program development
- **Upcoming Tasks (October 2021)**
  - Perform audit program validation meeting
  - Begin fieldwork tests

### **Unifier/ERP Integration**

- **Tasks Completed (September 2021)**
  - Conducted entrance meeting
  - Reviewed initial documentation
  - Held process understanding meetings
  - Began planning documentation development
- **Upcoming Tasks (October 2021)**
  - Perform audit program validation meeting
  - Begin fieldwork tests

### **Business Continuity and Disaster Recovery**

- **Tasks Completed (September 2021)**
  - Finalized internal audit



**II. Management Action Plan Monitoring**

SC&H is performing on-going management action plan (MAP) monitoring for internal audits previously conducted for HRSD. SC&H begins MAP follow-up approximately one year following the completion of each audit and will assess bi-annually.

For each recommendation noted in an audit report, SC&H gains an understanding of the steps performed to address the action plan and obtains evidence to confirm implementation, when available.

The following describes the current project monitoring status. This listing does not include audits which were determined by HRSD Management and the Commission to include confidential or sensitive information.

Audit	Report Date	Next Follow-up	Recommendations		
			Closed	Open	Total
D&C: CIP Project Management	5/11/16	Closed	13	0	13
Biosolids Recycling	10/8/16	November 2021	7	1	8
HR Benefits	11/22/16	Closed	15	0	15
Inventory	4/20/17	Closed	5	0	5
Procurement/ProCard	8/23/17	November 2021	8	3	11
Engineering Procurement	4/20/18	Closed	8	0	8
Corporate Governance: Ethics Function	3/21/18	Closed	5	0	5
Treatment Plant Operations	10/15/18	July 2022	5	4	9
Customer Care Division	7/26/19	December 2022	2	2	4
Safety Division	9/12/19	February 2022	0	3	3
Permitting	2/4/20	Closed	2	0	2
Payroll	3/27/20	Closed	3	0	3
Pollution Source Control	6/2/20	January 2022	3	5	8
SWIFT Program	2/24/2021	February 2022	0	12	12
Fleet Services	2/24/2021	February 2022	0	17	17
Succession Planning	6/4/2021	July 2022	0	4	4
<b>Totals</b>			76	51	127

