

HRSD COMMISSION MEETING AGENDA  
9:00 A.M. – July 28, 2020

LOCATION: Electronic Meeting in Accordance with Chapter 1283, Virginia 2020 Acts of Assembly

Limited SKYPE observation is available by reservation on a first come, first served basis and must be received by Jennifer Cascio at [jcascio@hrsd.com](mailto:jcascio@hrsd.com) by noon on Monday, July 27, 2020

Public Comments to be made during the meeting should be submitted to Jennifer Cascio by email to [jcascio@hrsd.com](mailto:jcascio@hrsd.com) or by phone to 757.460.7003, and must be received by noon on Monday, July 27, 2020.

<u>No.</u>	<u>Topic</u>	<u>Resource</u>
	Call to Order	Elofson
	Roll Call of HRSD Commission	Cascio
1.	<a href="#">Awards and Recognition</a>	Henifin
2.	<a href="#">Consent Agenda</a>	Henifin
	a. <a href="#">Approval of Minutes</a>	
	b. <a href="#">Contract Awards</a>	
	c. <a href="#">Task Orders</a>	
	d. <a href="#">Change Order</a>	
	e. <a href="#">Sole Source</a>	
	f. <a href="#">HRSD Use of Existing Competitively Awarded Contract</a>	
3.	<a href="#">Surry Hydraulic Improvements and Interceptor Force Main Easements Acquisition Resolution</a>	Husselbee
4.	<a href="#">Procurement Policy</a>	Husselbee
5.	<a href="#">Photovoltaic Solar Systems Installation and Maintenance Service Contract Award (&gt;\$200,000)</a>	de Mik
6.	<a href="#">Bethel-Poquoson Force Main Phase II (Wythe Creek Road) Replacement Initial Appropriation</a>	Husselbee

<u>No.</u>	<u>Topic</u>	<u>Resource</u>
7.	<a href="#"><u>Larchmont Area Sanitary Sewer Improvements Alternative Project Delivery</u></a>	Husselbee
8.	<a href="#"><u>Middle Peninsula Operation Center Locker Room and Administrative Facilities Initial Appropriation</u></a>	Husselbee
9.	<a href="#"><u>Nansemond Treatment Plant Regional Residuals Facility Upgrade Initial Appropriation</u></a>	Husselbee
10.	<a href="#"><u>SWIFT Nansemond Full Scale Managed Aquifer Recharge (MAR) Well Installation and SWIFT Research Center Full Scale MAR Well Integration New CIP and Initial Appropriations</u></a>	Husselbee
11.	<a href="#"><u>Disposition of Real Property – 713 Yorktown Road, York County, VA</u></a>	Husselbee
12.	<a href="#"><u>York River Treatment Plant Administration Building Renovation Initial Appropriation</u></a>	Husselbee
13.	<a href="#"><u>Capital Improvement Program (CIP) Quarterly Update</u></a>	Husselbee
14.	<a href="#"><u>Unfinished Business – COVID-19 Wastewater Surveillance Study Update</u></a>	Henifin
15.	<a href="#"><u>New Business</u></a>	Henifin
16.	<a href="#"><u>Commissioner Comments</u></a>	
17.	<a href="#"><u>Public Comments Not Related to Agenda</u></a>	
18.	<a href="#"><u>Informational Items</u></a>	Henifin
a.	<a href="#"><u>Management Reports</u></a>	
b.	<a href="#"><u>Strategic Planning Metrics Summary</u></a>	

<u>No.</u>	<u>Topic</u>	<u>Resource</u>
c.	<a href="#">Effluent Summary</a>	
d.	<a href="#">Air Summary</a>	

**NEXT REGULAR COMMISSION MEETING DATE:** August 25, 2020

## AGENDA ITEM 1. – July 28, 2020

**Subject:** Awards and Recognition

**Recommended Action:** No action is required.

**Brief:** Mr. Henifin will make the following announcements:

a. Outstanding Subscriber Award for Applied Science

The Water Research Foundation (WRF) annually honors subscribing utilities that have made notable improvements to their treatment, delivery, and/or management processes through the successful application of WRF research in the following areas:

- Improvements that benefit customers and/or the public
- Improvements that result in cost savings and more affordable water
- Improvements that benefit the environment and/or sustainable development
- Improvements that result in energy savings or recovery and/or resource recovery
- Improvements that successfully implement progressive communication strategies
- Improvements that successfully implement progressive management strategies
- Improvements that successfully included organizational collaboration and/or interdisciplinary cooperation

HRSD was one of only two subscribers to receive the award this year. Dr. Charles Bott and Dr. Jim Pletl recorded acceptance statements on behalf of HRSD which will be posted on the WRF website.

b. Other Awards

- (1) The United Way of the Virginia Peninsula recently honored HRSD with our first *“Live United Impact Award”*. Mary Strong, North Shore Electrical Materials Coordinator and Tiffany Elston, Engineering Data Analyst accepted the award on behalf of the HRSD United Way Committee during the February 19 Virginia Peninsula United Way Luncheon. HRSD received the award for our commitment to serving others and the community during the 2020 United Way Campaign, most notably for our work with the Williamsburg Home Project and HRSD’s Virginia Area Water Bill Assistance Program.

- (2) This year also marks the tenth consecutive year that HRSD has received recognition by the United Way of South Hampton Roads, earning the “*Bronze Trailblazer Award*” for our employees’ efforts in supporting non-profit agencies working to improve the quality of life in Hampton Roads. The team members, whose efforts helped HRSD earn this award, are Mary Strong, North Shore Electrical Materials Coordinator; Ann Copeland, North Shore Engineering Project Manager and Tiffany Elston, Engineering Data Analyst.

The awards are based on three sets of criteria – participation rate, average gift, and gift per capita. HRSD had an average of over \$390 per contribution and received 121 pledges with 14 percent of employees contributing for a total of \$47,649.

## AGENDA ITEM 2. – July 28, 2020

**Subject:** Consent Agenda

**Recommended Action:** Approve the Consent Agenda.

**Brief:** The items listed below are presented on the following pages for Commission action.

a. Approval of Minutes

The draft minutes of the previous Commission Meeting were distributed electronically prior to the meeting.

b. Contract Awards

- |    |  |             |
|----|--|-------------|
| 1. | <a href="#"><u>Hampton Trunk A and B Replacement–Jefferson Avenue to Walnut Avenue</u></a> | \$9,854,830 |
|----|--|-------------|

c. Task Orders

- |    |   |             |
|----|---|-------------|
| 1. | <a href="#"><u>SWIFT Integrated Planning (Technical Advisor Services for FY 2021)</u></a> | \$1,234,294 |
| 2. | <a href="#"><u>SWIFT Program Management (Program Management Services for FY 2021)</u></a> | \$6,041,960 |
| 3. | <a href="#"><u>SWIFT Program Management (BH Transmission Force Main)</u></a>              | \$269,023   |

d. Contract Change Orders

- |    |  |           |
|----|--|-----------|
| 1. | <a href="#"><u>Eurofins Eaton Analytical Inc. – SWIFT Laboratory Analysis and Testing Services</u></a> | \$350,000 |
|----|--|-----------|

e. Sole Source

- |    |   |  |
|----|---|--|
| 1. | <a href="#"><u>Fluxus Flow Meters</u></a> |  |
|----|---|--|

f. HRSD Use of Existing Competitively Awarded Contract Vehicle and Contract Award

- |    |   |           |
|----|---|-----------|
| 1. | <a href="#"><u>Surry Water Meter Replacements</u></a> | \$362,535 |
|----|---|-----------|

## CONSENT AGENDA ITEM 2.b.1. – July 28, 2020

**Subject:** Hampton Trunk A and B Replacement–Jefferson Avenue to Walnut Avenue  
Contract Award (>\$200,000), Task Order (>\$200,000)

**Recommended Actions:**

- a. Award a contract to Tidewater Utility Construction, Inc. in the amount of \$9,223,670.
- b. Approve a task order with Whitman, Requardt and Associates, LLP (WRA) in the amount of \$631,160.

**CIP Project: BH015600**

Budget	\$12,230,742
Previous Expenditures and Encumbrances	(\$829,279)
Available Balance	\$11,401,463

**Type of Procurement:** Competitive Bid

Bidder	Bid Amount
Tidewater Utility Construction, Inc.	\$9,223,670
Garney Companies, Inc.	\$9,755,795
Bridgeman Civil Inc.	\$9,848,888
Basic Construction Company, LLC	\$10,291,936
S J Louis Construction, Inc.	\$10,732,000

**Engineer Estimate:** \$12,967,955

Contract Status:	Amount
Original Contract with WRA	\$202,699
Total Value of Previous Task Orders	\$613,323
Requested Task Order	\$631,160
Total Value of All Task Orders	\$1,244,483
Revised Contract Value	\$1,447,182
Engineering Services as % of Construction	16%

**Contract Description:** In accordance with HRSD's competitive sealed bidding procedures, the Engineering Department advertised and solicited bids directly from potential bidders. Five bids were received and evaluated based upon the requirements of the Invitation for Bid. WRA is recommending awarding the construction contract to Tidewater Utility Construction, Inc. in the bid amount of \$9,223,670.

Due to market conditions caused by delays in recent public sector spending, the construction industry is aggressively bidding work. This situation is currently advantageous for HRSD as we continue to procure construction services. The aggressive bidding environment is observed in the procurement for this project and was not considered by the Engineer.

**Project Description:** This project involves the replacement of approximately 5,000 linear feet (LF) of 36-inch diameter ductile iron pipe and 4,800 LF of 36-inch/34-inch diameter reinforced concrete pressure pipe from just north of the intersection of 14th Street and Jefferson Avenue to the intersection of 16th Street and Walnut Avenue. This project will replace the existing force main from the upstream terminus of the Hampton Trunk A Replacement project to the downstream terminus of the Hampton Trunk B Claremont Force Main project. A recently complete project, adjacent to this effort, indicated severe corrosion and the need for immediate replacement.

**Task Order Description and Analysis of Cost:** This task order will provide construction phase engineering services for the project. A fee of \$631,160 was negotiated with WRA and is comparable to other projects of similar size and complexity.

<b><u>Schedule:</u></b>	Construction	August 2020
	Project Completion	December 2021



## CONSENT AGENDA ITEM 2.c.1. – July 28, 2020

**Subject:** SWIFT Integrated Planning (Technical Advisor Services for FY 2021)  
Task Order (>\$200,000)

**Recommended Action:** Approve a task order with Jacobs Engineering Group Inc. in the amount of \$1,234,294.

**CIP Project: GN016310**

Budget	\$8,500,000
Previous Expenditures and Encumbrances	(\$3,043,257)
Available Balance	\$5,456,743

<b>Contract Status:</b>	<b>Amount</b>
Original Contract with Jacobs	\$0
Total Value of Previous Task Orders	\$0
Requested Task Order	\$1,234,294
Total Value of All Task Orders	\$1,234,294
Revised Contract Value	\$1,234,294

**Project Description:** The Integrated Planning of SWIFT project will provide technical guidance and concept development in support of the SWIFT Full Scale Implementation Program. The Integrated Planning project will also provide technical support to HRSD for other aspects of SWIFT that may be separate from the Full Scale Implementation Program, as SWIFT will have impacts on many facets of HRSD's business, operations, and role in the region. This project will bring in the needed resources to support HRSD staff for planning, modeling, regulatory coordination, and engagement with stakeholders.

**Task Order Description:** This task order will provide professional engineering services during FY 2021 for multiple tasks associated with the integrated planning of SWIFT. These services will include but not be limited to Research Center operational support, regulatory coordination, SWIFT related research, aquifer conditioning, and pretreatment program support. This scope will provide Owner's Technical Advisor services for full scale facility implementation during FY 2021, specifically related to project work at James River Treatment Plant and with the associated recharge and monitoring wells. Subsequent support services will be negotiated annually or at such point when a specific need has been identified.

**Analysis of Cost:** The labor rates for each staff category in the proposed fee are in accordance with rate structure within the Professional Services Agreement for SWIFT Owner's Technical Advisor Services between Jacobs and HRSD, as approved for FY 2021. The level of effort for each of the sub-tasks included is consistent with previous

services provided for SWIFT and with expected levels of effort for similar studies and support tasks. A seven percent contingency was included to cover any small requests for assistance or modifications in scope by HRSD during the fiscal year. The proposed scope and associated fees are considered to be reasonable and appropriate for the negotiated tasks.

**Schedule:** Services for FY 2021 June 2021

## CONSENT AGENDA ITEM 2.c.2. – July 28, 2020

**Subject:** SWIFT Program Management (Program Management Services for FY 2021 Task Order (>\$200,000))

**Recommended Action:** Approve a task order with AECOM in the amount of \$6,041,960.

**CIP Project: GN016320**

Budget	\$80,000,000
Previous Expenditures and Encumbrances	(\$10,177,167)
Available Balance	<u>\$69,822,833</u>

<b>Contract Status:</b>	<b>Amount</b>
Original Contract with AECOM	\$5,264,440
Total Value of Previous Task Orders	\$4,828,779
Requested Task Order	\$6,041,960
Total Value of All Task Orders	\$10,870,739
Revised Contract Value	\$16,135,179

**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 professional engineering services during FY 2021 for multiple tasks associated with the program management of the SWIFT FSIP. These services will provide program administration, staff augmentation, funding compliance support, Operations staff training, asset integration, sustainability approach, program document controls and information management, virtual public outreach, risk identification and tracking, schedule and budget management, quality assurance reviews of deliverables, and additional project development to support HRSD capital improvement program planning related to the SWIFT FSIP.

**Analysis of Cost:** The professional engineering services task order includes the scope and fee for the third year of the program (FY 2021). It is intended that subsequent program management services scopes and fees will be negotiated annually. The proposed activities and number of hours associated with each task are

considered to be a reasonable estimate of the effort required. The labor rates for each staff category in the proposed fee are in accordance with the Professional Services Agreement with AECOM, as approved for FY 2021. The program management rate schedule is comparable with the typical rate schedule of HRSD's General Engineering Services providers. The proposed scope, rate schedule, and budget fee are considered to be reasonable and appropriate for the third year of the program. Compensation for program management services will be based on time and materials.

**Schedule:** Services for FY 2021          June 2021

## CONSENT AGENDA ITEM 2.c.3. – July 28, 2020

**Subject:** SWIFT Program Management (BH Transmission Force Main)  
Task Order (>\$200,000)

**Recommended Action:** Approve a task order with AECOM in the amount of \$269,023.

**CIP Project: GN016320**

Budget	\$80,000,000
Previous Expenditures and Encumbrances	(\$10,177,167)
Available Balance	<u>\$69,822,833</u>

<b>Contract Status:</b>	<b>Amount</b>
Original Contract with AECOM	\$5,264,440
Total Value of Previous Task Orders	\$10,870,739
Requested Task Order	\$269,023
Total Value of All Task Orders	\$11,139,762
Revised Contract Value	\$16,404,202
Engineering Services as % of Construction	0.36%

**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 a transmission force main from the proposed new Boat Harbor Pump Station to Nansemond Treatment Plant. Work will develop conceptual design of pipeline, consider construction and permitting, and evaluate routes (for portions both across the water and on land). SWIFT Water piping and utilities concepts, associated with the proposed off-site Nansemond recharge wells, will be developed to coordinate layouts and potential easement acquisition, if feasible.

**Analysis of Cost:** The cost for this task order is based on a detailed negotiated scope of work for pre-planning and initial evaluations. The proposed fee is 0.36 percent of the estimated construction cost for the combined estimate for both sections of the Boat Harbor Treatment Plant Transmission Force Main. 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. The labor rates for each staff category in the proposed fee are consistent with the rate structure within the Agreement, as approved for FY 2021. The average raw rate for this task order is approximately \$65/hour. Compensation will be on a time and materials basis.

**Schedule:** Study

December 2020

## CONSENT AGENDA ITEM 2.d.1. – July 28, 2020

**Subject:** Eurofins Eaton Analytical Inc. – SWIFT Laboratory Analysis and Testing Services  
Contract Change Order (>\$200,000)

**Recommended Action:** Approve a change order with Eurofins Eaton Analytical Inc. in the amount of \$350,000.

<b>Contract Status:</b>	Amount	Cumulative % of Contract
Original Contract with Eurofins Eaton Analytical Inc.	\$500,000	
Total Value of Previous Change Orders	\$0	%
Requested Change Order No. 1	\$350,000	
Total Value of All Change Orders	\$350,000	70%
Revised Contract Value	\$850,000	
Time (Additional Calendar Days)		0

**Project Description:** This contract is an annual agreement for Laboratory Analysis and Testing Services in support of SWIFT. Analytical support for the SWIFT program provides the necessary data to inform regulatory proposals, refine the groundwater modeling, and ensure protection of the region's groundwater supply. The service contract covers all analyses that are beyond the analytical scope of the Central Environmental Lab.

**Change Order Description:** This change order is for additional funds to cover the increase in current sampling and new sampling activities in support of SWIFT. These include organic compounds required for research of Contaminants of Emerging Concerns, Sequential Batch Reactor Study and Wastewater Characterization Program.

CONSENT AGENDA ITEM 2.e.1. – July 28, 2020

**Subject:** Fluxus Flow Meters  
Sole Source (>\$10,000)

**Recommended Action:** Approve the use of Fluxus Mounted Flow Meters by Flexim Americas Corporation at all HRSD facilities.

**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:** Product includes the purchase of Fluxus Mounted Flow Meters. These are ultrasonic meters that work on concrete pipes requiring no physical penetration. The mounted meter is used by Electrical and Instrumentation (E&I), Treatment and Interceptors to measure, monitor and control flow as well as to collect flow data.

The intent of this sole source is to prepare for discontinuation of the comparable ISCO brand flow meters (previously approved sole source) and standardize on a new product throughout HRSD. The E&I Division tested two competitive models that included Badger Dynasonics & Greyline brand meters. Both models were unable to meet the requirements for accurately measuring flow through concrete pipe.

The Commission previously approved limited sole source authority for Fluxus Portable Flow Meters for all HRSD locations. This action supersedes previous actions and expands the scope to cover portable and mounted meters.



CONSENT AGENDA ITEM 2.f.1. – July 28, 2020

**Subject:** Surry Water Meter Replacements  
HRSD Use of Existing Competitively Awarded Contract Vehicle and Contract Award (>\$200,000)

**Recommended Actions:**

1. Approve the use of the Town of Dendron Water System Upgrades contract with Peters and White Construction Company for services to replace water meters in the Town of Surry.
2. Award a contract to Peters and White for replacement of water meters in the Town of Surry.

**HRSD Estimate:** \$362,535

**CIP Project:** SU010300

**Contract Description:** This work will consist of the replacement of approximately 188 5/8-inch water meters, three ¾-inch water meters, four 1-inch water meters, three 1-1/2 inch water meters, two 2-inch water meters, and one 6-inch water meter in the Town of Surry. All meters will be replaced with the same meter manufacturer and advanced metering infrastructure system currently being utilized in the Town of Dendron Water System Improvements Project.

**Analysis of Cost:** By utilizing the cooperative contract through Town of Dendron Water System Upgrades contract, HRSD is receiving approximately 10 percent cost savings.

## AGENDA ITEM 3. – July 28, 2020

**Subject:** Surry Hydraulic Improvements and Interceptor Force Main Easements Acquisition Resolution

**Recommended Action:** Adopt the [Resolution](#) approving the public use determination and directing acquisition by condemnation, or other means, of permanent and temporary easements with respect to the upgrade and installation of a new HRSD force main from Surry County to Smithfield.

**CIP Project: SU010200**

**Project Description:** This project will close the Town of Surry Treatment Plant and construct a 20-mile long interceptor force main to connect to the existing HRSD force main in the Town of Smithfield. HRSD is a signatory to a Consent Decree with the Virginia Department of Environmental Quality to close the Town of Surry Treatment Plant and this project will eliminate this plant in-lieu of making facility improvements.

As part of the project, HRSD will require over 150 temporary and permanent easements and the attached list includes the easements anticipated at this time.