Annual Metrics															
Item	Strategic Planning Measure	Unit	Target	FY-10	FY-11	FY-12	FY-13	FY-14	FY-15	FY-16	FY-17	FY-18	FY-19	FY-20	FY-21
M-1.1a	Employee Turnover Rate (Total)	Percentage	< 8%	5.63%	4.09%	6.64%	7.62%	8.22%	9.97%	6.75%	6.66%	9.99%	6.63%	6.78%	6.31%
M-1.1b	Employee Turnover Rate within Probationary Period		0%		2.22%	8.16%	14.58%	9.68%	0.66%	0.13%	0.90%	1.01%	2.10%	3.08%	5.44%
M-1.2	Internal Employee Promotion Eligible	Percentage	100%		59%	80%	70%	71%	64%	69%	68%	85%	85%	63%	78%
M-1.3	Average Time to Fill a Position	Calendar Days	< 30		70	60	52	43.76	51	56	67	67	66	60	95
M-1.4	Training Hours per Employee - cumulative fiscal year-to-date	Hours	> 40		30.0	43.8	37.5	35.9	42.8	49.0	48.4	41.1	40.9	39.3	28.2
M-1.5a	Safety OSHA 300 Incidence Rate Total Cases	# per 100 Employees	< 3.5	6.57	6.15	5.8	11.2	5.07	3.87	7	5.5	5.7	4.1	4.8	4.1
M-1.5b	Safety OSHA 300 Incidence Rate Cases with Days Away	# per 100 Employees	< 1.1	0.74	1.13	1.33	0.96	1.4	0.82	1.9	1	1.1	0.8	1.34	1.3
M-1.5c	Safety OSHA 300 Incidence Rate Cases with Restriction, etc.	# per 100 Employees	< 0.8	3.72	4.27	2.55	4.5	2	1.76	3.6	2.8	2.8	1.8	1.6	4.1
M-2.1	CIP Delivery - Budget	Percentage			113%	96%	124%	149%	160%	151%	156%	160%	170%	170%	123%
M-2.2	CIP Delivery - Schedule	Percentage			169%	169%	161%	150%	190%	172%	173%	167%	159%	159%	155%
M-2.3a	Total Maintenance Hours	Total Available Mtc Labor Hours Monthly Avg			16,495	22,347	27,615	30,863	35,431	34,168	28,786	28,372	31,887	29,596	28,722
M-2.3b	Planned Maintenance	Percentage of Total Mtc Hours Monthly Avg			20%	27%	70%	73%	48%	41%	43%	44%	59%	59%	62%
M-2.3c	Corrective Maintenance	Percentage of Total Mtc Hours Monthly Avg			63%	51%	12%	10%	18%	25%	25%	24%	18%	19%	16%
M-2.3d	Projects	Percentage of Total Mtc Hours Monthly Avg			18%	22%	20%	18%	32%	34%	32%	32%	27%	25%	22%
M-2.4	Infrastructure Investment	Percentage of Total Cost of Infrastructure	2%		8.18%	6%	6%	4%	7%	7%	5%	5%	4	5%	*
M-3.3	Carbon Footprint	Tons per MG Annual Total			1.61	1.57	1.47	1.46	1.44	1.45	1.58	1.66	1.58	1.7	1.75
M-3.6	Alternate Energy (Incl. Green Energy as of FY19)	Total KWH			0	0	0	5,911,289	6,123,399	6,555,096	6,052,142	5,862,256	47,375,940	56,473,800	58,044,110
M-4.1a	Energy Use: Treatment	kWh/MG Monthly Avg			2,473	2,571	2,229	2,189	2,176	2,205	2,294	2,395	2,277	2,408	2,459
M-4.1b	Energy Use: Pump Stations	kWh/MG Monthly Avg			197	173	152	159	168	163	173	170	181	174	170
M-4.1c	Energy Use: Office Buildings	kWh/MG Monthly Avg			84	77	102	96	104	97	104	104	95	102	82
M-4.2	R&D Budget	Percentage of Total Revenue	> 0.5%		1.0%	1.4%	1.0%	1.3%	1.0%	0.8%	1.3%	1.4%	1.8%	1.3%	1.4%
M-4.3	Total Labor Cost/MGD	Personal Services + Fringe Benefits/365/5-Year Average Daily Flow		\$1,028	\$1,095	\$1,174	\$1,232	\$1,249	\$1,279	\$1,246	\$1,285	\$1,423	\$1,348	\$1,487	*
M-4.4	Affordability	8 CCF Monthly Charge/ Median Household Income	< 0.5%		0.48%	0.48%	0.41%	0.43%	0.53%	0.55%	0.59%	0.60%	0.64%	0.71%	*
M-4.5	Total Operating Cost/MGD	Total Operating Expense/ 365/5-Year Average Daily Flow		\$2,741	\$2,970	\$3,262	\$3,316	\$3,305	\$3,526	\$3,434	\$3,592	\$3,959	\$3,823	\$4,048	*
M-5.1	Name Recognition	Percentage (Survey Result)	100%	67%	71%	N/A	62%	N/A	60%	N/A	N/A	53%	N/A	53%	N/A
M-5.4	Value of Research	Percentage - Total Value/HRSD Investment			129%	235%	177%	149%	181%	178%	143%	114%	117%	143%	138%
M-5.5	Number of Research Partners	Annual Total Number			42	36	31	33	28	35	15	20	26	32	27
	Rolling 5 Year Average Daily Flow	MGD		157.8	155.3	152	154.36	155.2	151.51	153.09	154.24	152.8	152.23	149.84	149.72
	Rainfall	Annual Total Inches		66.9	44.21	56.21	46.65	46.52	51.95	54.14	66.66	49.24	53.1	48.49	54.04
	Billed Flow	Annual Percentage of Total Treated		71.9%	82.6%	78%	71%	73%	74%	72%	73%	76%	72%	78%	*
	Senior Debt Coverage	Net Revenue/Senior Annual Debt Service	> 1.5	2.51%	2.30%	2.07%	1.88%	1.72%	1.90%	2.56%	3.10%	3.59%	4.84%	5.80%	*
	Total Debt Coverage	Net Revenue/Total Annual Debt	>1.4	1.67%	1.67%	1.46%	1.45%	1.32%	1.46%	1.77%	1.93%	2.03%	2.62%	2.81%	*

\*to be reported

Monthly Updated Metrics																FY-22	FY-22
Item	Strategic Planning Measure	Unit	Target	FY-10	FY-11	FY-12	FY-13	FY-14	FY-15	FY-16	FY-17	FY-18	FY-19	FY-20	FY-21	Aug-21	Sep-21
	Average Daily Flow	MGD at the Plants	< 249		136	146.5	158.7	156.3	153.5	155.8	153.5	145.8	152.7	141.5	155.3	144.5	129.0
	Industrial Waste Related System Issues	Number	0		3	6	6	6	2	4	7	4	7	1	2	0	0
	Wastewater Revenue	Percentage of budgeted	100%		97%	96%	98%	107%	102%	104%	103%	103%	104%	104%	106%	106%	108%
	General Reserves																
	Accounts Receivable (HRSD)	Percentage of Operating and Improvement Budget	75% - 100%		72%	82%	84%	92%	94%	95%	104%	112%	117%	119%	108%	99%	101%
	Aging Accounts Receivable	Dollars (Monthly Avg)			\$17,013,784	\$17,359,488	\$18,795,475	\$20,524,316	\$20,758,439	\$22,444,273	\$22,572,788	\$22,243,447	\$23,900,803	\$27,335,100	\$34,060,154	\$41,271,806	\$43,353,339
		Percentage of receivables greater than 90 days			21%	20%	18%	19%	21%	20%	18%	18%	17%	18%	29%	39%	36%
M-2.5	Capacity Related Overflows	Number within Level of Service	0		25	1	30	5	11	16	6	10	5	2	25	0	0
M-3.1	Permit Compliance	# of Exceedances to # of Permitted Parameters	0		12:55,045	1:51995	2:52491	1:52491	2:52491	2:52,491	9:53236	9:58338	2:60879	9:60879	23:60879	1:10147	1:15220
M-3.2	Odor Complaints	Number	0		6	2	7	11	5	9	7	6	9	15	31	1	3
M-3.4	Pollutant Removal (total)	Total Pounds Removed			178,163,629	171,247,526	176,102,248	185,677,185	180,168,546	193,247,790	189,765,922	190,536,910	187,612,572	182,759,003	183,123,855	33,573,630	49,456,507
M-3.5	Pollutant Discharge (% of permitted)	Pounds Discharged/Pounds Removed	< 40%		25%	22%	25%	22%	22%	20%	22%	17%	17%	17%	18%	13%	13%
M-5.2	Educational and Outreach Events	Number			302	184	238	322	334	443	502	432	367	256	145	63	69
M-5.3	Number of Community Partners	Number			280	289	286	297	321	354	345	381	293	230	128	7	11