	Address	Tax ID Number
1.	13739 Rolfe Highway, Surry, VA 23883	15-7 & 28-1G
2.	Rolfe Highway, Surry, VA 23883	28-3A
3.	Rolfe Highway, Surry, VA 23883	28-4
4.	Rolfe Highway, Surry, VA 23883	40-18
5.	Rolfe Highway, Surry, VA 23883	40-19
6.	9811 Rolfe Highway, Surry, VA 23883	40-19B
7.	167 Tower Drive, Surry, VA 23883	40-22
8.	Beechland Road, Surry, VA 23883	40-59
9.	Golden Hill Road, Surry, VA 23883	41-24
10.	Edgar Lane, Surry, VA 23883	41-66
11.	8655 Colonial Trail East, Surry, VA 23883	43-66B
12.	Colonial Trail East, Surry, VA 23883	43-71
13.	Beechland Road, Surry, VA 23883	52-12H
14.	Golden Hill Road, Surry, VA 23883	52-3
15.	Whitemarsh Road, Surry, VA 23883	53-1
16.	Edgar Lane, Surry, VA 23883	53-13
17.	Colonial Trail East, Surry, VA 23883	55-1
18.	9431 Colonial Trail East, Surry, VA 23883	55-1-1A
19.	9367 Colonial Trail East, Surry, VA 23883	55-1-1
20.	9399 Colonial Trail East, Surry, VA 23883	55-1-2A
21.	9367 Colonial Trail East, Surry, VA 23883	55-1-3A
22.	Colonial Trail East, Surry, VA 23883	55-1-4
23.	Colonial Trail East, Surry, VA 23883	55-1-6
24.	9231 Colonial Trail East, Surry, VA 23883	55-1-7A

25.	9255 Colonial Trail East, Surry, VA 23883	55-1-7C
26.	Colonial Trail East, Surry, VA 23883	55-16
27.	Colonial Trail East, Surry, VA 23883	55-16A
28.	8911 Colonial Trail East, Surry, VA 23883	55-1B
29.	8857 Colonial Trail East, Surry, VA 23883	55-1C
30.	Colonial Trail East, Surry, VA 23883	55-2
31.	8967 Colonial Trail East, Surry, VA 23883	55-6
32.	Colonial Trail East, Surry, VA 23883	55-6A
33.	Colonial Trail East, Surry, VA 23883	55-6B
34.	5005 Old Stage Highway, Smithfield, VA 23430	06F-01-004
35.	N. Church Street, Smithfield, VA 23430	21A-01-004
36.	Green Run Lane, Smithfield, VA 23430	13-01-002
37.	N. Church Street, Smithfield, VA 23430	21A-01-013A
38.	4787 Old Stage Highway, Smithfield, VA 23430	06-01-002
39.	Old Stage Highway, Smithfield, VA 23430	06-01-001C
40.	5461 Georgia Lane, Smithfield, VA 23430	06F-01-002
41.	4553 Old Stage Highway, Smithfield, VA 23430	06-01-001D
42.	14317 Ferguson's Wharf Way, Smithfield, VA 23430	06-13-001
43.	5391 Old Stage Highway, Smithfield, VA 23430	06-01-031
44.	Old Stage Highway, Smithfield, VA 23430	06D-01-170
45.	Old Stage Highway, Smithfield, VA 23430	06-01-001B
46.	Old Stage Highway, Smithfield, VA 23430	06-01-001A
47.	Old Stage Highway, Smithfield, VA 23430	13-01-035A
48.	Old Stage Highway, Smithfield, VA 23430	13-01-035B
49.	Old Stage Highway, Smithfield, VA 23430	13B-03-025
50.	Old Stage Highway, Smithfield, VA 23430	13B-02-A003
51.	Old Stage Highway, Smithfield, VA 23430	13B-02-A007
52.	4841 Old Stage Highway, Smithfield, VA 23430	06F-01-001
53.	8731 Old Stage Highway, Smithfield, VA 23430	13-01-007
54.	5317 Old Stage Highway, Smithfield, VA 23430	06B-01-007
55.	9615 Old Stage Highway, Smithfield, VA 23430	13-01-048
56.	Burwell's Bay Road, Smithfield, VA 23430	06D-01-174A
57.	Old Stage Highway, Smithfield, VA 23430	06D-01-174B
58.	Burwell's Bay Road, Smithfield, VA 23430	06D-01-174C
59.	14668 Burwell's Bay Road, Smithfield, VA 23430	06D-01-092A
60.	Old Stage Highway, Smithfield, VA 23430	06D-01-173
61.	8785 Old Stage Highway, Smithfield, VA 23430	13-01-008
62.	5249 Old Stage Highway, Smithfield, VA 23430	06-01-026

63.	5263 Old Stage Highway, Smithfield, VA 23430	06-01-026C
64.	5293 Old Stage Highway, Smithfield, VA 23430	06-01-027
65.	5069 Old Stage Highway, Smithfield, VA 23430	06-06-D001
66.	5019 Old Stage Highway, Smithfield, VA 23430	06-06-A000
67.	5011 Old Stage Highway, Smithfield, VA 23430	06F-01-005
68.	N. Church Street, Smithfield, VA 23430	21A-01-003
69.	N. Church Street, Smithfield, VA 23430	13-01-048A
70.	Old Stage Highway, Smithfield, VA 23430	06-01-039
71.	6217 Old Stage Highway, Smithfield, VA 23430	06D-01-165A
72.	8201 Clifton Lane, Smithfield, VA 23430	13-01-003
73.	14408 Holly Point Way, Smithfield, VA 23430	06-01-024
74.	7031 Old Stage Highway, Smithfield, VA 23430	06-01-041
75.	Mogart's Beach Road, Smithfield, VA 23430	13-001-006B
76.	Pagan Ridge, Smithfield, VA 23430	21A-01-002
77.	15159 Green Run Lane, Smithfield, VA 23430	13-01-001
78.	Horseshoe Point Lane, Smithfield, VA 23430	06-01-038A
79.	Old Stage Highway, Smithfield, VA 23430	13-01-048B
80.	Beechland Road, Surry, VA	52-15A

Note: Properties that are highlighted have been acquired as of July 20, 2020.

In accordance with Section 15.2-1903.B of the Code of Virginia, the Commission must hold a public hearing to determine public need prior to acquisition actions that may result in condemnation.

In accordance with Section 15.2-1903.B. of the Code of Virginia, a public hearing was held on June 23, 2020 to review the scope of the project, to define the public need of the project and identify the specific impact to the properties where condemnation was being considered and to receive public input. Several public comments were made at this hearing. Staff will continue to negotiate with property owners and has acquired twenty of the easements identified as outstanding at June 23, 2020 public hearing. Condemnation will be utilized only if continued negotiations prove unsuccessful and to keep the project on schedule. The attached [Resolution](#) meets the requirements of the Code of Virginia should condemnation be necessary. Staff will provide a brief update on the current status of acquisitions for the project.

**Attachment:** The following [Memorandum](#) highlights the comments received at the previous Public Hearing, responses to those comments and information pertaining to project schedule.



**RESOLUTION**

***Providing for the acquisition by condemnation, if necessary,  
of parcels and/or easements with respect to  
Surry Hydraulic Improvements and Interceptor Force Main; CIP NO. SU010200***

**WHEREAS**, Hampton Roads Sanitation District (hereinafter “HRSD”), as part of its Capital Improvement Program, is proceeding with the project known as Surry Hydraulic Improvements and Interceptor Force Main Project (CIP No. SU010200) (the “Project”), and

**WHEREAS**, as a part of the said Project, HRSD has determined that it is necessary to acquire certain easements by condemnation (or other means) across the properties identified herein:

	<b>Address</b>	<b>Tax ID Number</b>
1.	13739 Rolfe Highway, Surry, VA 23883	15-7 & 28-1G
2.	Rolfe Highway, Surry, VA 23883	28-3A
3.	Rolfe Highway, Surry, VA 23883	28-4
4.	Rolfe Highway, Surry, VA 23883	40-18
5.	Rolfe Highway, Surry, VA 23883	40-19
6.	9811 Rolfe Highway, Surry, VA 23883	40-19B
7.	167 Tower Drive, Surry, VA 23883	40-22
8.	Beechland Road, Surry, VA 23883	40-59
9.	Golden Hill Road, Surry, VA 23883	41-24
10.	Edgar Lane, Surry, VA 23883	41-66
11.	8655 Colonial Trail East, Surry, VA 23883	43-66B
12.	Colonial Trail East, Surry, VA 23883	43-71
13.	Beechland Road, Surry, VA 23883	52-12H
14.	Golden Hill Road, Surry, VA 23883	52-3
15.	Whitemarsh Road, Surry, VA 23883	53-1
16.	Edgar Lane, Surry, VA 23883	53-13
17.	Colonial Trail East, Surry, VA 23883	55-1
18.	9431 Colonial Trail East, Surry, VA 23883	55-1-1A
19.	9367 Colonial Trail East, Surry, VA 23883	55-1-1
20.	9399 Colonial Trail East, Surry, VA 23883	55-1-2A
21.	9367 Colonial Trail East, Surry, VA 23883	55-1-3A
22.	Colonial Trail East, Surry, VA 23883	55-1-4
23.	Colonial Trail East, Surry, VA 23883	55-1-6
24.	9231 Colonial Trail East, Surry, VA 23883	55-1-7A
25.	9255 Colonial Trail East, Surry, VA 23883	55-1-7C
26.	Colonial Trail East, Surry, VA 23883	55-16
27.	Colonial Trail East, Surry, VA 23883	55-16A
28.	8911 Colonial Trail East, Surry, VA 23883	55-1B
29.	8857 Colonial Trail East, Surry, VA 23883	55-1C
30.	Colonial Trail East, Surry, VA 23883	55-2
31.	8967 Colonial Trail East, Surry, VA 23883	55-6

32.	Colonial Trail East, Surry, VA 23883	55-6A
33.	Colonial Trail East, Surry, VA 23883	55-6B
34.	5005 Old Stage Highway, Smithfield, VA 23430	06F-01-004
35.	N. Church Street, Smithfield, VA 23430	21A-01-004
36.	Green Run Lane, Smithfield, VA 23430	13-01-002
37.	N. Church Street, Smithfield, VA 23430	21A-01-013A
38.	4787 Old Stage Highway, Smithfield, VA 23430	06-01-002
39.	Old Stage Highway, Smithfield, VA 23430	06-01-001C
40.	5461 Georgia Lane, Smithfield, VA 23430	06F-01-002
41.	4553 Old Stage Highway, Smithfield, VA 23430	06-01-001D
42.	14317 Ferguson's Wharf Way, Smithfield, VA 23430	06-13-001
43.	5391 Old Stage Highway, Smithfield, VA 23430	06-01-031
44.	Old Stage Highway, Smithfield, VA 23430	06D-01-170
45.	Old Stage Highway, Smithfield, VA 23430	06-01-001B
46.	Old Stage Highway, Smithfield, VA 23430	06-01-001A
47.	Old Stage Highway, Smithfield, VA 23430	13-01-035A
48.	Old Stage Highway, Smithfield, VA 23430	13-01-035B
49.	Old Stage Highway, Smithfield, VA 23430	13B-03-025
50.	Old Stage Highway, Smithfield, VA 23430	13B-02-A003
51.	Old Stage Highway, Smithfield, VA 23430	13B-02-A007
52.	4841 Old Stage Highway, Smithfield, VA 23430	06F-01-001
53.	8731 Old Stage Highway, Smithfield, VA 23430	13-01-007
54.	5317 Old Stage Highway, Smithfield, VA 23430	06B-01-007
55.	9615 Old Stage Highway, Smithfield, VA 23430	13-01-048
56.	Burwell's Bay Road, Smithfield, VA 23430	06D-01-174A
57.	Old Stage Highway, Smithfield, VA 23430	06D-01-174B
58.	Burwell's Bay Road, Smithfield, VA 23430	06D-01-174C
59.	14668 Burwell's Bay Road, Smithfield, VA 23430	06D-01-092A
60.	Old Stage Highway, Smithfield, VA 23430	06D-01-173
61.	8785 Old Stage Highway, Smithfield, VA 23430	13-01-008
62.	5249 Old Stage Highway, Smithfield, VA 23430	06-01-026
63.	5263 Old Stage Highway, Smithfield, VA 23430	06-01-026C
64.	5293 Old Stage Highway, Smithfield, VA 23430	06-01-027
65.	5069 Old Stage Highway, Smithfield, VA 23430	06-06-D001
66.	5019 Old Stage Highway, Smithfield, VA 23430	06-06-A000

67.	5011 Old Stage Highway, Smithfield, VA 23430	06F-01-005
68.	N. Church Street, Smithfield, VA 23430	21A-01-003
69.	N. Church Street, Smithfield, VA 23430	13-01-048A
70.	Old Stage Highway, Smithfield, VA 23430	06-01-039
71.	6217 Old Stage Highway, Smithfield, VA 23430	06D-01-165A
72.	8201 Clifton Lane, Smithfield, VA 23430	13-01-003
73.	14408 Holly Point Way, Smithfield, VA 23430	06-01-024
74.	7031 Old Stage Highway, Smithfield, VA 23430	06-01-041
75.	Mogart's Beach Road, Smithfield, VA 23430	13-001-006B
76.	Pagan Ridge, Smithfield, VA 23430	21A-01-002
77.	15159 Green Run Lane, Smithfield, VA 23430	13-01-001
78.	Horseshoe Point Lane, Smithfield, VA 23430	06-01-038A
79.	Old Stage Highway, Smithfield, VA 23430	13-01-048B
80.	Beechland Road, Surry, VA	52-15A

Note: Properties that are highlighted have been acquired as of July 20, 2020.

**WHEREAS**, HRSD provided proper public notice, duly published in newspapers of general circulation in the Counties of Surry and Isle of Wight, Virginia, and held a public hearing on this matter at 1434 Air Rail Avenue, Virginia Beach, Virginia on June 23, 2020; and

**WHEREAS**, at the public hearing, HRSD called for and heard public input with respect to the proposed condemnation, as well as information provided by HRSD staff, and considered whether the proposed use is a public use and whether the acquisition of the said property or easements in the said property by condemnation (or other means) should be authorized by the HRSD; and

**WHEREAS**, after holding a public hearing on the matter, HRSD has determined that a public necessity exists for the acquisition of permanent and/or temporary easements in the property for the Project and that the Project is in the public interest;

**NOW, THEREFORE, BE IT RESOLVED**, on the 28th day of July 2020, by the HRSD Commission that

1. Surry Hydraulic Improvements and Interceptor Force Main Project (CIP No. SU010200) is approved as a public use, necessary for the construction of an interceptor force main within HRSD's system; and said project is further declared to be in the public interest;
2. The acquisition of permanent and/or temporary easements by purchase or condemnation is necessary for the installation and operation of said interceptor force main and is hereby approved across the properties identified in the aforementioned table;
3. This resolution shall take effect immediately upon its adoption.

The undersigned further certifies that the foregoing has been properly approved and adopted in accordance with all applicable requirements of the HRSD Commission.





## INTEROFFICE MEMORANDUM

TO: Bruce W. Husselbee, P.E. Director of Engineering

FROM: Eddie Abisaab, Chief of Design & Construction, NS  
Ayanna Williams, Real Estate Manager  
Ann Copeland, Project Manager

DATE: July 13, 2020

SUBJECT: Surry Hydraulic Improvements and Interceptor Force Main (SU010200)  
Responses to Public Comments from June Commission Meeting and Additional Project Information

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A Public Hearing on Determination of Public Need for Easement Acquisition was held on June 23, 2020 at the HRSD Commission Meeting. As part of this hearing, the following questions/concerns were presented by members of the public. This memorandum is intended to address each question/concern presented at the June Commission meeting.

1. Ms. Dianne Cheek presented her concerns regarding the project and how property boundaries were determined. Continued negotiations with Ms. Cheek in the weeks following the Public Hearing have resulted in a verbal commitment from Ms. Cheek to sell the necessary easements to HRSD. HRSD makes every effort to accommodate impacted landowners. HRSD's contractor, MEB, supports that value as well. In that regard, when Ms. Cheek requested assistance with several personal matters (moving her mobile home, installing a temporary driveway, and delivering firewood), MEB provided the requested assistance at no charge to Ms. Cheek or HRSD. As of July 14, 2020, HRSD has received the signed Agreement and Deed needed from Ms. Cheek
2. Ms. Mary Beth Horton presented her concerns regarding the project and how the force main may impact future use of her property. The force main alignment was revised to avoid her fence and landscaping. Ms. Horton is currently reviewing the revised alignment and offer package. Negotiations with Ms. Horton revealed that she does not desire a revised alignment but a relocation of her masonry entryway. This will allow her to expand without encroaching into the easement area. She has agreed to the original proposed easement area on a preliminary basis and was sent revised documents for review and signature.
3. Mr. David Johnson presented his concerns regarding the project, and asked the following questions:
  - a. Why is this hearing to determine *if* there is a public need, when he is being told an easement from him *is* needed? With the tight schedule of this

project, staff began the acquisition process before any determination was made as to the public need for the proposed alignment. This is often the case, and provided all sellers are willing, no further action is necessary. When all property owners are not willing, or if challenges exist with obtaining clear title, use of eminent domain authority is sometimes required. That process begins with the governing body (Commission) reviewing the project and holding a public hearing (receiving comments from directly impacted property owners) before deciding if a public need for the project and specific alignment exists. Should they determine otherwise, staff would revise the project and alignment accordingly.

- b. Why can't the sewer line go in the Dominion Energy (DE) easement? Excavation cannot be accomplished safely under existing powerlines (Overhead High Voltage Safety Act, 1989). Also, the existing DE easement along Route 10 is exclusively for power lines.
- c. Why can't the sewer line be in the road? Construction and future maintenance of this sewer line will be much safer for the construction and maintenance crews with this sewer line being outside of the roadway. Maintenance of traffic would also be challenging and would significantly impact the traveling public. Additionally, the existing right-of-way is already crowded with existing utilities, leaving little room for construction of this sewer line.
- d. Why was the original proposed easement going to be five ft. wide, but now it is up to 20 ft wide? The existing ROW width in Rt. 10 is 15 feet wider in the middle of Mr. Johnson's property, likely because of the bridge at Lawnes Creek, and that wider section drives the width of the needed easement.

Following discussion with HRSD ROW agent, the offer package was forwarded to Mr. David Johnson and his sister Ms. Nicole Faison. Mr. Johnson and Ms. Faison requested survey stakeout of the proposed easement for a visual understanding of the proposed easement area and HRSD provided this. The survey stakeout was completed on July 7, 2020. The offer package was mailed on July 6, 2020 and negotiations are in progress.

4. Mr. David Edwards was opposed to a permanent ingress/egress easement but was willing to provide a temporary easement. Mr. Edwards has signed a temporary ingress/egress easement for construction, which resolved the issue. The force main alignment can accommodate a permanent ingress/egress from other willing property owners.
5. Ms. Nicole Faison did not ask a question but expressed opposition to the easement. Following discussion with HRSD ROW agent, the offer package was forwarded to Mr. David Johnson and his sister Ms. Nicole Faison. Mr. Johnson and Ms. Faison requested (and HRSD provided) survey stakeout of the proposed easement for a visual understanding of the proposed easement. The survey

stakeout was completed on July 7, 2020. The offer package was mailed on July 6 and negotiations continue.

6. Mr. Gene Jones presented his concerns regarding the project, and asked the following questions:
  - a. Does the project meet the definition of qualifying for eminent domain? HRSD has the authority to acquire property by eminent domain should that be necessary to provide wastewater services within the HRSD service area.
  - b. Where is the plan for the HRSD-Surry project in its entirety? The project was presented at an open house in July 2019.
  - c. How has the total project been made available to the public? An open house was held in July 2019.

Mr. Jones also expressed concerns regarding “inconsistencies and falsehoods” from HRSD’s consultants regarding surveying efforts and courthouse research. Unfortunately, Mr. Jones owns 1 of 5 parcels on this project that is affected by a railroad reverter from 1886. Per FHWA guidelines, HRSD performs 100-year title searches on easement acquisitions of this nature and as such, was not inclusive of this reverter. This resulted in the improper identification of the prescriptive right of way. (The incorrect identification of the right of way caused HRSD’s consultants to enter upon Mr. Jones’ property without express permission and clear three trees. HRSD has since acknowledged the error and has negotiated a settlement to help mitigate the inconvenience to Mr. Jones. As of July 14, 2020, HRSD has received the signed Agreements and Deeds needed from Mr. Jones.

7. Mr. Jim Thornton, speaking on behalf of the School Board of Isle of Wight County, expressed full support of the project, including the possibility of an easement on school property if the public need exists.

In addition, this memo provides a summary of the overall process of property acquisition and use of consultants for this project:

**I. Offer to Landowner**

- A. Review preliminary plats and submit needed changes to PM  
(Timmons/Ayanna)

**II. Create electronic and ‘hard’ files for each parcel**

- A. Start negotiation log or RW-24 (*required per Right of Way and Utilities Manual, Chapter 5 and the Uniform Act*)
- B. Create **Acquisition Status Log** to send to PM on periodic basis for updates to Right of Way status (Timmons/Ayanna)

**III. Title reports/title insurance** (*Required per Right of Way and Utilities, Chapter 5*)

- A. Work with Conway’s office to contract out two additional title search firms due to large number of parcels (Ayanna, Conway’s office)

B. Title report review/correction (*Conway's office, Ayanna*)

#### IV. Appraisals (*Timmons*)

A. Review each appraisal and sign off that appraisal is ready for negotiation purposes (*Ayanna*)

#### V. Negotiations and Closing

A. Contact each owner and set up a meeting. Initial offer can be made by mail or in person. (*Timmons*)

B. Draft Purchase Agreement based on plat and title report; submit draft to R.E. Manager for review if offer is unusual or contains unusual instructions (*Timmons/Ayanna*)

1. Offer package MUST include:

a. Title exam

b. Plat

c. Plan Sheet(s)

d. Copy of approved appraisal (or BAR)

e. Offer Letter

i. Offer letter must include offer amount, description, reference to VA Code Section 25.1-204(B)

f. Guide for Property Owners (if a total acquisition)

g. Purchase Agreement

2. 10% above appraised amount is generally acceptable without approval (*offers above 10% require justification and approval of R.E. Manager and PM*)

3. Explanations for any amounts above the appraised value have to be noted on the RW-24/negotiation log.

4. R.E. Manager works directly with owners upon request or if negotiation circumstances are particularly unusual (*Ayanna*)

5. A minimum of **30 days** should be given to owner before filing for a Certificate of Take. (Unless owner has stated that no further offers will be considered).

6. Closings generally done via mail; Ayanna procures net proceeds from Finance office after reviewing completed file. Reviewed deed is sent to Conway's office. (*Ayanna*)

a. Recordation of Deed (*Conway's office*)

7. Net proceeds check and copies of recorded deeds sent to Landowner (*Ayanna/Timmons*)

#### Purpose of Project:

This project is a consent order project that will take flow from the Town of Surry Treatment Plant so that the plant can be decommissioned. The County of Surry Treatment plant will also be decommissioned as part of this project. The flow that is currently treated at the Town of Surry Treatment Plant and the flow that is currently treated at the County of Surry Treatment Plant will be conveyed by the proposed force main and pump stations, and will be treated at the Nansmond Treatment Plant. This

will allow the closure of both Town of Surry Treatment Plant and County of Surry Treatment Plant.