**EFFLUENT SUMMARY FOR SEPTEMBER 2021**

PLANT	FLOW mgd	% of Design	BOD mg/l	TSS mg/l	FC #/UBI	ENTERO #/UBI	TP mg/l	TP CY Avg	TN mg/l	TN CY Avg	CONTACT TANK EX
ARMY BASE	8.36	46%	1	3.2	2	1	0.94	0.63	2.9	4.1	3
ATLANTIC	28.62	53%	12	8.4	5	1	NA	NA	NA	NA	12
BOAT HARBOR	11.20	45%	7	5.6	32	2	1.0	0.47	27	19	6
CENT. MIDDLESEX	0.005	19%	<2	<1.0	<1	<1	NA	NA	NA	NA	NA
CHES-ELIZ	10.43	43%	11	7.8	4	3	0.54	0.85	22	28	6
JAMES RIVER	12.58	63%	3	2.0	2	1	0.29	0.34	5.0	5.9	7
KING WILLIAM	0.072	72%	<2	<1.0	NA	1	0.33	0.067	1.0	2.1	NA
NANSEMOND	15.46	52%	3	2.7	2	2	0.75	0.70	3.8	4.2	2
NASSAWADOX	0.010	10%	<2	7.7	1	1	1.0	NA	20	NA	NA
SURRY, COUNTY	0.040	62%	4	2.8	NA	4	NA	NA	NA	NA	0
SURRY, TOWN	0.030	50%	5	16	NA	11	NA	NA	NA	NA	NA
URBANNA	0.050	50%	2	6.7	2	2	1.4	1.7	7.4	10	NA
VIP	23.45	59%	3	1.5	2	<1	1.1	0.51	4.0	3.4	1
WEST POINT	0.313	52%	17	6.2	1	2	3.8	2.9	17	15	0
WILLIAMSBURG	7.95	35%	4	3.4	4	14	1.1	0.73	2.0	3.5	10
YORK RIVER	10.42	69%	3	1.3	1	4	0.24	0.23	4.9	5.2	1
	<u>128.99</u>										

	% of Capacity
North Shore	51%
South Shore	52%
Small Communities*	28%

Tributaries	Tributary Summary					
	Annual Total Nitrogen			Annual Total Phosphorus		
	Discharged	Operational		Discharged	Operational	
	YTD	Projection	CY21	YTD	Projection	CY21
	%	Lbs	%	%	Lbs	%
James River	49%	3,190,931	70%	47%	251,071	79%
York River	60%	237,473	82%	50%	15,085	78%
Rappahannock	44%	NA	NA	25%	NA	NA

Permit Exceedances: Total Possible Exceedances, FY22 to Date: 1:15,220  
Pounds of Pollutants Removed in FY22 to Date: 49,456,507  
Pollutant Lbs Discharged/Permitted Discharge FY22 to Date: 13%

	Rainfall (inch)		
	North Shore (PHF)	South Shore (ORF)	Small Communities (FYJ)
Month	2.96"	2.99"	2.66"
Normal for Month	5.39"	5.92"	4.42"
Year to Date Total	44.30"	33.46"	41.73"
Normal for YTD	40.82"	39.71"	38.46"

\*Small Communities includes Eastern Shore

**AIR EMISSIONS SUMMARY FOR SEPTEMBER 2021**

MHI PLANT	No. of Permit Deviations below 129 SSI Rule Minimum Operating Parameters								Part 503e Limits		
	Temp 12 hr ave (F)	Venturi(s) PD 12 hr ave (in. WC)	Precooler Flow 12 hr ave (GPM)	Spray Flow 12 hr ave (GPM)	Venturi Flow 12 hr ave (GPM)	Tray/PBs Flow 12 hr ave (GPM)	Scrubber pH 3 hr ave	Any Bypass Stack Use	THC Mo. Ave (PPM)	THC DC (%)	BZ Temp Daily Ave Days >Max
ARMY BASE	0	0	0	0	1	0	0	5	50	100	0
BOAT HARBOR	0	0	0	n/a	0	0	0	2	5	95	0
CHES-ELIZ	0	0	0	0	0	0	0	0	9	99	0
VIP	0	0	0	n/a	0	0	0	0	23	98	0
WILLIAMSBURG	1	0	0	n/a	0	0	0	2	44	92	0

**ALL OPERATIONS**

DEQ Reportable Air Incidents:	0
DEQ Request for Corrective Action:	0
DEQ Warning Letter:	0
DEQ Notice of Violation:	0
Other Air Permit Deviations:	0
Odor Complaints Received:	3
HRSD Odor Scrubber H2S Exceptions:	2



## Items of Interest – September 2021

### **MULTIPLE HEARTH INCINERATION (MHI)**

Total Hydrocarbon (THC) monthly averages (not to exceed 100 ppm) were met by all five MHI plants (Army Base, Boat Harbor, Chesapeake-Elizabeth, Virginia Initiative, and Williamsburg) with a THC continuous emissions monitoring (CEM) valid data captured of greater than 92%.

The MHIs had two deviations from the required 129 SSI rule minimum operating parameters and nine minor bypass events (<60 minute).

### **AIR PERMITS and ODOR CONTROL**

HRSD received three odor complaints and two hydrogen sulfide (H<sub>2</sub>S) plant odor wet scrubber exceptions in September.

September 3, North Shore Operations (NS Ops) received a complaint of odors at Busch Gardens near an forcemain auto-bleed. Auto-bleeds relieve gas pressure from the forcemain by venting gas when pressures are too high. This gas is quite often odorous and at times can rise to the level of creating a nuisance. In this case, interceptor operators simply closed the offending auto-bleed ending any further odors and complaints.

September 21, Small Communities Division (SCD) received a complaint of odors, responded, and determined a valve controller on a vacuum valve pit (Valve Pit D11/11261 Buckley Hall Rd, Matthews, Virginia) was malfunctioning and generating odors. The controller was fixed and placed back into service evacuating the pit ending the odor event.

September 23, Communications received a complaint of odors coming from the Coliseum pressure reducing station and raw wastewater storage tank. NS Ops and TSD responded wherein the carbon media of the odor control units was exhausted resulting in H<sub>2</sub>S and odors from them. NS Ops replaced the media in unit # 1 and then placed it into service ending the odor event. These units were originally designed for Coliseum as an offline wet weather storage facility and as such performed well including a long carbon media life (> 3+ years). The transition of the storage tank from wet weather to a raw water holding tank has drastically increased sulfide loadings on the carbon reducing media life to three to six months. An engineering project is being proposed for the design of additional odor control at Coliseum. Most likely the addition of a biotower in front of the carbon units. The biotower followed by carbon control technique is similar to that at Bridge Street pump station. This would significantly reduce sulfide loadings to the carbon units and, in turn, effectively making them for just residual H<sub>2</sub>S and odor polishing. Until this project is completed NS Ops will need to continue to procure and replace the carbon media at Coliseum often.

## **TREATMENT**

DEQ was notified of the following reportable events:

### Nansemond

On September 14, a broken Non-Potable Water (NPW) line on the side of Aeration tank #3 was located. This line is in an empty area between two tanks and was not discovered immediately. An outside contractor had recently mowed the area and may have inadvertently broken the line. Plant staff secured the NPW cut off valve and will repair the damaged section of the line. Approximately 28,500 gallons of NPW soaked into the ground and was not recoverable.

While draining an aeration tank for a maintenance repair on September 15, the nitrate recycle pumps had to be used to drain the tank faster than planned. The pump configuration caused an unexpected flowrate increase through the plant which overflowed the final effluent channel. The final effluent holding pond influent valve was opened to relieve flow off the effluent channel. Approximately 5,000 gallons of fully treated final effluent soaked into the ground and was not recoverable.

### Virginia-Initiative

VIP staff detected a tank leak on the south side of the aeration tank influent channel on September 29<sup>th</sup>. Approximately 1,050 gallons of mixed liquor were not contained and entered the storm drain leading to Elizabeth River. The leak is still active at approximately 15 gpm. The location of the tank leak is between the anaerobic/anoxic (A/A) tanks and the new versatile bioreactor, in a space that is confined to a 4-inch gap between the tanks. Staff manipulated valves and systematically installed a series of stop logs in an effort to isolate the tanks and channels. Two primary clarifiers and A/A tanks were taken out of service. The south primary influent channel and the south A/A tank influent channel were also taken out of service. As of Oct 8<sup>th</sup>, the plant is back to a normal treatment configuration. Staff is working on a plan to install stop logs to isolate the leaking aeration influent channel and access the situation for repairs.

## **SYSTEM**

There were no reportable events during the month of September.