The project team evaluated multiple different solutions on how to meet the Consent Order requirement of closing the Town of Surry Treatment Plant. A description of the three solutions that were taken through various degrees of design follows:

Originally, this project was to pump flow from the Town of Surry Treatment Plant to the Williamsburg Treatment Plant via a force main along Rolfe Highway, under the James River, then discharge into existing infrastructure in James City County. This concept was abandoned on January 10, 2019, after the Contract Cost Limit (CCL) came in from the Design/Build Team and HRSD re-evaluated the risks and benefits of this design concept.

The second concept was to pump the flow from the Town of Surry Treatment Plant to the Surry County Treatment Plant, which would be upgraded under a separate Capital Improvement Project (SU010100) to handle and properly treat the flow. The Stipulated Price for the pump station and force main was negotiated and approved by Commission on June 25, 2019. This concept was abandoned on August 28, 2019, after the treatment plant upgrade construction cost was submitted at the 60% design stage and HRSD re-evaluated the risks and benefits of this design concept.

The third concept is to pump the flow from the Town of Surry Treatment Plant to existing infrastructure in Smithfield, ultimately to be treated at the Nansemond Treatment Plant. This alignment will include one upgraded pump station, one 280,000 gallon storage tank, three new pump stations, over 121,000 LF of force main, ranging from 6-inch to 10-inch diameter HDPE pipe, and provisions for a future storage tank (1,000,000 gallons) to accommodate future growth and flow increases. This is the design concept that has been selected. The design was advanced to the 60% design stage and the Stipulated Price for this design will be taken to February 2020 Commission for approval.

### **Challenges with Project Schedule**

1. Consent Order. The driving force of this project is the Virginia Department of Environmental Quality Consent Order. When the project began, the Consent Order deadline was to eliminate discharge from the Town of Surry Treatment Plant by November 1, 2020. As the project progressed, and the decision was made to take the flow from Town of Surry Treatment Plant to HRSD infrastructure in Smithfield and on to the Nansemond Treatment Plant, multiple benefits became apparent, such as the opportunity to take the County of Surry Treatment Plant, to provide connection for a future school in Isle of Wight County, and potentially other benefits. VDEQ is supportive of these additional benefits of the selected route and is in process of extending the Consent Order deadline to allow construction of the project as designed.

2. **Consensus on Design.** Weighing the costs, benefits, and risks of each design approach considered for this project took significant time and effort, but was necessary to assure that HRSD was building the right project to meet the long-term needs of the community as well as the short-term needs of the Consent Order. Risk evaluation included endangered species, physical space for installation, historic areas, methods and materials of construction, costs, traffic control, regulatory requirements, and easements.
  
3. **Permitting.** Permitting a project of this size is complicated. This force main and pump stations system spans over 19 miles and four municipalities: Town of Surry, County of Surry, Isle of Wight County, and Town of Smithfield. The project crosses private property, VDOT right-of-way, Dominion Energy easements, and wetlands. Permits required are Stormwater Permits, Land Use Permits, Building Permits, Conditional Use Permit, among others. The approving and permitting agencies involved for parts or all of the project are listed below:
  - DEQ – Piedmont Regional Office
  - DEQ – Tidewater Regional Office
  - VDOT – Franklin Residency
  - VDOT – Williamsburg Residency
  - Town of Surry
  - County of Surry
  - Isle of With County
  - Town of Smithfield
  - Army Corps of Engineers
  - Virginia Historical Resources
  - Virginia Marine Resources Commission
  - Virginia Governor’s Approval
  
4. **Easements.** As discussed in the Public Hearing presentation, there are 170 easements needed to complete this project. A typical HRSD project tends to have roughly 10% that amount. Appraisals, title searches, negotiations and acquisitions for that number of easements is a time-intensive team effort.

### **Timeline for the Project**

June 25, 2010 - DEQ and the Town of Surry entered into a Consent Order due to violations of effluent limits at the Town of Surry Treatment Plant.

September 28, 2017 – ownership and operation of Town of Surry Treatment Plant was transferred to HRSD.

January 23, 2018 – DEQ and HRSD entered into a Consent Order to a) meet interim discharge limits by April 1, 2018, b) submit a Discharge Elimination Plan by May 1, 2018, and c) eliminate the discharge from the Town of Surry Treatment Plant by November 1, 2020

March 2018 - Commission approved Design-Build delivery method for this project

August 26, 2018 - Request for Qualifications issued

September 25, 2018 – Statements of Qualifications received

October 2, 2018 Two Design/Build teams shortlisted

October 4, 2018 – Request for Proposal issued to short-listed teams

November 19, 2018 – Technical Proposals received and interviews held

December 13, 2018 through February 5, 2019 – Scope and fee negotiations

February 26, 2019 – Commission approved award of contract

February 8, 2019 - review of preliminary design, risks, and cost for taking flow to Williamsburg Treatment Plant, across the James River, resulted in decision to evaluate upgrading the Surry County Treatment Plant

July 15, 2019 – Open House to present project to the Public

August 28, 2019 - review of design and cost for upgrading the Surry County Treatment Plant resulted in the decision to proceed with a force main and pump stations to take flow to Smithfield

December 2019 – Design/Build contractor mobilized to site to begin construction of the first phase of the work, along Route 10

June 23, 2020 - A Public Hearing on Determination of Public Need for Easement Acquisition was held at the HRSD Commission Meeting

July 2020 – Design/Build contractor anticipates mobilizing to site to begin construction of the second phase of the work, in Industrial Park

Other relevant challenges we have encountered:

Linear project stormwater waiver was denied by VDEQ. A SWPPP is required for the project. HRSD will use some of its own nutrient credits instead of going to a nutrients bank to buy credits. This is brand new legislation that went into effect July 1, 2020 that enables a wastewater utility to permanently retire a portion of its wasteload allocation to offset credit needs associated with its own construction related land disturbance activities.

Tax exempt status denied by VDEQ. Project is proceeding with more involved book-keeping to allow possible reimbursement of taxes on materials at the completion of the project.

ACoE temporarily stopped issuing Nationwide 12 permits, which caused the permitting team to investigate the possibility of issuing a Nationwide 18 permit for this project. ACoE has confirmed that a Nationwide 12 permit can be used for this project, so that is the permit the project is currently seeking.

COVID-19 Pandemic has impacted how research and communications have been done since March 2020. Courthouses were closed, and have only recently reopened with limited access. Meetings with municipalities, citizens, and regulators have been done by telephone or video conferencing as much as possible.

There have been some schedule impacts due to these challenges, but the project team continues to press on to meet the Consent Order deadline of June 30, 2022.



## AGENDA ITEM 4. – July 28, 2020

**Subject:** Procurement Policy

**Recommended Action:** Approve the revised policy.

**Brief:** The attached [Procurement Policy](#) has been revised to reflect the changes to the Virginia Public Procurement Act (VPPA) which includes increasing the small purchase threshold from \$100,000 to \$200,000 and updates the criteria used for Construction Management Contracts. [Appendix A](#) was updated to reflect those changes.

The VPPA requires local governing bodies to adopt specific policies defining local procedures for specific portions of the VPPA. Those requirements are met with this revision with the various appendices.

**COMMISSION ADOPTED POLICY**  
***Procurement Policy***



<b>Adopted:</b> December 16, 2014	<b>Revised:</b> <a href="#">July 17, 2020</a> <b>Effective:</b> <a href="#">January 28, 2020</a> <a href="#">August 1, 2020</a> <a href="#">February 1, 2020</a>	<b>Page 1 of 8</b>
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**1.0 Purpose and Need**

All procurement shall be in accordance with the Code of Virginia §2.2-4300, the Virginia Public Procurement Act, as supplemented herein.

**2.0 Guiding Principles**

1. HRSD is committed to competitive procurement practices that are accountable to our ratepayers and the public, ethical, impartial, professional, transparent and fully in accordance with applicable law.
2. The Chief of Procurement is responsible for the purchase, rent, lease, or otherwise acquiring goods, professional and non-professional services, and certain construction services. In addition, the Chief of Procurement is responsible for control and disposal of excess, obsolete, and salvageable materials and equipment.

The Chief of Procurement shall establish procedures consistent with this policy and may designate other HRSD staff to act on his/her behalf.

3. The Director of Engineering is responsible for procurement of professional and non-professional services related to the study, design, construction, real estate and property acquisition associated with capital improvement projects or facility projects.

The Director of Engineering shall establish procedures consistent with this policy and may designate other HRSD staff to act on his/her behalf.

4. Except for small purchases (less than \$10,000) and certain easement acquisitions, no employee has the authority to enter into any purchase agreement or contract except the Chief of Procurement or the Director of Engineering or such other employee as may be designated by the General Manager.
5. Fair market value shall be the basis of all real estate acquisitions with appropriate compensation for related restoration and/or inconvenience. Additional costs, in accordance with applicable state law, shall be included as required in procurement through eminent domain procedures.

**COMMISSION ADOPTED POLICY**  
***Procurement Policy***



Adopted: December 16, 2014	Revised: <a href="#">July 17, 2020</a> Effective: <a href="#">January 28, 2020</a> <a href="#">August 1, 2020</a> <a href="#">February 1, 2020</a>	Page 2 of 8
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3.0 **Definitions**

**Agreement/Contract.** An understanding, in writing, between two or more competent parties, under which one party agrees to certain performance as defined in the agreement and the second party agrees to compensation for the performance rendered in accordance with the conditions of the agreement.

**Fair Market Value.** The price for an item upon which purchaser and supplier agree in an open market when both are fully acquainted with market conditions.

**Total Value.** Cost of all related procurement actions, even across fiscal years, that are known at the time of the procurement action including delivery, assembly, start-up, warranty, etc. Each procurement action must be able to meet the business objective individually, without the need for additional procurement actions.

4.0 **Procedures**

1. Generally, competition shall be sought for all procurement with the following exceptions:
  - a. Purchase of goods or services other than professional services where the Total Value will not exceed \$10,000. Related purchases shall not be divided into separate actions to meet this threshold.
  - b. Sole Source – Purchase of goods or services where there is only one source practicably available. The requesting department shall provide a written determination supporting the sole source to the Chief of Procurement. The HRSD Commission must approve all sole sources above \$10,000 for specific vendor and specific application.
  - c. Emergency – Where emergency actions are required to protect public safety, public health, HRSD employees or property or the environment, a contract can be awarded without competition upon a written emergency declaration, approved by General Manager. Competition should be sought if possible with emergency contracts even if typical procurement procedures cannot be fully followed.

**COMMISSION ADOPTED POLICY**  
***Procurement Policy***



<b>Adopted:</b> December 16, 2014	<b>Revised:</b> <u>July 17, 2020</u> <b>Effective:</b> <u>January 28, 2020</u> <u>August 1, 2020</u> <u>February 1, 2020</u>	<b>Page 3 of 8</b>
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- d. Real Property – Where acquisition or lease is required in support of HRSD facilities.
2. In accordance with § 2.2-4303 G. competitive sealed bids or competitive negotiation is not required for purchase of goods and services other than professional services where the **total value of the procurement will not exceed \$10,000**. The following procedure shall be followed:
  - a. A minimum of one quote is required. When possible, multiple quotes should be obtained. Use of small businesses and businesses owned by women, minorities, and service-disabled veterans is encouraged for all procurement actions whenever possible.
  - b. Purchase is normally made using an HRSD ProCard.
  - c. Purchase may be made by any HRSD employee granted purchasing authority by their department director.
  - d. Basis of award shall be a determination that the stated need will be met, and the price is fair and reasonable.
3. In accordance with § 2.2-4303 G. competitive sealed bids or competitive negotiation is not required for purchase of goods and services other than professional services where **the total value of the procurement will be greater than \$10,000 and not to exceed \$2400,000**. The following procedure shall be followed:
  - a. Purchases shall be initiated by the submission of a requisition to Procurement or Engineering.
  - b. An unsealed (informal) quote shall be solicited by Procurement or Engineering from three sources in response to an Invitation for Bid (IFB) or Request for Proposal (RFP).
  - c. Basis of award shall be lowest responsive and responsible bidder, offeror or best value as determined by criteria included in the IFB or RFP.

**COMMISSION ADOPTED POLICY**  
***Procurement Policy***



<b>Adopted:</b> December 16, 2014	<b>Revised:</b> <del>July 17, 2020</del> <b>Effective:</b> <del>January 28, 2020</del> August 1, 2020	<b>Page 4 of 8</b>
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4. In accordance with § 2.2-4303 G, competitive negotiation is not required for purchase of **professional services where the total value of the procurement will not exceed \$80,000**. The following procedure shall be followed:
  - a. Purchases shall be initiated by the submission of a requisition to Procurement or Engineering.
  - b. An unsealed (informal) quote shall be solicited by Procurement or Engineering from three sources in response to an IFB or RFP.
  - c. Basis of award shall be lowest responsive and responsible offeror or best value as determined by criteria included in the IFB or RFP.
5. In accordance with §2.2-4308, design-build or construction management contracts shall be in accordance with [Appendix A](#) of this policy.
6. In accordance with §2.2-4310 B, HRSD promotes the use of small businesses and businesses owned by women, minorities, and service-disabled veterans in procurement transactions in accordance with [Appendix B](#) of this policy.
7. In accordance with §2.2-4316, comments concerning specifications or other provisions in IFB or RFP must be submitted and received in accordance with the procedures specified in the IFB or RFP for comment submittal.
8. In accordance with §2.2-4318, if the bid from the lowest responsive, responsible bidder exceeds available funds, negotiations may be entered with the apparent low bidder to obtain a contract price within available funds in accordance with [Appendix C](#) of this policy.
9. In accordance with §2.2-4321, contractors may be debarred from contracting for particular types of supplies, services, insurance or construction, for specified periods of time in accordance with [Appendix D](#) of this policy.
10. In accordance with §2.2-4330 C, bids may be withdrawn due to error for other than construction contracts in accordance with [Appendix E](#) of this policy.

**COMMISSION ADOPTED POLICY**  
***Procurement Policy***



**Adopted:** December 16, 2014

**Revised:** ~~July 17, 2020~~  
**Effective:** ~~January 28, 2020~~  
~~August 1, 2020~~ **February 1, 2020**

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11. In accordance with §56-575.3:1, a project under the Public-Private Education Facilities and Infrastructure Act shall be in accordance with [Appendix F](#) of this policy.
12. Acquisition of easements (temporary or permanent) may be made by the Director of Engineering (or his/her designee) up to \$25,000.

### 5.0 **Approvals**

The following actions specifically require the approval of the HRSD Commission before executing unless executed under an approved emergency declaration:

1. **Agreements.** Contracts or purchase orders where the total value is projected to exceed \$200,000.
2. **Sole Source Procurement.** Initial sole source determination for specific vendor, items(s) and location(s) where the Total Value is projected to exceed \$10,000 (§2.2-4303E).
3. **Modifications to Agreements (Task Orders).** Where the Total Value is projected to exceed **\$200,000**.
4. **Cooperative Procurement.** Where the Total Value of HRSD's participation is projected to exceed **\$200,000** (§2.2-4304).
5. **Change Orders (§2.2-4309).** Where the Total Value exceeds **25 percent** of the original contract award or **\$50,000** whichever is greater.
6. **Rejection of all Bids.** Where the Total Value is projected to exceed **\$200,000** (§2.2-4319).
7. **Design-Build or Construction Management Agreements.** (§2.2-4306).
8. **Design-Build Proposal Compensation.** Where the Total Value is projected to exceed \$200,000.
9. **Debarment.** (§2.2-4321).
10. **Determination of Non-responsibility.** (§2.2-4359).

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11. **Real Property**

- a. Acquisition by condemnation in accordance with the Code of Virginia §15.2
- b. Acquisitions by purchase, lease, grant or conveyance
- c. Sale, lease or permanent encumbrance of HRSD property
- d. Easements or Right of Entry Agreements (temporary or permanent) with value in excess of \$25,000
- e. Vacation of existing easement(s)

12. **Intellectual Property.** All Intellectual Property Rights Agreements and Royalty Distribution Agreements.

13. **Agreements with other Entities.** Agreements which include any of the following criteria:

- a. Design or construction of infrastructure with a constructed value in excess of \$50,000
- b. Provides use of real property for temporary (greater than one year) or permanent use
- c. Provide use of personal property valued at more than \$50,000 for temporary (greater than one year) or permanent use
- d. Provides a service or other benefit that spans multiple years
- e. Obligates significant financial resources (\$200,000 or more)
- f. Obligates significant personnel resources (one full time employee or more)
- g. Is or has the potential to be politically significant



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6.0 **Ethics**

HRSD employees involved in the procurement process are expected to maintain high ethical standards. In addition to HRSD's Standards of Conduct and HRSD's Ethics Policy, the following State laws apply:

1. Virginia Public Procurement Act (VPPA); (§2.2-4300)
2. Ethics in Public Contracting (§2.2-4367)
3. Virginia Governmental Frauds Act (§18.2-498.1) and Articles 2 (§18.2-438) and 3 (§18.2-446) of Chapter 10 of Title 18.2.
4. State and Local Government Conflict of Interests Act (§ 2.2-3100)

7.0 **Responsibility and Authority**

This policy was developed in accordance with HRSD's Enabling Act and the Code of Virginia. Any changes this policy shall be made in writing and approved by the HRSD Commission.

HRSD's General Manager and the Chief of Procurement are the designated administrators of this policy. The Chief of Procurement shall have the day-to-day responsibility and authority for implementing the provisions of this policy.

Approved:

\_\_\_\_\_  
Frederick N. Elofson  
Commission Chair

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Jennifer L. Cascio  
Commission Secretary

\_\_\_\_\_  
Date

**COMMISSION ADOPTED POLICY**  
***Procurement Policy – Appendix A***  
***Design-Build and Construction Management Contracting***



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1.0 **Purpose and Need**

Design-build and construction management contracting methods provide opportunity for HRSD to contract for specific projects where traditional design-bid-build may not be in the best interest of HRSD. These non-traditional procurement methods shall only be used in accordance with this policy.

2.0 **Procedures**

While the competitive sealed bid process remains the preferred method of construction procurement for HRSD, a contract for construction on a design-build fixed price or on a construction management basis may be used, provided a written determination made in advance is approved by the Commission which sets forth that competitive sealed bidding is either not practicable or not fiscally advantageous.

Criteria for Use of Design-Build Contracts – Design-Build contracts are intended to minimize the project risk and to reduce the delivery schedule by overlapping the design phase and construction phase of a project.

Criteria for Use of Construction Management Contracts – Construction Management contracts may be approved for use on projects where the project complexity will benefit from the early selection of a construction manager or when value engineering and/or constructability analysis is desirable. Construction management may be utilized on projects where the project cost is expected to be less than the project cost threshold established in the procedures adopted by the Secretary of Administration for utilizing construction management contracts, provided that (i) the project is a complex project and (ii) the project procurement method is approved by the Commission. The written approval of the Commission shall be maintained in the procurement file. ~~Criteria for Use of Construction Management Contracts – Construction Management contracts may be approved for use on projects where fast tracking of construction is needed to meet program requirements or value engineering and/or constructability analyses concurrent with design are required. The use of Construction Management shall be limited to projects with a construction value that is in excess of \$10,000,000. With proper justification for small complex projects, the Commission may grant a waiver of this requirement and the written approval maintained in the procurement file.~~

2.1. **Procedure for Design-Build or Construction Management Contracts**

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- 2.1.1. **General.** The Director of Engineering shall prepare a report documenting in writing that for a specific construction project; (i) a Design-Build or Construction Management contract is more advantageous than a competitive sealed bid construction contract; (ii) why there is a benefit to HRSD by using a Design-Build or Construction Management contract; and (iii) why competitive sealed bidding is not practical or fiscally advantageous; and (iv) these justifications shall be stated in the Request for Qualifications. This report shall be submitted to the General Manager for approval.
- 2.1.2. Design-Build construction projects involve retaining a party that provides both professional design and construction services. Construction Management projects involve retaining a firm to coordinate and administer contracts for construction services and may also include, if provided in the contract, the direct furnishing of construction services. Design-Build services shall be procured using a two-step competitive negotiation process which shall consider both technical capabilities and price for the services required for the project. Construction Management services shall be awarded and initiated no later than the completion of the Schematic Phase of design.
- 2.1.3. **Design-Build and Construction Management Firms.** The Director of Engineering shall obtain qualified Design-Build and Construction Management firms to provide needed services. A list of firms shall be accumulated through solicitation and other methods. The list of firms shall include small, women-owned, minority-owned or service disabled veteran-owned businesses
- 2.1.4. **Request for Qualification (RFQ).** A RFQ shall be prepared for each project and approved by the Director of Engineering. The RFQ shall state the criteria and goals of the project, the time and place for receipt of qualifications, the factors to be used in evaluating qualifications, the contractual terms and conditions, any unique capabilities or qualifications required of the proposer and any project specific requirements for the particular project. The RFQ shall normally consist of the following sections unless modified by the Director of Engineering:
- Cover Sheet
  - I. Introduction and/or Background
  - II. Instructions to Proposers
  - III. Scope of Work
  - IV. Tentative Procurement Schedule
  - V. Attachments

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- 2.1.5. **Public Notice.** A Public Notice of the RFQ shall be posted, at least ten (10) business days prior to receipt of proposals for design-build or construction management services, , in a newspaper or newspapers of general circulation in the area in which the contract is to be performed and on the HRSD Internet website. For Construction management services, the Public Notice shall also be published on the Commonwealth of Virginia’s central electronic procurement website, known as eVA, at least thirty (30) days prior to the date set for receipt of qualification proposals. The Public Notice shall be sent directly to firms that have requested to be notified of work and may be sent to those firms believed to be qualified to perform the work. The Public Notice shall also be sent directly to organizations promoting small, women-owned, minority-owned and service disabled veteran-owned businesses and to similar businesses that have requested to be notified and/or are believed to be qualified to perform the work. An affidavit shall be placed in the project file certifying the advertising date and method.
- 2.1.6. **Contacts by Proposers.** Proposers may contact only the HRSD representative designated in the RFQ related to questions pertaining to the project. Responses to these questions which are relevant to the work will be documented and addenda will be issued to all proposers who have requested a copy of the RFQ.
- 2.1.7. **Selection Committee.** A Selection Committee shall evaluate the Statements of Qualifications (SOQ) and short-list proposers for further consideration. The Selection Committee shall consist of at least three (3) qualified HRSD staff members appointed by the Director of Engineering. The members of the Selection Committee shall have experience relevant to the project, with backgrounds in such areas as design, construction, contracts, project management and operations/maintenance.
- 2.1.8. **Statements of Qualifications.** The Selection Committee shall request a SOQ from any firm desiring consideration. The SOQ shall provide the information requested in the RFQ. Firms submitting a SOQ shall provide the electronic document by the date and time listed in the RFQ.
- 2.1.9. **Pre-Proposal Conference.** A pre-proposal conference may be held for complex or large projects to ensure clarity, review potential problems with the Scope of Work and answer questions related to the project. Attendance at the pre-proposal conference may be optional or mandatory as specified in the RFQ. If attendance is mandatory, SOQ’s shall be considered only from

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those firms who attended the conference and met the requirements listed in the RFQ related to the pre-proposal conference.

- 2.1.10. **Opening of Statement of Qualifications.** The Director of Engineering or his/her designee shall document receipt of the SOQ's at the specified time and place. SOQ's not received at the specified time will not be considered.
- 2.1.11. **Changes to the RFQ.** The Selection Committee shall determine whether any changes to the RFQ should be made to clarify errors, omissions or ambiguities or to incorporate project improvements or additional details. If such changes are required, an addendum shall be issued.
- 2.1.12. **Evaluation of Statement of Qualifications (Short-List Step).** The Selection Committee shall evaluate each SOQ. The Selection Committee may waive minor informalities in a SOQ but shall eliminate from further consideration any proposer determined to be non-responsive or deemed not fully qualified, responsible or suitable. Prior construction management or design-build experience shall not be required as a prerequisite for consideration or award of a contract. However, in the selection of a contractor, the selection committee may consider the experience of each contractor on comparable projects. The Selection Committee shall then select (short-list) two (2) or more responsive proposers based on the SOQ submitted in response to the RFQ. The Selection Committee either individually or as a group at any point in the evaluation may contact some or all references recommended by the proposer. The Selection Committee may use the information gained during the reference checks in the evaluation. The Selection Committee may ask questions or request additional information from any proposer.
- 2.1.13. **Request for Proposals (RFP).** A RFP shall be prepared for each project and approved by the Director of Engineering. The RFP shall provide further details not described in the RFQ and shall include the factors to be used in evaluating each proposal. For Design-Build contracts, the RFP shall include details regarding the project quality and performance requirements, conceptual design documents and information regarding the proposer's Contract Cost Limit (CCL) to determine the best value in response to the RFP. For Construction Management contracts, the RFP shall define the allowable level of direct construction involvement by the proposer, describe details regarding the proposer's CCL and define the pre-design, design, bid and construction phase services required. No more than ten (10) percent of the construction work, as measured by the cost of the work, shall be

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performed by the construction manager with its own forces. The Construction Management firm will procure the subcontractors services by publicly advertising and competitive sealed bidding to the maximum extent practicable. Documentation shall be placed in the file detailing the reasons any work is not procured by publicly advertised competitive sealed bidding. The RFP process shall include a separate technical proposal evaluation stage and a price proposal evaluation stage.

2.1.14. **Technical Proposals.** The Selection Committee shall initially request a technical proposal from those firms that were short-listed. The technical proposals shall provide the information requested in the RFP. Firms submitting a technical proposal shall provide the electronic document by the date and time listed in the RFP.

2.1.15. **Opening of Technical Proposals.** The Director of Engineering or his/her designee shall document receipt of the technical proposals at the specified time and place. Technical proposals not received at the specified time will not be considered.

2.1.16. **Preliminary Evaluation of Technical Proposals.** The Selection Committee shall review each technical proposal to first determine whether the proposals are responsive to the requirements of the RFP. The Selection Committee shall then evaluate and document (score) the technical proposal from the short-listed proposers based on an evaluation plan specified in the RFP. The Selection Committee shall keep confidential a preliminary ranking of the technical proposals. The Selection Committee may cancel or reject any and all technical proposals. The Director of Engineering shall prepare a report documenting the reasons for the cancellation or rejection. The Selection Committee may waive informalities in the technical proposals.

2.1.17. **Conferences During Preliminary Evaluation.** The Selection Committee may hold a question and answer conference with any or all proposers to clarify or verify the contents of a technical proposal. The conference may be in person or by telephone. Each proposer shall be allotted the same fixed amount of time for any conference held as part of the selection. Proposers shall be encouraged to elaborate on their qualifications, proposed services, relevant experience and details of the technical proposal for the project. Proprietary information from competing proposers shall not be disclosed to the public or to competitors.

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- 2.1.18. **Changes to the RFP.** Based upon a review of the technical proposal and discussions with each short-listed proposer, the Selection Committee shall determine whether any changes to the RFP should be made to clarify errors, omissions or ambiguities or to incorporate project improvements or additional details. If such changes are required, an addendum shall be provided to each proposer. If addenda are issued by the Selection Committee, proposers will be given an opportunity to revise their technical proposals.
- 2.1.19. **Final Evaluation of Technical Proposals.** At the conclusion of the technical proposal evaluation stage, the Selection Committee will meet to discuss each proposer. After the discussion is completed, each team member will be given an opportunity to adjust their score. The Selection Committee shall document and keep confidential a final ranking of the technical proposals. This documentation shall occur before any price proposals are received by HRSD.
- 2.1.20. **Price Proposals.** The Selection Committee shall request a price proposal from those firms short-listed during the price proposal evaluation stage. The price proposal shall provide the information requested in the RFP including any and all addendum. The price proposal will include a (CCL) based on the project scope of work and other information provided in the RFP and any subsequent changes to the RFP. Firms submitting a price proposal shall provide the requested information by the date and time listed in the RFP. For Construction Management contracts, price shall be a critical basis for award of the contract. Unless approved by the Commission in advance of issuance of the Public Notice, the price component for selection of a Construction Management firm shall be at least fifty (50) percent of the weighted score.
- 2.1.21. **Opening of Price Proposals.** The Director of Engineering or his/her designee shall open and document receipt of the price proposals at the specified time and place. Price proposals not received at the specified time will not be considered.
- 2.1.22. **Evaluation of Price Proposals.** The Selection Committee shall review each price proposal to determine whether the proposals are responsive to the requirements of the RFP and any and all addenda. The Selection Committee shall document and keep confidential the results of each price proposal.
- 2.1.23. **Final Evaluation and Recommendation to Award a Contract.** The Selection Committee Chair shall tabulate the technical and price proposal scores as listed in the RFP to determine the recommended firm. The

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Selection Committee shall prepare a report documenting the process, summarizing the results and recommending the design-build or construction management firm for award to the Director of Engineering. Upon concurrence with the recommendation of the Selection Committee, the Director of Engineering or his/her designee shall negotiate a contract with the recommended firm. Otherwise, the Director of Engineering or his/her designee shall formally terminate negotiations with the proposer ranked first and shall negotiate with the proposer ranked second, and so on, until a satisfactory agreement can be negotiated. The Director of Engineering shall inform the General Manager of the results of the negotiation. The General Manager shall receive Commission approval of award to the recommended firm. The Commission may cancel or reject any and all proposals.

- 2.1.24. **Award of Design-Build or Construction Management Contract.** Upon approval by the Commission, the Director of Engineering shall forward all contract, bond and insurance forms to the selected firm for signature. The contract shall be prepared using the standard HRSD format approved by the Director of Engineering and reviewed by the HRSD attorney.
- 2.1.25. **Inspection of Proposals.** Any proposer may inspect the proposal documents after opening of the price proposals but prior to award of the contract. All records, subject to public disclosure under the Virginia Freedom of Information Act, shall be open to public inspection only after award of the contract.
- 2.1.26. **Emergency Procurement.** A contract for design-build or construction management services may be negotiated and awarded without competitive negotiation if the General Manager determines there is an emergency. The procurement of these services will be made using as much competition as practical under the circumstances. The Director of Engineering shall submit a report documenting the basis of the emergency and the selection of the particular firm. The Director of Engineering shall prepare a notice stating the contract is being awarded on an emergency basis and identifying what is being procured, the firm selected and the date the contract was or will be awarded. The notice shall be placed on the HRSD Internet website on the day HRSD awards or announces its decision to award, whichever comes first or as soon thereafter as practical.
- 2.1.27. **Proposal Compensation.** Proposal Compensation on designated Design-Build procurement efforts, short-listed firms that are not selected but have fully complied with all aspects of the RFQ and RFP may be provided



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proposal compensation (stipend) under certain conditions. The value of the proposal compensation will be determined on a case-by-case basis. Commission approval shall be required when the recommended amount exceeds \$200,000 for any single payment.

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**2.2. Procedure for Changes to Design-Build or Construction Management Contracts**

All changes to the Contract shall be by a formal Change Order as mutually agreed to by the firm and HRSD. The method of making such changes and any limits shall be in accordance with the Contract Documents. Change Orders shall be negotiated by HRSD staff and such actions reported to the Director of Engineering with recommendations for approval. Change Orders exceeding \$50,000 or 25% of the original contract amount, whichever is greater, shall be submitted to the Commission for approval prior to authorization. All Change Orders shall be executed by the firm and the Director of Engineering or his/her designee.

Extra work by the firm may be authorized by a written Work Change Directive within limits of authorization provided above with later inclusion in the Contract by formal Change Order.

In case of disputes as to the value of extra work, HRSD, within the limits of authorization provided above, may issue a directive in accordance with the Contract Documents to proceed with the work so as to not impede the progress and cause unnecessary delay and expense to the parties involved. The directive shall acknowledge the dispute by the firm, and the dispute shall be resolved at a later date.

**2.3. Procedure for Progress Payments**

Progress payments shall be paid in accordance with the Contract Documents. Requests for progress payments shall be prepared by the firm and approved by HRSD staff and the Director of Engineering. Requests for progress payments shall generally be submitted to HRSD on a monthly basis with payments by HRSD to the firm within the period of time specified in the Contract Documents.

Progress payments shall be based on unit prices, schedules of values, and other agreed-upon specified basis. Each progress payment shall represent the amount of completed work and materials on site to be incorporated into the work as accepted and approved, less the specified retainage and less previous payments. Payment for materials on site shall be in accordance with the Contract Documents.

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Progress payments may be reduced or withheld in accordance with the Contract Documents. Retainage may be reduced or increased in accordance with the Contract Documents.

**2.4. Procedure for Final Payments**

Final acceptance, payment, and release of claims shall be in accordance with the Contract Documents. Requests for final payments shall be prepared by the firm, certified and approved by HRSD staff and approved by the Director of Engineering.

**3.0 Responsibility and Authority**

Under the direction of the Director of Engineering, shall be responsible for overall development, management and implementation of this policy.

## AGENDA ITEM 5. – July 28, 2020

**Subject:** Photovoltaic Solar Systems Installation and Maintenance Services  
Contract Award (>\$200,000)

**Recommended Action:** Award a contract for installation and maintenance of Photovoltaic Solar Systems at HRSD facilities to Convert Solar in the estimated amount of \$155,000 for year one with four annual renewal options and an estimated cumulative value in the amount of \$775,000.

**Type of Procurement:** Competitive Negotiation

<b>Proposers</b>	<b>Technical Points</b>	<b>Recommended Selection Ranking</b>
Convert Solar LLC	90	1
Affordable Energy Concepts Inc.	67	2

**HRSD Estimate:** \$120,000

**Contract Description:** This contract is an agreement for the installation and maintenance of Photovoltaic Solar Systems at HRSD facilities. Services include civil, mechanical and electrical services to design, install, and commission the Solar systems as well as preventive maintenance.

Each future Solar system task order will be evaluated based on its constructability and economic viability.

A Public Notice was issued on May 31, 2020. Seven firms submitted proposals on June 12, 2020 and five 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, interviewed and technically ranked. The proposal submitted by Convert Solar was ranked by technical points to be the highest qualified.

**Analysis of Cost:** For purposes of cost evaluation, the North Shore Operations Center roof was provided to all Offerors. Based on the size of the roof, turnkey installation and dollars per watt and overall installation price, Convert Solar provided the lowest watt rate and overall installation price. Convert Solar is including all maintenance costs in the turnkey installation of the system, resulting in an estimated cost savings of over 30 percent.

## AGENDA ITEM 6. – July 28, 2020

**Subject:** Bethel-Poquoson Force Main Phase II (Wythe Creek Road) Replacement Initial Appropriation

**Recommended Action:** Appropriate total project funding in the amount of \$3,154,000.

**CIP Project:** YR014300

**Project Description:** This project will require the replacement of approximately 3,700 linear feet of 20-inch diameter prestressed concrete cylinder pipe along Wythe Creek Road from north of Huntlandia Way to Wythe Creek. This project is required due to a recent failure and observed internal corrosion concerns.

**Analysis of Cost:** The estimated total project cost is \$3,154,000. The estimated project cost is based on a construction cost estimate of \$2,486,000 combined with an engineering services estimate of \$214,000 and a 17 percent contingency allowance of \$454,000. Engineering services will be provided by Rummel, Klepper and Kahl including preliminary engineering, design and construction phase services.

**Funding Description:** Negotiations for the design phase services are in progress and will be under \$200,000 for the PER phase of this project.

<b><u>Schedule:</u></b>	PER	August 2020
	Design	October 2020
	Bid	April 2021
	Construction	July 2021
	Project Completion	August 2022

## AGENDA ITEM 7. – July 28, 2020

**Subject:** Larchmont Area Sanitary Sewer Improvements  
Alternative Project Delivery

**Recommended Action:** Approve the Construction Management project delivery method for Larchmont Area Sanitary Sewer Improvements.

**CIP Project: VP015320**

**Brief:** The award of an engineering design contract to the firm of Gannett Fleming was approved at the June 23, 2020 Commission meeting for preliminary design report (PER) services. HRSD discussed with Norfolk Utilities during the solicitation stage for the engineering design consultant a desire to consider a Construction Management project delivery method for the portions of the Larchmont Area Sanitary Sewer Improvements that were under the EPA Rehabilitation Action Plan Phase 2 schedule. The preliminary project schedule as developed by Hazen and Sawyer in their study of the Larchmont service area, that was equally funded by HRSD and Norfolk Utilities, showed sequence of steps leading up to achieving completion of work associated with the five HRSD pumping stations being in compliance with the EPA deadline of May 5, 2025. This referenced design and construction schedule was developed and proposed prior to COVID-19 and assumed that HRSD would be further along in preliminary design than we are due to COVID-19 impacts and delays. HRSD's and our design consultant's reevaluation of a completion schedule for these EPA Rehabilitation Action Plan related work, along with our past successful history of schedule compression and management using the Construction Management project delivery method, is recommending this collaborative project delivery method be approved for use. The construction phase cost estimate for the collection of projects from the study authored by Hazen and Sawyer is \$23,450,000 and is considered a Class 4 budget with an expected accuracy range of -20 percent under and +30 percent above the calculated cost. While the design-bid-build (traditional sealed competitive bid) process is the typical method of construction procurement for HRSD, this project delivery method is not believed to meet all critical needs for this project.

A Construction Management delivery process is more advantageous than a sealed competitive bid for this project for the following reasons: (1) the Construction Management delivery method will allow for contractor input during the design, which will be beneficial for the complex construction and sequencing of the work; (2) the Construction Management delivery method will allow for contractor input to consider cost saving alternatives during the design and a lump sum or guaranteed maximum price can be received during the final design stage; (3) the Construction Management delivery method will facilitate a single responsible construction entity to coordinate construction activities as opposed to bidding and awarding up to five individual construction contracts for the planned pump station and service area gravity collection system packages; and (4) the Construction Management delivery method will allow for the early selection of subcontractors and equipment.

The Virginia Public Procurement Act states that for Construction Management project delivery, the Construction Manager is to be procured and under contract no later than the completion of the schematic phase of design. The draft PER by the design engineer is scheduled for submittal to HRSD for review in early December 2020, with the planned final PER in February 2021. HRSD's past solicitation schedule for the most recent Construction Management project delivery project was between five and six months from issuance of Request for Qualifications (RFQ) to recommendation for award of a contract to the Construction Manager by the Commission. Therefore, the desired advertisement of the RFQ is in early August 2020 to align with availability of the draft PER to share with the short-listed Construction Management firms. Further, this desired schedule will request award to the Construction Manager at the February 2021 Commission meeting.

<b><u>Schedule:</u></b> Preliminary engineering begins	July 2020
Begin RFQ/RFP process	August 2020
Selection of Construction Manager/preconstruction fee	February 2021
Guaranteed Maximum Price (GMP)	February 2022
Construction Completion	May 2025

AGENDA ITEM 8. – July 28, 2020

**Subject:** Middle Peninsula Operation Center Locker Room and Administrative Facilities  
Initial Appropriation

**Recommended Actions:** Appropriate total project funding in the amount of \$700,000.

**CIP Project: MP014900**

**Project Description:** This project consists of the design and construction of a locker room and administrative areas within the existing footprint of the Middle Peninsula Operations Center. Currently no locker room facilities exist for Small Communities staff on the Middle Peninsula. This project will allow for locker rooms, break room, shower facilities, laundry facilities and additional renovations. These improvements will enable Middle Peninsula Operations to provide facilities commensurate with those available at other HRSD operations work centers.

**Funding Description:** The total cost for the project is estimated at \$700,000 based on a Class 5 level cost estimate prepared by HRSD and includes a 20 percent contingency. Through the use of HRSD’s existing Professional Services Agreement for Architectural/Mechanical/Electrical Projects, GuernseyTingle will provide Design, Bid, and Construction phase engineering services for this project. Negotiations for the Design and Bid phase services task order are in progress. The initial task order will be less than \$200,000 and will not require Commission action.

<b><u>Schedule:</u></b>	PER	September 2020
	Design	January 2021
	Bid	July 2021
	Construction	October 2021
	Project Completion	June 2022



## AGENDA ITEM 9. – July 28, 2020

**Subject:** Nansemond Treatment Plant Regional Residuals Facility Upgrade  
Initial Appropriation

**Recommended Action:** Appropriate total project funding in the amount of \$1,920,000.

**CIP Project: NP014500**

**Project Description:** This project will provide the installation of a new mechanical screen, pump station and Fats Oils & Grease (FOG) separator at the Nansemond Treatment Plant Regional Residuals Facility (RRF). The screen will be installed upstream of the new pump station, which will pump up to the FOG separator where concentrated FOG will be conveyed to a dumpster and the underflow will drain to the RRF's existing pump station. The existing pump station will also be upgraded to handle additional channel, bay and equipment washdown water. Regional pump station wet well cleaning produces a significant number of truckloads per month that carry primarily grease and water and are light on residuals (grit). The number of loads is significant enough that plant staff has had to dedicate bays at the RRF strictly for grease loads and bays strictly for heavy residual loads. The heavy grease loads complicate RRF operation, plugging drains and leading to increased manpower and a greater presence of grease in downstream processes.

**Funding Description:** The total cost for the project is estimated at \$1,920,000 based on a Class 5 level cost estimate prepared by HRSD and includes a 20 percent contingency. Through the use of HRSD's existing Professional Services Agreement for General Engineering Services, Hazen and Sawyer will provide Preliminary Engineering, Design, Bid, and Construction phase engineering services for the project. Negotiations for Hazen and Sawyer to provide a Preliminary Engineering Report are in progress. The initial task order will be less than \$200,000 and will not require Commission action.

<b><u>Schedule:</u></b>	PER	August 2020
	Design	March 2021
	Bid	August 2021
	Construction	November 2021
	Project Completion	May 2022

## AGENDA ITEM 10. – July 28, 2020

**Subject:** SWIFT Nansemond Full Scale Managed Aquifer Recharge (MAR) Well Installation and  
SWIFT Research Center Full Scale MAR Well Integration  
New CIP and Initial Appropriations

### **Recommended Actions:**

- a. Approve a new CIP project for SWIFT Nansemond Full Scale MAR Well Installation.
- b. Appropriate total funding for a new project, SWIFT Nansemond Full Scale MAR Well Installation, in the amount of \$2,705,000.
- c. Approve a new CIP project for SWIFT Research Center Full Scale MAR Well Integration.
- d. Appropriate total funding for a new project, SWIFT Research Center Full Scale MAR Well Integration, in the amount of \$1,136,000.

### **CIP Projects: GN016210 and GN016220**

**Project Description:** These two projects will be executed concurrently to design and construct a full-scale managed aquifer recharge well (NP-RW-1) at the Nansemond Treatment Plant and integrate the new well into SWIFT Research Center operation. Operation of a full-scale recharge well at the Research Center will provide:

- Flexibility of recharge operation at the Research Center that will alleviate the challenges associated with reliance on a single asset for groundwater recharge;
- Validation the well design and operating approaches prior to full-scale recharge well installations; and
- Training of staff related to operation of a full scale recharge well.

**Analysis of Cost:** The total cost for the GN016210 project is estimated at \$2,705,000 based on a design and construction phase services scope and fee from Jacobs Engineering Group Inc. along with a Class 5 estimate for construction and an overall 10 percent project contingency budget.