2021 Metals, Ammonia, and TKN

		Limit	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Central Middlesex	Ammonia	0.56							0.03	NA	NA			
	TKN	3.0							0.60	NA	NA			
King William	Zinc	*							39	NA	NA			
	TKN	3.0							<0.50	0.09	<0.50			
	Cadmium	2.0							<0.50	<0.50	<0.50			
Nassawadox	Copper	23							9.1	9.8	9.5			
Riverside	Nickel	38							<10	<10	<10			
	Zinc	150							<50	<50	<50			
	Ammonia	1.7							<0.10	<0.10	<0.10			
	Copper	5.9							4.0	4.0	4.0			
Surry County	Zinc	56							19	21	30			
	Ammonia	0.77	NA	NA	NA	NA	NA		<0.10	<0.10	<0.10		NA	NA
	TKN	3.0							<0.50	NA	<0.50	NA		NA
	Copper	12							4.0	4.0	3.0			
Town of Surry	Zinc	39							13	22	13			
	Ammonia	4.5							0.16	<0.10	<0.10			
	TKN	6.7							1.6	2.0	1.9			
Urbanna	Ammonia	3.83, 9.08							0.13	0.13	0.19			

\*No limit. Treatment objective 53 ug/L

## 2021 MONTHLY FLOW AVERAGES

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YR AVG	FY AVG
Army Base	12.50	16.33	9.51	8.30	7.50	8.51	9.06	8.92	8.36				9.89	8.78
Atlantic	26.17	30.15	26.78	30.65	28.66	32.11	29.08	30.34	28.62				29.17	29.34
Boat Harbor	15.39	<b>24.61</b>	15.55	13.06	10.70	11.40	10.62	11.27	11.20				13.76	11.03
C.Middlesex	0.009	0.010	0.008	0.010	0.010	0.013	0.010	0.009	0.005				0.009	0.008
Ches-Eliz	19.57	<b>24.32</b>	16.75	10.79	9.75	11.00	12.93	13.35	10.43				14.32	12.24
James River	15.72	<b>20.76</b>	15.42	14.14	11.60	12.19	12.34	14.37	12.58				14.35	13.09
King William	0.067	0.070	0.071	0.077	0.070	0.068	0.069	0.070	0.072				0.070	0.070
Lawnes Point	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000				0.000	0.000
Nansemond	18.99	22.52	17.66	16.64	14.62	17.31	16.49	18.40	15.46				17.57	16.78
Nassawadox							0.015	0.012	0.010				0.012	0.012
Surry, County	0.054	<b>0.073</b>	0.051	0.046	0.038	0.046	0.046	0.048	0.040				0.049	0.045
Surry, Town	<b>0.080</b>	<b>0.106</b>	<b>0.072</b>	<b>0.078</b>	0.044	0.052	0.047	0.038	0.030				0.061	0.038
Urbanna	0.064	0.058	0.049	0.050	0.054	0.060	0.064	0.058	0.050				0.056	0.057
VIP	31.75	<b>44.41</b>	29.39	26.90	22.34	26.20	23.04	26.60	23.45				28.23	24.36
West Point	<b>0.710</b>	<b>0.958</b>	<b>0.737</b>	0.536	0.351	0.416	0.469	0.440	0.313				0.548	0.407
Williamsburg	8.65	10.73	9.16	8.49	7.54	8.84	9.00	9.13	7.95				8.83	8.69
York River	<b>15.60</b>	<b>19.40</b>	<b>14.75</b>	13.30	10.68	10.89	10.61	11.44	10.42				13.01	10.82
North Shore	55.36	75.50	54.88	48.98	40.53	43.32	42.56	46.21	42.15				49.94	43.64
South Shore	108.98	137.72	100.10	93.28	82.86	95.14	90.60	97.61	86.33				99.18	91.51
Small Communities	0.98	1.28	0.99	0.80	0.57	0.65	0.72	0.68	0.52				0.80	0.64
TOTAL	165.32	214.50	155.96	143.06	123.96	139.11	133.88	144.50	128.99				149.92	135.79

*Bold values indicate monthly plant flow average >95% of permitted design flow*