The total cost for the GN016220 project is \$1,136,000 based on a design scope and fee from Hazen and Sawyer PC along with a Class 5 estimate including 10 percent contingency for construction, 12 percent for construction phase services and an overall 15 percent project contingency budget.

**Schedule:**

	<b><u>GN016210</u></b>	<b><u>GN016220</u></b>
Design	July 2020	July 2020
Bid	August 2020	January 2021
Construction	August 2020	February 2021
Project Completion	October 2021	October 2021

## AGENDA ITEM 11. – July 28, 2020

**Subject:** Disposition of Real Property – 713 Yorktown Road, York County, VA

**Recommended Action:** Accept the terms and conditions of the Cost Sharing and Property Conveyance Agreement and accompanying Deed with Smith Farm Estates, LLC and Harrison and Lear, Inc., for HRSD owned property in York County, Virginia (713 Yorktown Road) 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.

**Project Description:** HRSD currently owns a 0.289-acre vacant lot located in York County, Virginia that was purchased in 1976 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 adjacent to 113.82 acres of land owned by Smith Farm Estates, LLC., who is developing a residential subdivision of approximately 113 single-family detached homes. The owner requested to connect directly into HRSD's existing 42" diameter force main in the area for sewerage services for the planned development. However, because HRSD staff determined that this would compromise the system, the owner agreed to redesign the system per the attached Cost Sharing and Property Conveyance Agreement. Inclusive in the Agreement is the conveyance of subject property at 713 Yorktown Road.

HRSD attorneys have indicated that this parcel does not fall within the parameters of VA 25.-1.108 governing the disposition of property and does not require a declaration of surplus status.

**Agreement Description:** The attached [agreement](#) and [deed](#) were drafted and reviewed by HRSD legal counsel. A [Facility Orientation Map](#) is also provided for clarification purposes.

**Analysis of Cost:** As part of the redesign costs, HRSD agreed to partially offset owner's costs and convey 713 Yorktown Road. 713 Yorktown Road is County assessed for \$18,000, and is currently zoned 'RR', which dictates a minimum lot area of one acre. As such, it was determined that this parcel would have minimal value on the open market. The property owners redesign effort resulted in a cost of \$81,375. This cost was negotiated with HRSD staff and determined to be fair and reasonable due to the inconvenience and delay to the property owner.

**COST SHARING AND PROPERTY CONVEYANCE AGREEMENT FOR  
RELOCATION OF FORCE MAIN FROM SMITH FARMS PUMP  
STATION AT SMITH FARM ESTATES**

THIS AGREEMENT FOR COST SHARING AND PROPERTY CONVEYANCE (the "AGREEMENT"), between SMITH FARM ESTATES, LLC, and HARRISON AND LEAR, INC., (Collectively, the "OWNER"), and the HAMPTON ROADS SANITATION DISTRICT (HRSD), a political subdivision of the Commonwealth of Virginia, entered this 29<sup>th</sup> day June, 2020.

WITNESSETH:

WHEREAS, OWNER is developing a residential subdivision of approximately 113 single-family detached homes on 113.82 acres of land located at or near 517 Yorktown Road in York County, the "DEVELOPMENT".

WHEREAS, OWNER desires to connect directly into HRSD infrastructure, an existing 42" interceptor force main (Line NF-011) for sewerage services for the planned DEVELOPMENT; and

WHEREAS, HRSD has determined that OWNER'S original design for sewerage services will compromise the existing 42" interceptor force main, OWNER has agreed to an approved redesign and will construct the redesign per **Exhibit A**, (the "FACILITIES"); and

WHEREAS, HRSD and OWNER agree it is in the best interest of the parties to have OWNER construct FACILITIES in accordance with the description stated and referred to herein and under the terms and conditions hereinafter set forth; and

The OWNER and HRSD agree to the following:

- A. HRSD will compensate OWNER for the cost of the additional engineering and design costs, increased length of force main (approximately 1,275 linear feet), and associated costs, (**Exhibit B**) in the amount of **\$81,375 (eighty-one thousand, three hundred seventy-five and 00/100.**

- B. OWNER will provide one final invoice for all work associated with force main redesign and construction.
- C. HRSD will convey fee simple title to 713 Yorktown Road (.30 acre) and assign all its rights, title and interest in their entirety. HRSD shall prepare all required documents including plat and deed as required at HRSD's cost. The exact date of conveyance to be mutually agreeable to both parties and final conveyance is subject to the approval of HRSD's Commission.
- D. The Agreement shall be deemed 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.
- E. 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 OWNER and to HRSD at the respective addresses herein shown, unless this Agreement is modified in writing to reflect other addresses:

To HRSD:

Ayanna R. Williams, Real Estate Manager  
P.O. Box 5911  
Virginia Beach, VA 23471-0911  
Telephone: (757) 833-1708  
Facsimile: (757) 363-7917

With Copy to:

Conway Sheild, III  
Jones, Blechman, Woltz & Kelly  
701 Town Center Way, #800  
Newport News, VA 23606  
Telephone: (757) 873-8056

Owner:

Harrison and Lear/Smith Farm Estates  
c/o Jonathan Skinner  
2310 Tower Place, Suite 105  
Hampton, VA 23666  
Phone: (757) 825-9100

- F. The term of the Agreement will commence on the date the Agreement is entered into and be completed when each party has completely performed its obligations hereunder.
- G. This Agreement may only be amended by a written document executed by a duly authorized representative of each of the parties.
- H. OWNER hereby releases and forever discharges HRSD for and from any and all past, present and future actions, causes of action, claims, liens, demands, damages (whether to person or to property), costs, expenses, third party actions, suits at law or in equity, and claims or suits for contribution and/or indemnity of whatsoever nature relating in any way to the relocation of FACILITIES and specific construction activity referenced in this Agreement.

IN WITNESS WHEREOF, the Hampton Roads Sanitation District has caused this AGREEMENT to be signed in its behalf by its General Manager in accordance with authorization granted at its regular meeting held on \_\_\_\_\_, 2020.

HAMPTON ROADS SANITATION DISTRICT

By \_\_\_\_\_  
Edward G. Henifin, P.E., General Manager

STATE OF VIRGINIA  
CITY OF VIRGINIA BEACH, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by Edward G. Henifin, P.E., General Manager, Hampton Roads Sanitation District.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_  
Registration No.: \_\_\_\_\_

SMITH FARM ESTATES, LLC

By: [Signature]

Name: T-T Thompson

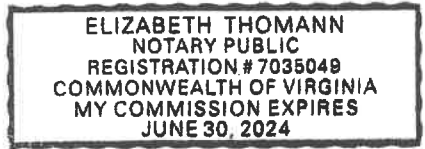
Its: Manager

STATE OF VIRGINIA  
CITY//COUNTY OF Hampton, to-wit:

The foregoing Agreement was acknowledged before me this 30<sup>th</sup> day of June, 2020,  
by Thomas T Thompson, Manager, Smith Farm Estates, LLC.

[Signature]  
Notary Public

My commission expires: June 30, 2024  
Registration No.: 7035049



HARRISON AND LEAR, INC.

By: [Signature]

Name: Jonathan Skinner

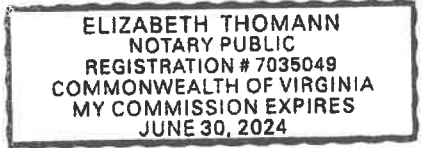
Its: Vice President

STATE OF VIRGINIA  
CITY//COUNTY OF Hampton, to-wit:

The foregoing Agreement was acknowledged before me this 30<sup>th</sup> day of June, 2020,  
by Jonathan Skinner, Vice President, Harrison and Lear, Inc.

[Signature]  
Notary Public

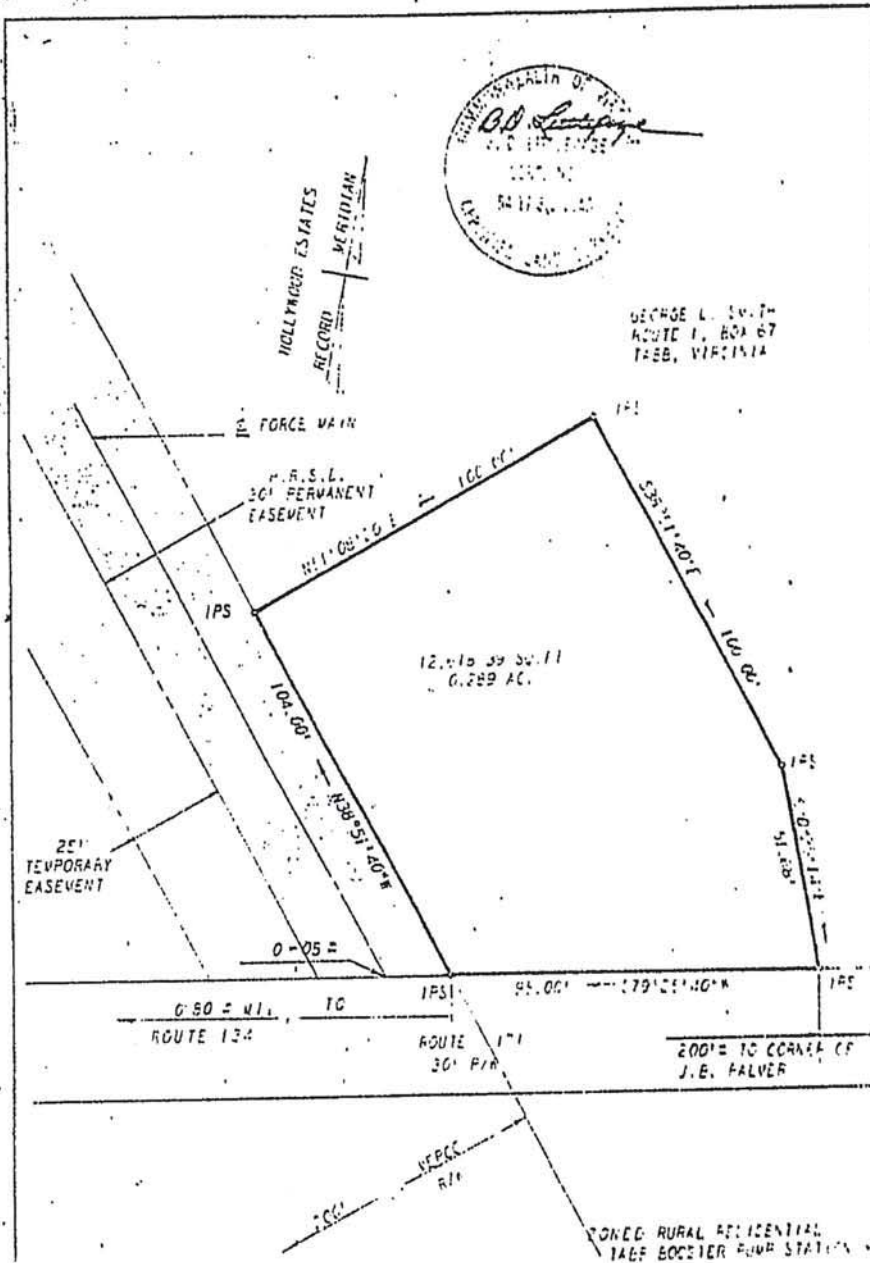
My commission expires: June 30, 2024  
Registration No.: 7035049







GEORGE L. SMITH  
ROUTE 1, BOX 67  
TABB, VIRGINIA



L. V. WOODSON & ASSOCIATES, INC. ENGINEERS, SURVEYORS & PLANNERS, P. O. BOX 832 WILLIAMSBURG, VIRGINIA 23186

LEGEND: ◯ - IRON PIN, ◻ - MONUMENT, — - PROPERTY LINE, - - - CENTERLINE, - · - · EASEMENT LINE

A SURVEY FOR CONVEYANCE TO HAMPTON ROADS SANITATION DISTRICT  
0.289 ACRE OF LAND FROM GEORGE L. SMITH, ET ALS  
LYING IN BETHEL DISTRICT, YORK COUNTY, VIRGINIA

SCALE: 1" = 30' REF: DATE: FEBRUARY 20, 1975 AREA: 0.289 ACRES

J.C. 1734-13

HAMPTON ROADS SANITATION DISTRICT,  
a political subdivision of the  
Commonwealth of Virginia

to

DEED  
Exempt from taxation  
58.1-811(C)(4), Code of Virginia

SMITH FARM ESTATES LLC,  
a Virginia limited liability company  
and  
HARRISON AND LEAR, INCORPORATED,  
a Virginia corporation

THIS DEED, made this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between, HAMPTON ROADS SANITATION DISTRICT, a political subdivision of the Commonwealth of Virginia, **GRANTOR**, and SMITH FARM ESTATES LLC, a Virginia limited liability company, and HARRISON AND LEAR, INCORPORATED, a Virginia corporation, **GRANTEES**, whose mailing address is: \_\_\_\_\_.

WITNESSETH:

That for and in consideration of the sum of ten (\$10.00) dollars, and other good and valuable consideration, the receipt of which is hereby acknowledged, the said Grantor does grant and convey, with GENERAL WARRANTY and with ENGLISH COVENANTS OF TITLE unto the said SMITH FARM ESTATES LLC, a Virginia limited liability company, and HARRISON AND LEAR, INCORPORATED, a Virginia corporation, Grantees, as tenants in common, each holding a one-half interest, the following described property, to-wit:

**Prepared by:**

Janice Pickrell Anderson, VA State Bar #36930  
Kellam, Pickrell, Cox & Anderson, P.C.  
Consideration: NONE; Assessment: \$18,000.00  
Map #: 030 182C  
GPIN: T04d-3038-1547  
Title Insurance: Unknown

All that certain piece or parcel of land situate, lying and being in York County, Virginia, containing 0.289 acres, as shown on that certain plat entitled, "A Survey for Conveyance to Hampton Roads Sanitation District, 0.289 Acre of Land from George L. Smith, et als, lying in Bethel District, York County, Virginia," made by L.V. Woodson & Associates, Inc., Engineers, Surveyors & Planners, dated February 20, 1975, a copy of which is recorded in the Clerk's Office of the Circuit Court of the County of York in Deed Book 283, at page 612, reference to which is hereby made for a more particular description of said property

IT BEING the same property conveyed to Hampton Roads Sanitation District, a political subdivision of the Commonwealth of Virginia by Certificate of Take dated January 15, 1976 and recorded in the aforesaid Clerk's Office on January 20, 1976 in Deed Book 283, at page 610.

The above property is conveyed subject to the conditions, restrictions, reservations covenants and easements of record in the chain of title, if any, constituting constructive notice.

WITNESS the following signature and seal:

HAMPTON ROADS SANITATION DISTRICT,  
a political subdivision of the  
Commonwealth of Virginia

By \_\_\_\_\_  
Edward G. Henifin, General Manager

COMMONWEALTH OF VIRGINIA, at large  
CITY OF VIRGINIA BEACH, to-wit:

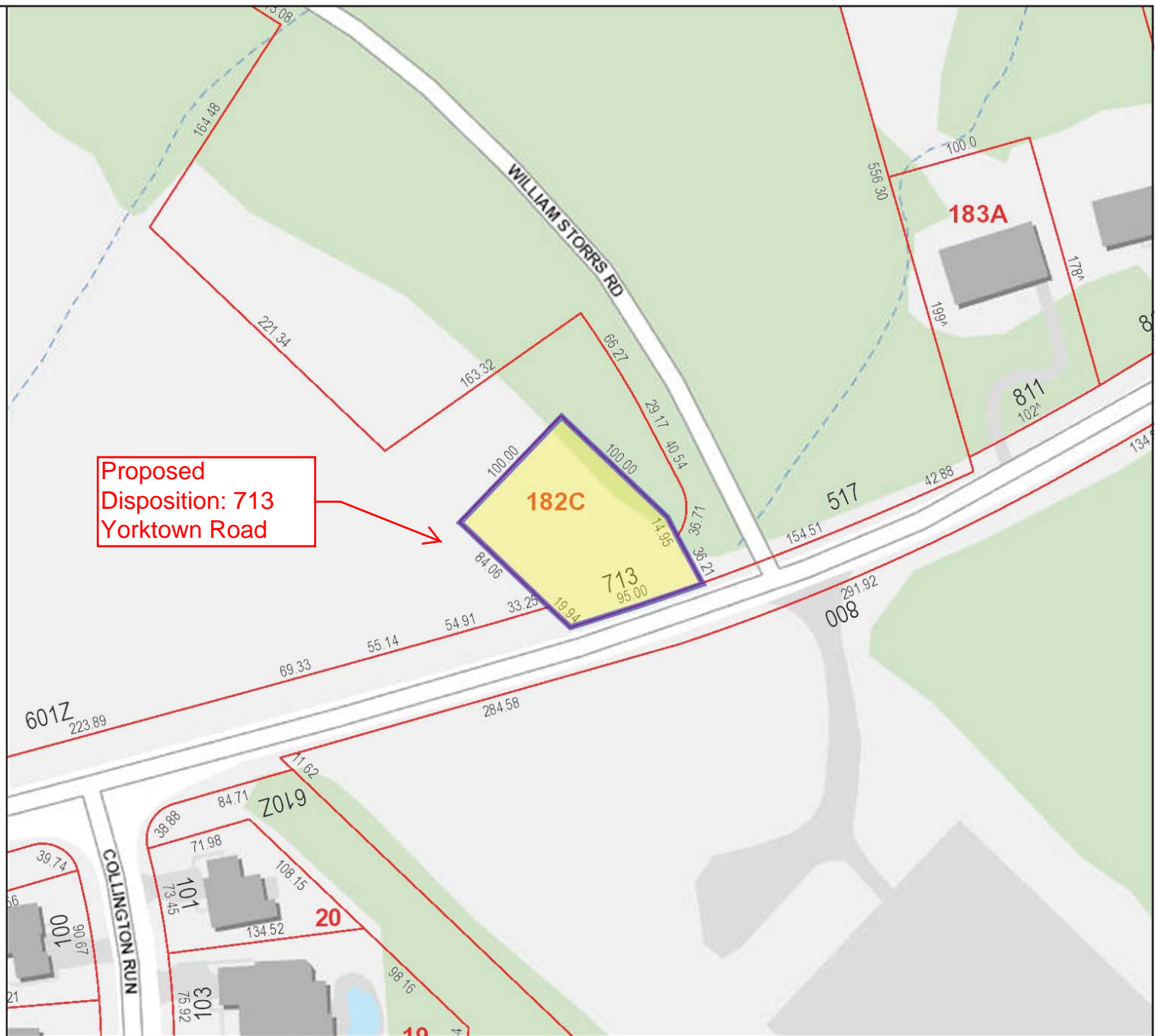
I, the undersigned, a Notary Public in and for the City and State aforesaid, do hereby certify that Edward G. Henifin, General Manager of the Hampton Roads Sanitation District, whose name as such is signed to the foregoing instrument, has acknowledged the same before me in my City and State aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public Registration No. \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

# York County, Virginia

## Legend

- Parcel Boundary
- Plat Link

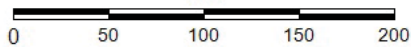


Proposed Disposition: 713 Yorktown Road

**Title: Parcel Boundary**

**Date: 7/19/2020**

Feet



*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 York County is not responsible for its accuracy or how current it may be.*

AGENDA ITEM 12. – July 28, 2020

**Subject:** York River Treatment Plant Administration Building Renovation  
Initial Appropriation

**Recommended Actions:** Appropriate total project funding in the amount of \$1,329,400.

**CIP Project:** YR014000

**Project Description:** This project will renovate the existing 1980's Administration Building at the York River Treatment Plant. This project will provide for an expanded men's and women's restroom and locker facilities as well as a unisex restroom and shower. Existing toilets, sinks, showers and lockers will be replaced as needed. Much needed office space for plant staff, an expanded lunch room and a conference room will also be provided. A larger operations control room capable of meeting existing and future SWIFT needs will be constructed along with secured rooms for control systems.

**Funding Description:** The total cost for the project is estimated at \$1,329,400 based on a Class 5 level cost estimate prepared by HRSD and includes a 20 percent contingency. Engineering services will be provided by the Architectural/Mechanical/Electrical annual services firm Guernsey Tingle. Negotiations are in progress for a task order. The initial task order will be less than \$200,000 and will not need Commission action.

<b><u>Schedule:</u></b>	PER	August 2020
	Design	November 2020
	Bid	May 2021
	Construction	August 2021
	Project Completion	May 2022

AGENDA ITEM 13. – July 28, 2020

**Subject:** Capital Improvement Program (CIP)  
Quarterly Update

**Recommended Action:** No action is 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 will provide a briefing describing the status of the CIP, financial projections, projects of significance and other issues affecting the program.

AGENDA ITEM 14. – July 28, 2020

**Subject:** Unfinished Business - COVID-19 Wastewater Surveillance Study Update

Staff will present the latest data and status of the COVID-19 surveillance work.

AGENDA ITEM 15. – July 28, 2020

**Subject:** New Business

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AGENDA ITEM 16. – July 28, 2020

**Subject:** Commissioner Comments

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AGENDA ITEM 17. – July 28, 2020

**Subject:** Public Comments Not Related to Agenda



AGENDA ITEM 18. – July 28, 2020

**Subject:** Informational Items

**Recommended Action:** No action is required.

**Brief:** The following items listed below are presented for information.

- 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 Summary](#)
- d. [Air Summary](#)



July 20, 2020

Re: General Manager's Report

Dear Commissioners:

June is a busy month for the Finance Department as the fiscal year close-out activities create significant workload for Accounting and Procurement. The Finance Director's report provides the preliminary year-end numbers. Revenues were very close to forecast and expenses were below budgeted amounts. Water consumption projections were also very close to the forecasted total, continuing the downward trend in per capita water consumption.

A metering issue was discovered that resulted in overbilling the Navy for several years. One of the discharge points for wastewater from the Naval Station Norfolk is at the HRSD Taussig Boulevard Pump Station. The way flows enter and discharge the station requires multiple meters that are totalized monthly for billing purposes. Adding to the challenges, this flow includes most of the ship berthing area and as such sees tremendous variation based on the number and sizes of ships in port. Staff has approached the Navy to discuss refunding options for the overbilling. The total credit is approximately \$4.0 million spread over seven fiscal years. Fiscal Year 2019 saw the largest error at approximately \$1.6 million out of the \$303 million received that year or about 0.5 percent. The error in Fiscal Year 2020 was approximately \$1.3 million out of the \$321 million received that year or about 0.4 percent.

While not a material issue, staff has taken steps to ensure a similar issue does not occur in the future. The Data and Analysis Section of the Engineering Department has established new operating procedures to catch any issue with these meters before the bills are generated. Additionally, the Operations Department is investigating re-piping and replacing the meters to eliminate or reduce the challenges created by the current metering arrangement.

The highlights of June's activities are detailed in the attached monthly reports.

- A. **Treatment Compliance and System Operations:** All plants met permit with no spills in the interceptor system. Other highlights for the month are included in the attached monthly reports.
- B. **Internal Communications:** I participated in the following meetings/activities (all virtual unless otherwise noted) with HRSD personnel:

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

1. Multiple meetings focused on the Newport News property acquisition to support expansion of the James River Treatment Plant for SWIFT
2. A meeting to discuss American Iron and Steel requirements with Federal funding
3. A meeting to review funding and billing for the Potomac Aquifer Recharge Monitoring Lab
4. A meeting to review groundwater modeling results based on revised inputs consistent with experience at the Research Center and latest data on current withdrawals
5. A meeting to review the definitions of task orders and change orders with our procurement staff
6. A meeting to review challenges with the relocation of the owners of the property approved for the new Lucas Creek Pump Station
7. A meeting to review issues associated with obtaining approval for a conditional use permit from Isle of Wight County for a pump station and potential storage tank supporting the Surry Transmission Force Main
8. A meeting to review current status of the HRSD Community Commitment Program (will be subject of future Commission briefing)
9. Weekly meetings of all HRSD leaders (everyone with direct reports) via Zoom to provide information and guidance on HRSD COVID-19 response
10. A call to discuss response to EPA's draft 5<sup>th</sup> Amendment to the Consent Decree

C. **External Communications:** I participated in the following meetings/activities (all virtual unless otherwise noted):

1. The quarterly board and membership meetings of the Virginia Association of Municipal Wastewater Agencies (VAMWA)
2. The Isle of Wight County Planning Commission meeting (in person)
3. The scheduled monthly call and the regular monthly meeting (virtual) with the regional directors of utilities to coordinate COVID-19 response actions across the region
4. Presented with HRSD CFO at a Sustainable Financing Webinar sponsored by EPA's Water Infrastructure and Resiliency Finance Center
5. The Blue Tech Forum on innovation in the water sector
6. Participated in two workgroups for implementation of the US EPA's Water Reuse Action Plan
7. Multiple meetings planning a workshop for WEFTEC
8. Chaired the monthly meeting of the US Water Alliance's One Water Council

9. Two meetings of the Regulatory Advisory Panel formed to review proposed changes to Virginia's nutrient regulations

**D. Consent Decree Update:**

HRSD submitted the revised final Regional Wet Weather Management Plan on June 29, 2020, in accordance with the draft 5<sup>th</sup> Amendment to the Consent Decree. Staff expects response/approval in the coming weeks.

HRSD submitted the Sanitary Sewer Overflow Response Plan annual update on June 29, 2020. Annual updates of this plan are a requirement of the consent decree. There were no significant changes in this update.

The meeting next week will be another fully electronic meeting using Skype as we have done for the past three meetings. The Governor has extended the declared state of emergency indefinitely and as such we will continue to meet in this fashion until that executive order is lifted.

Jay Bernas and the Finance staff are keeping a close watch on COVID-related financial impacts. As he reports this month, the percentage of aging receivables beyond 90 days old continues to grow from 17 percent on December 31, 2019 to 24 percent as of June 30, 2020. Interestingly, the total for HRSD aging receivables as of June 30, 2020 (\$27,018,175) is slightly below the total as of December 31, 2019 (\$30,155,200). Based on current data the COVID related impact appears to be in the \$2 million range, potential revenue that may be challenging to collect without federal or state assistance. That number may grow as CARES Act benefits sunset in the weeks ahead. Finance will continue to monitor this regularly and can recommend budgetary adjustments throughout the year as needed.

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 (virtually) on Tuesday, July 28, 2020.**

Respectfully submitted,

Ted Henifin, P.E.  
General Manager

TO: General Manager  
 FROM: Director of Communications  
 SUBJECT: Monthly Report for June 2020  
 DATE: July 14, 2020





A. Publicity and Promotion

HRSD and or/SWIFT were mentioned or featured in five news stories and editorials on topics that included:

1. Wastewater testing for COVID-19 markers
2. Capital Improvement projects in the Middle Peninsula
3. Commission Reappointments

B. Social Media and Online Engagement

1. Metrics

Social Media Metrics June 2020				
METRIC	 FACEBOOK	 LINKEDIN	 TWITTER	 YOUTUBE
Number of Posts *number of published posts	26 -4	1 -1	20 -2	2:02 average view duration
Number of Followers/Likes *total number of fans	1,314 +2	4,945 +24	452 +11	185 +2
Engagement *sum of reactions comments and shares	443 -1,482	3 -26	36 -63	499 unique viewers -434
Traffic *total clicks on links posted	34 -2,338	41 -25	12 -13	4.9% click through +.2%



- d. LinkedIn Impressions: 1,078 page impressions and 448 post impressions
- e. YouTube: 693 views
- f. Next Door unique impressions: 65 post impressions
- g. Blog Posts: 3
  - (1) [Menstrual Products...Healthier Choices for You and the Environment](#)
  - (2) [FOG Should be Your First Focus](#)
  - (3) [DIY: How To Make Eco-Friendly Cleaners at Home](#)
- h. Construction Project Page Visits – 948 total visits (not including direct visits from home page, broken down as follows:
  - (1) 372 visits to individual pages
  - (2) 576 to the status page

B. News Releases, Advisories, Advertisements, Project Notices, Community Meetings and Project Websites

- 1. News Releases/Traffic Advisories/Construction Notices: five (three construction notice and two news releases)
- 2. Advertisements: 29 (one public meeting ad and 18 rate increase ad for June; total includes 10 rate increase ads that ran in May that were inadvertently omitted from last month's report)
- 3. Project Notices: five (via door hanging/door knocking reaching approximately 121 residents)
- 4. Project/Community Meetings: 0
- 5. New Project Web Pages /Videos: 1 project page
  - [15th and 16<sup>th</sup> Streets Sewer Replacement](#)

C. Special Projects and Highlights

Director participated in the Hampton Roads Planning District Commission (HRPDC) Regional Public Information subcommittee biweekly calls, providing HRSD updates to participating localities and regional partners.

Staff attended the HRPDC askHRGreen FOG meeting.

Staff participated in the Virginia Water Environment Association (VWEA) Communications Committee Conference Call.

D. Internal Communications

1. Director participated in the following internal meetings and events:
  - a. Weekly Leadership and COVID-19 meetings
  - b. Apprenticeship committee meeting to develop 2020 graduation recognition opportunities
  - c. Weekly status calls with IT for phase two web updates
  - d. Meeting with IT and vendor to discuss new wayfinder features for Air Rail
  - e. DMR, SWIFT QST and QST meetings
  - f. Architectural review meeting
  - g. SWIFT Community Commitment Steering Committee meetings
  - h. Media interview prep meeting with Water Quality staff
  - i. Escorted contract videographer through Air Rail for video development
  - j. SWIFT Research Center virtual tour development meetings
2. Director conducted bi-weekly communications department status meetings and one-on-one weekly staff check in meetings.

E. Metrics

1. Educational and Outreach Activities: two activities developed and shared on social media:
  - a. “Lego Water Cycle” reaching 512 people; 14 clicks, and 22 reactions, comments, and shares
  - b. “Ocean in a Bottle” reaching 387 people; 25 clicks; 8 reactions, comments, and shares
2. Number of Community Partners: 2
  - a. askHRGreen
  - b. Newport News Waterworks
3. Additional Activities Coordinated by Communications Department: 0



4. Monthly Metrics Summary

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>JUNE 2020</b>
M-1.4a	Total Training Hours per Full Time Employee (3) - Current Month	Hours / #FTE	9.5
M-1.4b	Total Training Hours per Full Time Employee (3) - Cumulative Fiscal Year-to-Date	Hours / #FTE	81.2
M-5.2	Educational and Outreach Events	Number	2
M-5.3	Number of Community Partners	Number	2

5. Annual Metrics Summary

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>FY-2020</b>
M-5.1	Name Recognition (Survey Results)	Percentage	*

\*Will be reported upon completion of survey

Respectfully,

Leila Rice, APR  
Director of Communications

TO: General Manager

FROM: Director of Engineering

SUBJECT: Engineering Monthly Report for June 2020

DATE: July 14, 2020

A. General

1. Capital Improvement Program (CIP) spending for the eleventh month of Fiscal Year (FY) 2020 was above planned spending target. Year-to-date spending is still below the targeted amount for FY 2020.

CIP Spending (\$M):

	Current Period	FYTD
Actual	25.40	149.44
Plan	22.00	187.00

2. The Engineering Department completed selection for two important Annual Professional Services Contracts in June. The first contract is for General Engineering Services. Two firms (HDR Engineering and Hazen & Sawyer) were selected for this contract. This contract is used extensively for numerous tasks including special studies, small design and construction efforts and staff augmentation. The second contract is for Structural Services. The firm of Collins Engineers was selected for this contract. This contract is used for various tasks including structural design, small structural projects and review of existing facilities that require structural ratings. Both contracts provide technical assistance to the Engineering Department and other groups within HRSD requiring professional services support. The contracts are term contracts that have an initial one-year period of service with optional extensions of up to four additional years.

B. Asset Management Division

1. Staff recently completed the creation of a new CIP Project Prioritization tool. This computer-based scoring system replaces the old prioritization system that was first set up about 10 years ago. This program is used to assist with ranking and prioritizing projects and determining the relative importance of diverse needs. All existing CIP projects have been scored using this new system. The new scoring system is focused on balancing funding, risk reduction, regulatory requirements and other organizational drivers. The scoring criteria are in alignment with HRSD's Risk-Based Asset Management program that looks to make the right infrastructure investment at the right time.

2. The creation of Asset Management Plans for each treatment plant continues. Inventory and condition assessment continue at each plant. Criticality scoring is also underway to determine how important each asset is to the overall functioning of larger systems and unit processes. As the criticality scoring is completed at each plant, results are reviewed to verify that the predicted asset is truly critical and to identify weaknesses in the scoring methodology. Each of these steps involves close coordination with the consultant and Asset Management Division Staff to be sure that consistent and accurate data is entered into the system.

C. North Shore, South Shore and SWIFT Design & Construction Divisions

1. The Surry Hydraulic Improvements and Interceptor Force Main project continues. The project is divided into two phases. Phase 1 includes 18,000 linear feet (LF) of 4-inch and 6-inch force main located east of the Town of Surry. Much of Phase I has been completed. Phase 2 includes 102,000 LF of 8-inch and 10-inch force main extending from the Town of Surry to the Town of Smithfield. The design for this phase of the work is nearly complete, so the Design-Build Team is now focused on permitting and property acquisition. A public meeting will be scheduled to present the Hardy Elementary School Pump Station site following the approval of the architectural renderings. Approvals from the various communities along the force main route should be received in the coming weeks. Construction for Phase 2 should begin in the coming months.
2. Construction continues on the Water Quality Services Building Phase II project. The first and second floor rough-in is complete. The second-floor decking and slab have been installed. Most of the structural steel and block work is now complete and portions of the roof are now in place. Selection of interior furnishings continues and final decisions will take into consideration ways to address increased isolation between cubicles and physical separation to meet COVID-19 guidelines. The current project completion date is planned for February 2021.
3. The selection to hire a professional services firm to provide Recharge and Monitoring Well support is underway. Each SWIFT treatment facility will include a dedicated system of recharge and monitoring wells. HRSD will maximize the installation of recharge wells within existing property lines. However, limitations related to parcel size and hydraulic capacity of the wells will likely expand the footprint of recharge and monitoring wells beyond existing treatment plant boundaries. Interviews with two firms were conducted in June. A final selection will be made and a recommendation presented to the Commission for approval at the July meeting.

#### D. Planning & Analysis Division

1. GIS and Asset Management staff recently completed a successful test of the GIS to CMMS asset synchronization tool. This computer-based tool allows for data to be loaded into the GIS and automatically shared with the CMMS. This is a significant time saver and assures the most recent data is available to those who use the CMMS. The success of this test will now allow for asset data to be shared in early July as part of a software upgrade to the CMMS.
2. The Management, Operation and Maintenance (MOM) Team met in June to review quarterly and end-of-year metrics. This team includes members from each department within HRSD. The metrics used to judge performance are wide ranging and include such things as maintenance efforts, safety, asset management and data analysis. The MOM Manual is a requirement of the Consent Order to reduce sanitary sewer overflows in the region and includes the various metrics used to judge compliance and continuous improvement. A report addressing these metrics for the fiscal year will be prepared in the coming month and shared with the EPA and VDEQ.

#### E. Strategic Planning Metrics Summary

1. Educational and Outreach Events: 2
  - a. 06/11/2020 – Participated as a panelist in a virtual meeting conducted by the Water Environment Federation (WEF) on Public Sector Challenges Related to COVID-19.
  - b. 06/17/2020 – Participated as a co-presenter in a webinar sponsored by the Virginia Water Environment Association (VWEA) for the Providence Road Offline Storage Tank and Woodstock Park Improvements project.
2. Number of Community Partners: 2
  - a. WEF
  - b. VWEA
3. Number of Research Partners: 0

4. Monthly Metrics Summary:

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>June 2020</b>
M-1.4a	Total Training Hours per Full Time Employee (44) - Current Month	Hours / #FTE	1.77
M-1.4b	Total Training Hours per Full Time Employee (44) - Cumulative Fiscal Year-to-Date	Hours / #FTE	37.60
M-5.2	Educational and Outreach Events	Number	2
M-5.3	Number of Community Partners	Number	2
M-5.4	Number of Research Partners	Number	0

5. Annual Metrics:

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>FY-2020</b>
M-2.1	CIP Delivery – Budget	Percentage	170%
M-2.2	CIP Delivery – Schedule	Percentage	158%
M-5.4	Number of Research Partners	Number	3

Bruce W. Husselbee, P.E.

Bruce W. Husselbee, P.E.

TO: General Manager

FROM: Director of Finance

SUBJECT: Monthly Report for June 2020

DATE: July 15, 2020

A. General

1. Customer Care continues to serve our customers daily during the COVID-19 pandemic. In June, balances for accounts with amounts overdue more than 90 days increased by \$1,500,000 from the end of March to the end of June. Following the State Corporation Commission (SCC) guidelines, active collections will not resume until after August 31. Customer Care continues to monitor accounts receivable and develop flexible payment plans to assist our customers with these financial challenges.
2. Wastewater revenues were impacted by suspending shut-offs due to COVID-19, resulting in the inability to use that tool to enforce collection efforts. In addition, staff discovered an effluent meter error on a large account that has occurred over a period of approximately three years. The error resulted in a higher than actual bill. For this monthly report, the Wastewater Revenues were reduced to account for the multi-year error. We are working with the customer to either provide a refund or give them the option to use the credit balance for future charges, which we estimate will be drawn down in 9 to 10 months. Water consumption ended the fiscal year slightly lower than budget at -0.8 percent on an adjusted basis and -0.4 percent unadjusted, which correlates to the lower than budgeted wastewater revenues. Fees, at 95 percent of budget, are lower than FY 2019's 101 percent due to the suspension of collection activity related to COVID-19. The largest non-operating revenue source, Facility Charge revenue, is at 104 percent of the annual budgeted amount, slightly lower than FY 2019's 109 percent. All Build America Bond Subsidies have been received; however, the subsidy percentage was reduced slightly under the sequestration provision of the bonds. Other non-operating revenue, at 145 percent, is higher than anticipated due to an \$862,000 reimbursement of workers compensation premiums based on a review of prior years and an adjustment to the projected liability. Miscellaneous operating revenues are higher than normal as a result of a credit card rebate and a refund of some fees. Total Revenues on a cash basis were 0.3 percent lower than budget or approximately \$1.1 million. Personnel expenses and Fringe Benefit expenses are generally on budget at 100 percent and 99 percent, respectively, compared to 102 percent and 100 percent, respectively, in FY 2019. Major Repairs and Capital Assets expenses are significantly

lower than budget but consistent with last year. Remaining Debt Service funds were transferred to Personal Services and Fringe Benefit categories to cover budgeted offsets for anticipated savings, and Debt Service remains slightly below budget based on actual year to date payments. Overall, operating revenues and total revenues and transfers are right on target, operating expenses are about 13 percent under budget, and total expenses and transfers are 7 percent below budget, generally consistent with prior year totals. For the Comprehensive Annual Financial Report (CAFR), the financial records will be held open through the month of July and into early August in order to record revenues and expenditures that relate to FY 2020.

## B. Interim Financial Report

### 1. Operating Budget for the Period Ended June 30, 2020

	Amended Budget	Current YTD	Current YTD as % of Budget (100% Budget to Date)	Prior YTD as % of Prior Year Budget
<b>Operating Revenues</b>				
Wastewater	\$ 316,217,000	\$ 311,964,204	99%	100%
Surcharge	1,500,000	1,616,364	108%	107%
Indirect Discharge	2,750,000	3,056,410	111%	111%
Fees	2,858,000	2,718,764	95%	101%
Municipal Assistance	725,000	641,698	89%	71%
Miscellaneous	600,000	1,354,407	226%	176%
Total Operating Revenue	324,650,000	321,351,847	99%	100%
<b>Non Operating Revenues</b>				
Facility Charge	6,160,000	6,413,600	104%	109%
Interest Income	4,000,000	5,876,452	147%	349%
Build America Bond Subsidy	2,400,000	2,215,848	92%	94%
Other	595,000	864,965	145%	182%
Total Non Operating Revenue	13,155,000	15,370,865	117%	162%
<b>Total Revenues</b>	337,805,000	336,722,712	100%	103%
Transfers from Reserves	10,857,750	10,857,750	100%	100%
<b>Total Revenues and Transfers</b>	\$ 348,662,750	\$ 347,580,462	100%	103%
<b>Operating Expenses</b>				
Personal Services	\$ 59,171,225	\$ 59,180,913	100%	102%
Fringe Benefits	24,732,400	24,499,334	99%	100%
Materials & Supplies	8,838,801	9,122,923	103%	105%
Transportation	1,579,921	1,167,576	74%	96%
Utilities	12,774,299	12,346,224	97%	99%
Chemical Purchases	10,979,218	8,641,969	79%	78%
Contractual Services	45,968,753	31,638,547	69%	72%
Major Repairs	11,267,604	7,113,616	63%	67%
Capital Assets	458,825	215,018	47%	47%
Miscellaneous Expense	4,785,523	4,054,811	85%	87%
<b>Total Operating Expenses</b>	180,556,569	157,980,931	87%	90%
<b>Debt Service and Transfers</b>				
Debt Service	59,504,841	59,011,300	99%	99%
Transfer to CIP	108,341,340	108,341,340	100%	100%
Transfer to Risk management	260,000	260,000	100%	100%
Total Debt Service and Transfers	168,106,181	167,612,640	100%	100%
Total Expenses and Transfers	\$ 348,662,750	\$ 325,593,571	93%	94%



## 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; 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 June 30, 2020

### HRSD - RESERVE AND CAPITAL ACTIVITY

June 30, 2020

	General Reserve			Reserve	Capital	
	General	Debt Service	Risk Mgmt Reserve		Paygo	Debt Proceeds
	Unrestricted	Restricted	Unrestricted		Unrestricted	Restricted
<b>Beginning - July 1, 2019</b>	\$ 178,937,154	\$ 28,553,343	\$ 3,499,535	\$ 15,266,324	\$ 86,279,809	\$ 14,334,553
<b>Current Year Sources of Funds</b>						
Current Receipts	272,141,824					
Capital Grants					-	
VRA Draws					29,237,752	
Bond Proceeds (includes interest)						36,364
Transfers In	66,355,163		260,000		108,341,340	
<b>Sources of Funds</b>	<b>338,496,987</b>	<b>-</b>	<b>260,000</b>	<b>-</b>	<b>137,579,092</b>	<b>36,364</b>
<b>Total Funds Available</b>	<b>\$ 517,434,141</b>	<b>\$ 28,553,343</b>	<b>\$ 3,759,535</b>	<b>\$ 15,266,324</b>	<b>\$ 223,858,901</b>	<b>\$ 14,370,917</b>
<b>Current Year Uses of Funds</b>						
Cash Disbursements	144,001,843				135,294,058	14,370,917
Series 2019A Refunding	66,355,163					
Transfers Out	108,601,340				66,355,163	
<b>Uses of Funds</b>	<b>318,958,346</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>201,649,221</b>	<b>14,370,917</b>
<b>End of Period - June 30, 2020</b>	<b>\$ 198,475,795</b>	<b>\$ 28,553,343</b>	<b>\$ 3,759,535</b>	<b>\$ 15,266,324</b>	<b>\$ 22,209,680</b>	<b>\$ -</b>
Unrestricted Funds	\$ 239,711,334					

#### 4. Capital Improvements Budget and Activity Summary for Active Projects for the Period Ended June 30, 2020

Classification/ Treatment Service Area	Expenditures		Year to Date		Total Expenditures	Outstanding Encumbrances	Available Balance
	Budget	prior to 6/30/2019	FY 2020 Expenditures				
Administration	\$ 75,199,313	\$ 43,226,275	\$ 6,442,717	\$ 49,668,992	\$ 12,525,333	\$ 13,004,988	
Army Base	158,584,000	125,110,560	524,160	125,634,720	2,395,881	30,553,399	
Atlantic	132,843,059	88,977,628	18,633,627	107,611,255	3,628,640	21,603,164	
Boat Harbor	147,344,220	60,512,133	17,664,956	78,177,089	10,011,908	59,155,223	
Ches-Eliz	193,819,583	21,557,919	50,134,381	71,692,300	57,991,688	64,135,595	
James River	288,758,687	58,557,889	5,839,309	64,397,198	5,974,471	218,387,018	
Middle Peninsula	92,351,760	10,996,758	5,265,884	16,262,642	6,297,504	69,791,614	
Nansemond	92,993,127	42,439,857	4,893,063	47,332,920	16,268,150	29,392,057	
Surry	45,747,598	1,905,064	8,138,855	10,043,919	28,660,828	7,042,851	
VIP	372,621,273	259,851,080	3,196,193	263,047,273	4,490,545	105,083,455	
Williamsburg	36,212,622	12,215,242	6,498,021	18,713,263	14,687,703	2,811,656	
York River	72,798,339	44,185,737	2,746,333	46,932,070	1,378,263	24,488,006	
General	708,861,094	233,236,782	17,495,192	250,731,974	31,473,416	426,655,704	
	<u>\$ 2,418,134,675</u>	<u>\$ 1,002,772,924</u>	<u>\$ 147,472,691</u>	<u>\$ 1,150,245,615</u>	<u>\$ 195,784,330</u>	<u>\$ 1,072,104,730</u>	

#### 5. Debt Management Overview

##### HRSD - Debt Outstanding (\$'000's) June 30, 2020

	Principal May 2020	Principal Payments	Principal Draws	Trust Agreement	Principal June 2020	Interest Payments
<b>Fixed Rate</b>						
Senior	\$ 214,212	\$ -	\$ -		\$ 214,212	\$ -
Subordinate	548,815	(1,121)	51		547,745	(199)
<b>Variable Rate</b>						
Subordinate	50,000	-	-		50,000	(7)
<b>Line of Credit</b>						
<b>Total</b>	<u>\$ 813,027</u>	<u>\$ (1,121)</u>	<u>\$ 51</u>	<u>\$ -</u>	<u>\$ 811,957</u>	<u>\$ (206)</u>

##### HRSD- Series 2016VR Bond Analysis June 26, 2020

	SIFMA Index	HRSD	Spread to SIFMA
Maximum	4.71%	4.95%	0.24%
Average	0.57%	0.56%	-0.01%
Minimum	0.01%	0.01%	0.00%
As of 06/26/20	0.13%	0.12%	-0.01%

\* Since October 20, 2011 HRSD has averaged 56 basis points on Variable Rate Debt

## 6. Financial Performance Metrics for the Period Ended June 30, 2020

### HRSD - UNRESTRICTED CASH

June 30, 2020

Can be used for any purpose since it is not earmarked for a specific use and is extremely liquid

		Days Cash on Hand	
		Hand	Days Cash on Hand
<b>Total Unrestricted Cash</b>	\$ 239,711,334		485
Risk Management Reserve	\$ (3,759,535)	(8)	477
Reserve	\$ (15,266,324)	(31)	446
Capital (PAYGO only)	\$ (22,209,680)	(45)	401
<b>Net Unassigned Cash</b>	\$ 198,475,794		401

Risk Management Reserve as a % of Projected Claims Cost is 25% YTD compared to 25% Policy Minimum  
Days Cash on Hand Policy Minimum is 270-365 days.

### HRSD - SOURCES OF FUNDS

June 30, 2020

Primary Source	Beginning				Ending			Current Mo Avg Yield
	Market Value	YTD	YTD	YTD	Market Value	Allocation of Funds	Credit Quality	
	July 1, 2019	Contributions	Withdrawals	Income Earned	June 30, 2020			
BAML Corp Disbursement Account	7,755,006	520,471,898	520,946,432	58,770	7,339,242	3.9%	N/A	0.55%
VIP Stable NAV Liquidity Pool	163,658,801	156,355,162	144,355,162	3,001,589	178,660,390	96.1%	AAAm	0.42%
<b>Total Primary Source</b>	<b>\$ 171,413,807</b>	<b>\$ 676,827,060</b>	<b>\$ 665,301,594</b>	<b>\$ 3,060,359</b>	<b>\$ 185,999,632</b>	<b>100.0%</b>		

VIP Stable NAV Liquidity Pool performed at the same level as Va Local Government Investment Pool (the market benchmark) in the month of June.

Secondary Source	Beginning				Ending			Yield to Maturity at Market
	Market Value	YTD	YTD	YTD	Market Value	LTD		
	July 1, 2019	Contributions	Withdrawals	Income Earned & Realized G/L	June 30, 2020	Ending Cost	Mkt Adj	
VIP 1-3 Year High Quality Bond Fund	128,529,607	-	66,370,498	1,741,471	64,899,667	62,736,539	2,163,128	0.31%
<b>Total Secondary Source</b>	<b>\$ 128,529,607</b>	<b>\$ -</b>	<b>\$ 66,370,498</b>	<b>\$ 1,741,471</b>	<b>\$ 64,899,667</b>	<b>\$ 62,736,539</b>	<b>\$ 2,163,128</b>	

VIP 1-3 Year High Quality Bond Fund out performed ICE BofA ML 1-3 yr AAA-AA Corp/Gov Index (the market benchmark) by 0.11% in the month of June.

	Total	Fund Alloc
Total Primary Source	\$ 185,999,632	74.1%
Total Secondary Source	\$ 64,899,667	25.9%
<b>TOTAL SOURCES</b>	<b>\$ 250,899,299</b>	<b>100.0%</b>

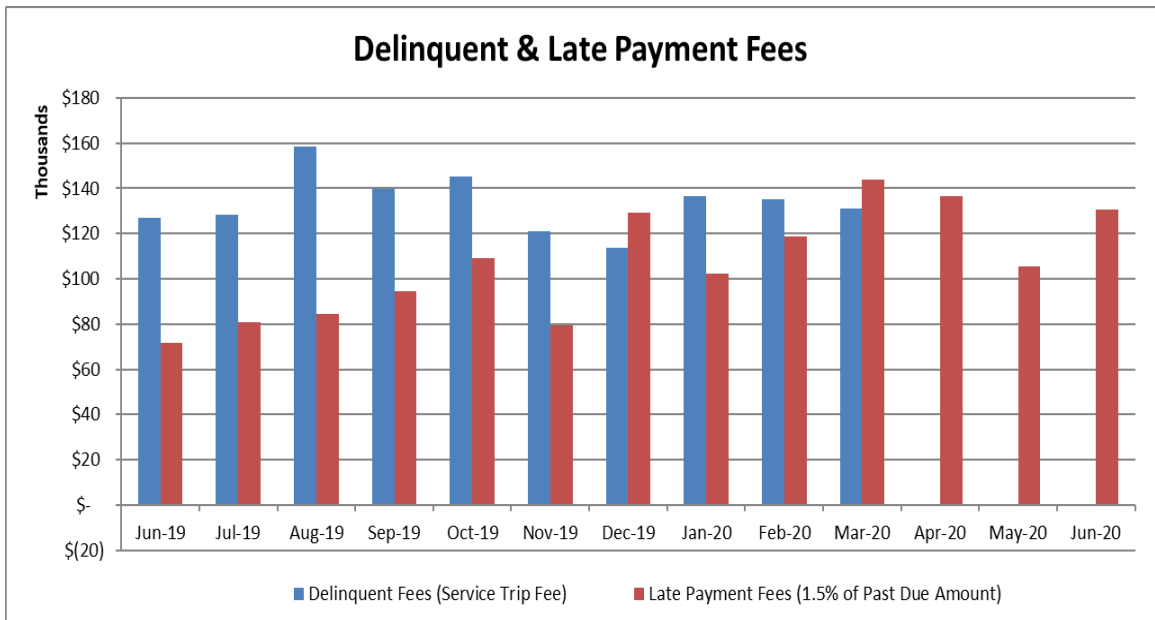
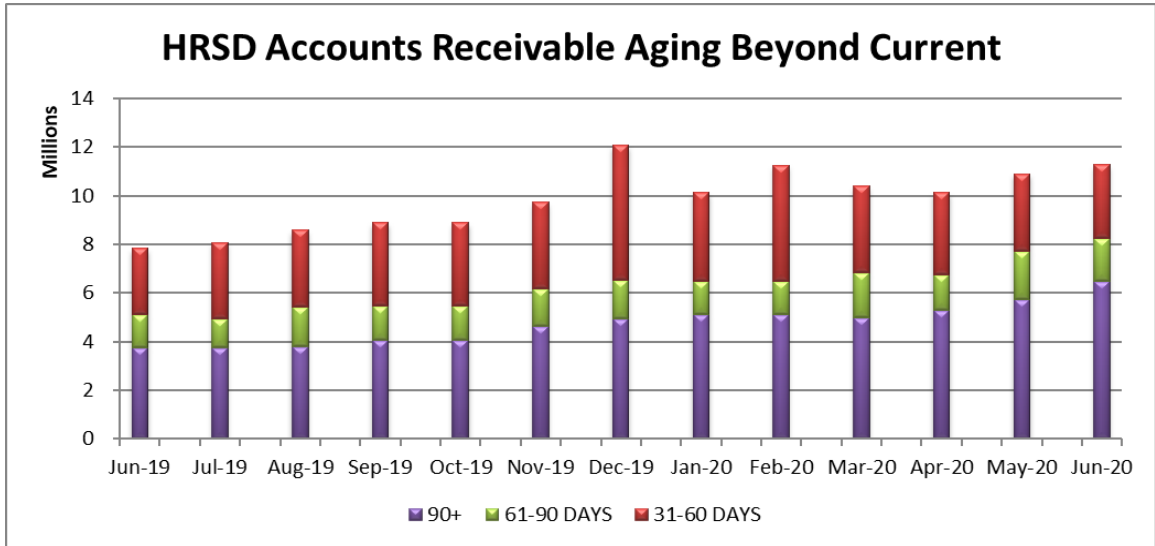
## 7. Summary of Billed Consumption

Summary of Billed Consumption (,000s ccf)							
Month	FY2020 Cumulative Budget Estimate	FY2020 Cumulative Actual ADJUSTED	% Difference		% Difference		% Difference
			From Budget	Cumulative FY2019 Actual ADJUSTED	From FY2019	Cumulative 3 Year Average ADJUSTED	From 3 Year Average
July	4,845	5,114	5.6%	5,152	-0.7%	4,932	3.7%
Aug	9,649	9,944	3.1%	10,194	-2.5%	9,803	1.4%
Sept	14,488	14,354	-0.9%	14,220	0.9%	14,347	0.1%
Oct	18,842	18,952	0.6%	18,978	-0.1%	18,987	-0.2%
Nov	22,952	23,092	0.6%	23,138	-0.2%	23,223	-0.6%
Dec	27,344	27,518	0.6%	27,241	1.0%	27,463	0.2%
Jan	31,535	32,101	1.8%	31,767	1.1%	31,897	0.6%
Feb	36,079	36,005	-0.2%	36,256	-0.7%	36,321	-0.9%
March	40,427	40,108	-0.8%	39,892	0.5%	40,358	-0.6%
Apr	44,149	44,246	0.2%	44,256	0.0%	44,431	-0.4%
May	48,421	48,397	0.0%	48,495	-0.2%	48,655	-0.5%
June	52,985	52,535	-0.8%	52,875	-0.6%	53,147	-1.2%

RED - Adjusted lower due to meter error

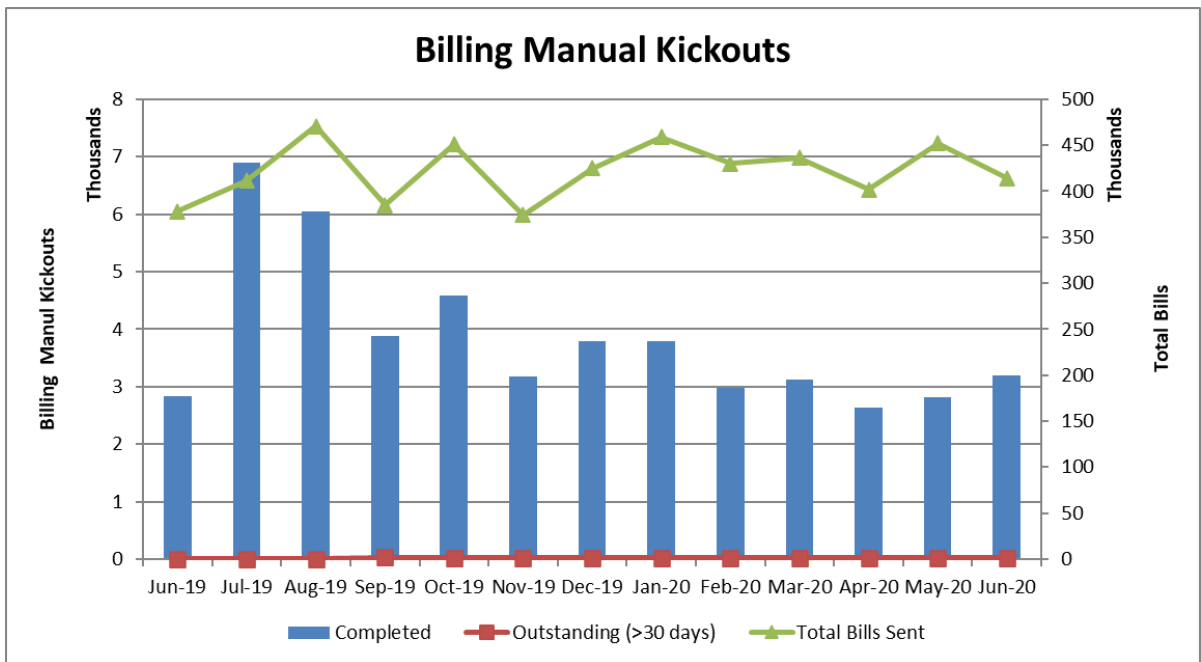
## C. Customer Care Center

### 1. Accounts Receivable Overview



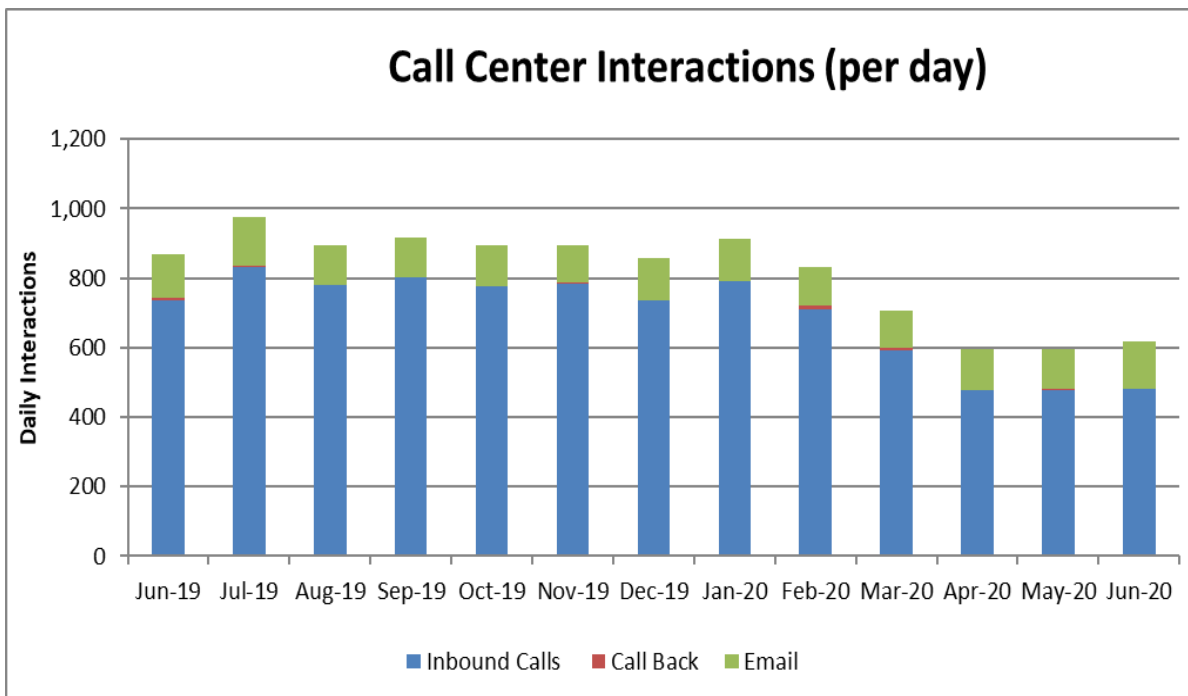
Apr-Jun 20 Field Activity was suspended late March in response to COVID-19

## 2. Customer Care Center Statistics



Jun-19 Billing Activity was affected by Virginia Beach tragedy.

Jul-19 A formatting change caused an increase in manual kickouts. We expect the levels to normalize in the next few months.



Customer Interaction Statistics	Jan	Feb	Mar	Apr	May	Jun
Calls Answered within 3 minutes	83%	86%	90%	97%	95%	97%
Average Wait Time (seconds)	0:78	0:68	0:51	0:22	0:28	0:18
Calls Abandoned	7%	6%	5%	3%	4%	3%

D. Procurement Statistics

ProCard Fraud	External Fraud Transactions *	Comments
July	2	Caught by Bank Immediately
August	0	
September	0	
October	1	Caught by Bank Immediately
November	0	
December	1	Employee caught during reconciliation
January	1	Caught by Bank Immediately
February	0	
March	0	
April	3	
May	4	Caught by Bank Immediately
June	4	Caught by Bank Immediately
<b>Total</b>	<b>16</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>June 2020</b>
M-1.4a	Training During Work Hours Per Full Time Employee (102) – Current Month	Hours / #FTE	1.34
M-1.4b	Total Training During Work Hours Per Full Time Employee (102) – Cumulative Fiscal Year-to-Date	Hours / #FTE	19.67
M-5.2	Educational and Outreach Events	Number	0
M-5.3	Number of Community Partners	Number	0
	Wastewater Revenue	Percentage of budgeted	99%
	General Reserves	Percentage of Operating Budget less Depreciation	126%
	Liquidity	Days Cash on Hand	485 Days
	Accounts Receivable (HRSD)	Dollars	\$27,018,175
	Aging Accounts Receivable	Percentage of receivables greater than 90 days	24%

#### 4. Annual Metrics

Item #	Strategic Planning Measure	Unit	FY-2020
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 Information Technology  
SUBJECT: Information Technology Department Report for June 2020  
DATE: July 15, 2020

A. General

1. Work continues on the HRSD website to provide a user friendly and legally compliant method of conducting online open house and informational meetings. User acceptance testing is underway and the “online meetings and events tool” is scheduled to go-live in July.
2. Two additional wireless access points were installed at the York River Treatment Plant in order to provide expanded wireless network access for ongoing research and development initiatives.
3. Development of the HRSD Office 365 SharePoint site began this month, and will contain reference and training materials relating to the upcoming migration to Microsoft’s cloud based O365 suite, OneDrive, Teams, SharePoint Online, and the Power BI data analytics and reporting platform.
4. Staff is working with members of the Engineering and Operations Departments to organize and consolidate asset management data and related documentation. This project entails determining systems of record, elimination of duplicate data, storage location, access requirements, and data classification for retention and destruction purposes. The initial focus of this project is with Interceptor Systems.
5. The Senior Systems Analysts facilitated completion of the second phase of the network core switch upgrade by coordinating and overseeing business user testing of all applications, following software and firmware updates.
6. IT staff is working with Operations and Carlton Scale Systems in remediating issues related to the May 2020 upgrade of hardware and software at the Atlantic Treatment Plant. Issues are only discoverable after go-live because there is no test environment for the scale system. Test plans and functional standards are being written for all future upgrades and scale system replacements so that vendors can better respond to HRSD’s business requirements. Additionally, Operations is developing a set of simplified instructions for the waste haulers who use the scales to minimize confusion when using the system. A follow-up meeting is scheduled for

August to review system performance and efficacy of the instructional materials.

7. The enhanced interfaces between Oracle e-Business Suite and the hosted Oracle Unifier platform successfully went live on June 1. Staff continues to work with the Finance and Engineering Departments to fine-tune performance and address any minor issues which may arise.
8. User acceptance testing is ongoing for the Customer Care and Billing platform upgrade. Testing and acceptance has been delayed due to the COVID-19 impact on resource availability and staff scheduling with our jurisdiction business partners. Mock data conversions of the accounts database are being done every two weeks, ensuring process integrity and staff familiarity. Significant progress has been made to streamline conversion processes, and staff has been able to reduce the time for conversion from two days to one day. This significant improvement will provide Customer Care more time for their certification testing, post-conversion, just before go-live.

B. Strategic Planning Metrics Summary

1. Educational and Outreach Events: 0
2. Number of Community Partners: 0
3. Metrics Summary:

Item #	Strategic Planning Measure	Unit	June 2020
M-1.4a	Training During Work Hours Per Full-Time Employee (50) – Current Month	Total Training Hours / # FTE	1.57
M-1.4b	Total Training During Work Hours Per Full-Time Employee (50) – Cumulative Fiscal Year-to-Date	Total Training Hours / # FTE	38.58
M-5.2	Educational and Outreach Events	Number	0
M-5.3	Number of Community Partners	Number	0

Respectfully,  
*Don Corrado*

TO: General Manager  
FROM: Director of Operations  
SUBJECT: Operations Report for June 2020  
DATE: July 7, 2020

A. Interceptor Systems

1. North Shore (NS) Interceptor Systems

- a. Staff addressed one odor complaint, three interceptor complaints, and seven system alarms this month. The three interceptor complaints were investigated. Two were associated with infrastructure not belonging to HRSD. The third issue was corrected. Staff investigated the odor complaint and determined that the source was not an HRSD facility.
- b. Staff completed one caustic injection in the Gloucester force main utilizing the newly completed Beaver Dam Pump Station injection site. This new process reduces risk and helps ensure the safety of our employees, and the public.

2. South Shore (SS) Interceptor Systems

There were six interceptor complaints and 16 system alarms this month. Three issues were associated with City of Norfolk Utilities Department, one with the City of Virginia Beach Public Utilities Department, and one with the City of Chesapeake Public Utilities Department. Staff replaced a missing valve lid in Suffolk on Wilroy Road.

B. Major Treatment Plant Operations

1. Army Base Treatment Plant (ABTP)

On two occasions, staff opened a tank drain on a tank filled with non-potable water (NPW). 175 gallons of NPW was spilled into a storm drain and not recovered.

2. Atlantic Treatment Plant (ATP)

- a. A biosolids spill occurred on June 24 when the pre-dewatering

centrifuge discharge chute backed up. The spill was contained, and all was recovered.

- b. On June 25 an underground Waste Activated Solids (WAS) line was secured at both ends while some solids remained in the line. Staff believes that the presence of the solids caused a build-up of gas pressure, causing a valve to fail. The break created a sinkhole in the road above it. The spill was contained and recovered, and repairs were made.

3. Boat Harbor Treatment Plant (BHTP)

- a. Testing of the remote shutdown program (used during catastrophic event planning) was completed successfully.
- b. A contractor performed the annual air permit stack testing on the #2 Incinerator on Tuesday, June 30. Initial test results indicate the test should meet compliance requirements.

4. Chesapeake-Elizabeth Treatment Plant (CETP)

Staff made aeration tank improvements to enhanced biological phosphorus removal performance for the purpose of eliminating alum usage.

5. James River Treatment Plant (JRTP)

Air trapped in lines to the hypochlorite pumps caused four odor scrubber deviations this month. In each instance, staff bled air off the system and reset the pump.

6. Nansemond Treatment Plant (NTP)

- a. Contractors completed the replacement of a broken Sodium Hydroxide transfer line that caused a spill of approximately 1,700 gallons of unrecovered Sodium Hydroxide several months ago. This replacement line has containment piping to help mitigate the potential for future chemical discharges, and inspection ports to help identify leaks.
- b. SWIFT Research Center (SWIFT RC)
  1. The total volume of SWIFT recharge into the Potomac aquifer for the month of June was 10.5 MG.

2. Staff cleaned the Flocculation/Sedimentation tanks, connected the softener water booster pumps to the Distributed Control System (DCS), and cleaned the Ozone contactor and ultraviolet vessels.

7. Virginia Initiative Plant (VIP)

Contractors installed one rebuilt influent pump motor and removed another for inspection and repairs. Three influent pumps are now available for service. The rental pumps installed for high flow events will be removed in July.

8. Williamsburg Treatment Plant (WBTP)

- a. There was one reportable wastewater event when the automatic controls failed and caused a fourteen-minute loss of de-chlorination.
- b. The contractor for the switchgear project continued outfitting the newly erected switchgear-generator building with mechanical and electrical equipment, piping, conduit and wire.

9. York River Treatment Plant (YRTP)

Staff completed setting up the filtration pilot plant.

10. Incinerator Operations Events Summary

Total Hydrocarbon (THC) monthly averages (not to exceed 100 parts per million) were met by all five plants with incinerators. Certified THC valid data capture for the month exceeded 93 percent for all facilities.

There was one deviation from the required minimum operating parameters, and there were two minor (less than 60 minutes) non-reportable bypass events.

Staff received and responded to a consent order for the failed Hydrogen Chloride (HCl) test at ABTP. The response and fine of \$11,865 was provided on June 29, 2020. Staff submitted a corrective action plan to ensure continuous and future compliance. The Virginia Department of Environmental Quality approved the plan.

D. Small Communities (SC)

1. Middle Peninsula Small Communities Treatment and Collections

a. Miscellaneous

During June, several cBOD and BOD samples did not meet QA/QC method requirements for HRSD's Central Environment Laboratory (CEL) and were deemed invalid. Staff consistently collects additional samples where possible, and the required frequency of valid cBOD/BOD sample analysis was met at all facilities except for West Point for the week of June 7<sup>th</sup>.

d. Matthews System

Vacuum lines and the force main were permanently tied into the new Mathews Main PS this month; demolition of the old station has begun. The pipework around the Booster Vacuum station is anticipated to be completed in July.

2. Small Communities – Surry Systems

Several samples tested high for E. Coli at the Town of Surry Treatment Plant in June. Staff from the Sussex Service Authority (SSA) cleaned the UV system and upstream infrastructure several times and sample results returned to normal.

E. Support Systems - Infrastructure Assessment

This year, staff issued work orders for 42,786 linear feet of gravity line inspections. The contractor performing the work is 99 percent complete with field activities.

F. Electrical & Instrumentation (E&I)

- a. Staff installed a remote Human Machine Interface (HMI) for the power generation system master controls at VIP. VIP has a switching room to allow Operators to safely open and close the plant's MV breakers from a remote location. The HMI was installed in that room as a visual aid to assist the Operator with identifying the generator breaker and generator tie breaker status before deciding to manually open or close distribution breakers.

- b. Staff responded to 17 SCADA communication failures and 12 Telog communication failures. A communication failure is defined as a total loss of communication at a site that requires staff to respond to the site location during and/or after normal working hours.

G. Energy Management (EM)

Staff awarded a contract for a photovoltaic (PV) solar provider to install a 100-kilowatt (kW), roof mounted, solar array on the NS Operations Building. The selection is part of a five-year contract to install solar arrays on selected facilities where economically viable.

H. Water Technology and Research

The previously described partial denitrification-anammox (PdNA) pilot studies at JRTP and YRTP are now both operating. The PdNA pilot at JRTP includes a polishing moving bed biofilm reactor (MBBR) that is simulating the full-scale system that will be constructed as part of the SWIFT upgrades. At YRTP, we are now operating a trailer-mounted “post denitrification” filter pilot system provided by Xylem/Leopold in PdNA mode in parallel with the existing full-scale filters.

## G. MOM reporting numbers

MOM Reporting #	Measure Name	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2.7	# of PS Annual PMs Performed (NS)	1	4	8	4	2	3	5	2	8	5	1	1
2.7	# of PS Annual PMs Performed (SS)	6	5	4	5	4	5	5	4	7	2	0	0
2.7	# of Backup Generator PMs Performed (Target is 4.6)	10	13	17	11	9	9	9	14	12	13	3	12
2.8	# of FM Air Release Valve PMs Performed (NS)	209	77	70	127	139	111	157	168	412	304	226	196
2.8	# of FM Air Release Valve PMs Performed (SS)	311	318	365	334	97	247	300	199	409	355	326	159
2.9	# of Linear Feet of Gravity Clean (NS) (Target is 2,417 for HRSD)	6,248	2,681	1,426	638	2,079	3,454	7,161	4,149	4,070	2,832	1,007	207
2.9	# of Linear Feet of Gravity Clean (SS) (Target is 2,417 for HRSD)	1,064	13,240	1,551	1,365	4,365	3,454	3,415	3,714	7,196	4,800	3,500	6,608
2.9	# of Linear Feet of Gravity CCTV Inspection (HRSD Target 3,300 LF)	305	0	0	0	0	0	0	2,694	31,665	0	6,632	1,468



## H. Strategic Measurement Data

### 1. Education and Outreach Events: (1)

- a. Foodbank Drive- Hunger Heroes Competition - Kelly Lamp and Lisa Pruitt Co-captained the HRSD-Hunger Heroes, collecting \$9,142 for South Eastern Virginia and Peninsula Foodbanks

### 2. Community Partners: (3)

- a. Chesapeake Bay Foundation – oyster cage maintenance at BHTP for oyster gardening program
- b. United Way
- c. DOE Jefferson Lab

### 3. Monthly Metrics

Item #	Strategic Planning Measure	Unit	June 2020
M-1.4a	Training During Work Hours per Full Time Employee (FTE) (516) – Current Month	Hours / FTE	3.39
M-1.4b	Total Training During Work Hours per FTE (516) – Cumulative Year-to-Date	Hours / FTE	37.18
M-2.3a	Planned Maintenance Total Maintenance Hours	Total Recorded Maintenance Labor Hours	31,849.75
M-2.3b	Planned Maintenance – Preventive and Condition Based	% of Total Maintenance Hours	62.19%
M-2.3c	Planned Maintenance - Corrective Maintenance	% of Total Maintenance Hours	14.22%
M-2.3d	Planned Maintenance - Projects	% of Total Maintenance Hours	23.59%
M- 4.1a	Energy Use: Treatment *reported for May 2020	kWh/MG	2,108

Item #	Strategic Planning Measure	Unit	June 2020
M-4.1b	Energy Use: Pump Stations *reported for May 2020	kWh/MG	170
M-4.1c	Energy Use: Office Building *reported for May 2020	kWh/MG	84
M-5.2	Educational and Outreach Events	Number	1
M-5.3	Number of Community Partners	Number	3

#### 4. Annual Metrics

Item #	Strategic Planning Measure	Unit	FY-2020
M-2.3a	Planned Maintenance Total Maintenance Hours	Total Recorded Maintenance Labor Hours(average)	29,679.57
M-2.3b	Planned Maintenance – Preventive and Condition Based	% of Total Maintenance Hours (average)	59.45%
M-2.3c	Planned Maintenance- Corrective Maintenance	% of Total Maintenance Hours (average)	18.86%
M-2.3d	Planned Maintenance- Projects	% of Total Maintenance Hours (average)	25.11%
M-3.6	Alternate Energy	Total KWH	*
M- 4.1a	Energy Use: Treatment	kWh/MG	*
M-4.1b	Energy Use: Pump Stations	kWh/MG	*
M-4.1c	Energy Use: Office Building	kWh/MG	*

\* Will update once data is reported

Respectfully submitted,  
Steve de Mik  
 Director of Operations

TO: General Manager  
FROM: Director of Talent Management (TM)  
SUBJECT: Monthly Report for June 2020  
DATE: July 10, 2020

A. Talent Management Executive Summary

1. Recruitment

a. Summary

New Recruitment Campaigns	23
Job Offers Accepted – Internal Selections	10
Job Offers Accepted – External Selections	21
Average Days to Fill Position	30

b. Fourteen Hampton Roads Public Works Academy (HRPWA) cadets began summer internships at eight work centers.

2. The following was performed in response to the COVID-19 pandemic:

- a. Compiled and posted a Frequently Asked Questions document on SharePoint to clarify the *Employee Return to Work Following Personal Travel* policy.
- b. Continued addressing suspect employee COVID-19 cases and potential close contact exposures based on Virginia Department of Health (VDH) guidelines. In June, 23 employees were quarantined due to external or household exposure or due to COVID-19 symptoms. One employee tested positive. To date, there have been no work-related cases.
- c. Began coordinating occupational health COVID-19 testing services for employees following personal travel.
- d. Continued refining recruitment processes to minimize frequency of in-person interactions.
- e. Began updating the Alternative Work policy to incorporate recent and planned changes to telework arrangements.

- f. Measured conference rooms and developed arrangements to define maximum occupancy based on social distancing requirements.
  - g. Attended a Department of Labor virtual session on proposed Virginia Occupational Safety and Health Administration Emergency Regulation for COVID-19 expected to be approved in July. Reviewed the regulation and began outlining a plan to address requirements.
3. Several Human Resources (HR) policies were updated based on Virginia regulations, effective July 1, including Equal Employment Opportunity, Standards of Conduct, Holiday Benefits, Compensation and Recruitment policies.
4. Wellness Program Participation

Participation Activities	Unit	June 2020	Year to Date (March 2020–February 2021)
Biometric Screenings	Number	1	66
Preventive Health Exams	Number	2	97
Preventive Health Assessments	Number	3	63
Online Health Improvement Programs	Number	2	39
Online Health Tracking Challenges	Number	75	324
Fit-Bit Promotion	Number	74	190
	Number	10	36

5. Two Challenges were completed: *Walk the Watershed* and *Healthy You Bingo*. HRSD’s *Walk the Watershed* team earned 1st place of 143 teams participating in Chesapeake Bay Foundation’s virtual event, walking over 2,000 miles and doubling the team’s fundraising goal.
6. HR and Organizational Development & Training Division (OD&T) staff participated in Succession Planning Audit review meetings with internal auditors to review roles and responsibilities.
7. The 10<sup>th</sup> Annual Learning Week, *2020 VISION* was held with the highest attendance since the program began. Thirteen virtual sessions were offered on a variety of subjects including financial planning, retirement, nutrition, emotional wellness, and sustainability. OD&T administrative staff successfully trained internal and external presenters on the learning platform and moderated virtual sessions.

8. OD&T staff worked with the Quality Leadership Team to finalize HRSD's Leadership and Management Academy (LAMA). The program will be conducted over 12 months and provide participants with necessary leadership and management skills for the future workforce.
9. Pre-Apprenticeship Orientation was conducted over two days and included e-learning courses, math placement testing and completion of required Department of Labor and Veteran Affairs documentation.
10. The quarterly Apprenticeship Committee meeting was held. Discussions included Apprenticeship Graduation, fourth term performance, and conversion of classes to an online format. Based on input from Apprentice representatives, the 2020 class will participate in a combined 2020/2021 graduation event. The committee discussed plans to facilitate individual apprentice celebrations.
11. HR staff and the Safety Manager participated in a question and answer session with the Workers Compensation carrier and insurance broker regarding HRSD policies and practices related to the COVID-19 pandemic.
12. National Safety Month was promoted on SharePoint featuring past Safety Innovation Award winners.
13. Mishaps and Work-Related Injuries Status to Date (OSHA Recordable)

	<u>2019</u>	<u>2020</u>
<b>Mishaps</b>	37	12
<b>Lost Time Mishaps</b>	6	1
<i>Numbers subject to change pending HR review of each case.</i>		

14. Safety Division Monthly Activities

Safety Training Classes	18
Work Center Safety Inspections	11
Reported Accident Investigations	1
Construction Site Safety Evaluations	40
Contractor Safety Briefings	10
Hot Work Permits Issued	98
Confined Space Permits Issued/Reviewed	200
Industrial Hygiene Monitoring Events	2

B. Monthly Strategic Planning Metrics Summary

1. Education and Outreach Events: (0)
2. Community Partners: (0)
3. Monthly Metrics

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>June 2020</b>
M-1.1a	Employee Turnover Rate (Total)	Percentage	0.74
M-1.1b	Employee Turnover - Service Retirements	Percentage	0.10
M-1.4a	Total Training Hours Per Full Time Employee (17) – June	Total Training Hours/ FTE	2.06
M-1.4b	Total Training During Work Hours Per Full Time Employee (17) – Cumulative Fiscal Year-to-Date	Hours / FTE	49.05
M-5.2	Educational and Outreach Events	Number	0
M-5.3	Community Partners	Number	0

4. Annual Metrics

<b>Item #</b>	<b>Strategic Planning Measure</b>	<b>Unit</b>	<b>FY-2020</b>
M-1.1a	Employee Turnover Rate (Total)	Percentage	6.78%
M-1.1b	Employee Turnover due to Service Retirements	Percentage	3.08%
M-1.1c	Employee Turnover Rate within Probationary Period	Percentage	0.25%
M-1.2	Internal Employee Promotion Eligible	Percentage	63%
M-1.3	Average Time to Fill a Position	Calendar Days	60
M-1.5a	Safety OSHA 300 Incidence Rate Total Cases	# per 100 Employees	4.80
M-1.5b	Safety OSHA 300 Incidence Rate Cases with Days Away	# per 100 Employees	1.34
M-1.5c	Safety OSHA 300 Incidence Rate Cases with Restriction, etc.	# per 100 Employees	1.60

Respectfully submitted,  
**Paula A. Hogg**  
Director of Talent Management

TO: General Manager  
FROM: Director of Water Quality (WQ)  
SUBJECT: Monthly Report for June 2020  
DATE: July 14, 2020

A. General

1. Pretreatment and Pollution Prevention division staff assessed two civil penalties this month.

**Chesapeake Bay Bridge Tunnel - Thimble Shoal Tunnel Project, Virginia Beach**

Two Enforcement Orders were issued to Chesapeake Bay Bridge Tunnel - Parallel Thimble Shoal Tunnel Project in May and June 2020 for technical violations associated with the Portal Island 1 sample point. The Orders each contained an invoice for a \$3,000 Civil Penalty. The permittee exceeded the monthly average permit limit for chromium for March and April 2020. A Show Cause meeting was previously held on March 19, 2020 in which ion exchange resin technologies were discussed as measures to prevent recurrence of chromium permit limit exceedances.

The installation of new ion exchange resin was delayed due to the COVID-19 pandemic but are now operational. The Enforcement Orders were accepted and the civil penalties were paid in full on May 26 and June 22, 2020.

**UniFirst Corporation, Norfolk**

An Enforcement Order was issued to UniFirst Corporation in May 2020 for a series of technical violations associated with the facility's #1 sample point. The Order contained an invoice for a \$1,500 Civil Penalty. The permittee exceeded the daily maximum limit and the monthly average limit for Oil & Grease (SGT-HEM), and the daily maximum limit for Xylenes and Tetrachloroethene during the month of March 2020. The permittee stated the exceedances were due to the departure of their Maintenance Supervisor and multiple issues with their wastewater pretreatment system.

UniFirst worked with their chemical vendor to diagnose several issues with their pretreatment system, wastewater treatment chemicals, and integration of the pretreatment system with their Programmable Logic Controller (PLC) system. The permittee addressed these areas of concern and feel that they



will be able to maintain compliance. The Enforcement Order was accepted, and the Civil Penalty was paid in full on June 18, 2020.

2. The Director developed and submitted comments to the Department of Environmental Quality (DEQ) regarding a proposed review of the Virginia Pollution Abatement Permit regulation. This regulation establishes standards for the final use of biosolids or disposal of sewage sludge generated during the treatment of domestic sewage in a treatment works. HRSD has corresponded several times with DEQ regarding the intent of this regulation relative to the generation of Class A biosolids. Historically, HRSD has produced Class B biosolids but Class A biosolids will soon be available for use once the Atlantic Plant processing upgrade and corresponding permit have been completed. DEQ's interpretation of the regulation relative to Class A biosolids is difficult to understand and convey to the public and does not appear to align with that of EPA. DEQ's approach to the regulation also places responsibility on HRSD for ensuring that the use of Class A biosolids generated by HRSD meets requirements normally applied to the use of Class B biosolids. This approach is unnecessarily conservative and will not allow use of biosolids that should be allowed given the higher quality of Class A biosolids. Lack of clarity in the regulation is causing confusion as to how to permit the HRSD Atlantic facility with this new level of treatment. Water Quality will follow this process closely with interest in resolving these and other issues associated with this regulation.

#### B. Quality Improvement and Strategic Activities

1. The Sustainability Environment Advocacy (SEA) Group reported the following activities for the month of June:
  - Learning Week: The SEA Team provided a one- hour presentation on composting, rain barrels and pollinator gardens to 46 attendees at the annual event.
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 Prince William County, Northumberland County and Westmoreland County to support monitoring required for their respective Virginia Pollution Discharge Elimination System (VPDES) permits.
2. The [Municipal Assistance Billed Reimbursements](#) per service collected between March 1 and June 30, 2020 are attached.

3. The [Municipal Assistance Invoice Summary](#) for the second quarter of the 2020 calendar year is attached.

D. Strategic Planning Metrics Summary

1. Educational and Outreach Events: 0
2. Community Partners: 4
  - a. City of Norfolk
  - b. City of Newport News
  - c. Hampton Roads Planning District Commission (HRPDC)
  - d. United Way
3. Odor Complaints: 1
  - a. North Shore Operations (NS Ops) received an odor complaint on June 18 from a resident near Langley Circle pump station. NS Ops and the Technical Services Division investigated on June 18 and June 22, respectively. The carbon odor control system at the station was working properly, achieving 99 percent removal efficiency of hydrogen sulfide. Odors were not observed offsite or at the resident's home. The resident was informed of the results of the investigation and no further complaints have been received.
4. Monthly Metrics

Item #	Strategic Planning Measure	Unit	June 2020
M-1.4a	Training During Work Hours Per Full Time Employee (114) (Current Month)	Total Hours / # FTE	6.62
M-1.4b	Total Training During Work Hours Per Full Time Employee (114) (Cumulative Fiscal Year-to-Date)	Total Hours / # FTE	63.40
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	9:60,879

Item #	Strategic Planning Measure	Unit	June 2020
M-3.2	Odor Complaints	#	1
M-3.4	Pollutant Removal	Total Pounds Removed	182,759,003
M-3.5	Pollutant Discharge	% Pounds Discharged/ Pounds Permitted	19%
M-5.2	Educational and Outreach Events	#	0
M-5.3	Community Partners	#	4
	Average Daily Flow	Total MGD for all Treatment Plants	141.44
	Pretreatment Related System Issues	#	0

5. Annual Metrics

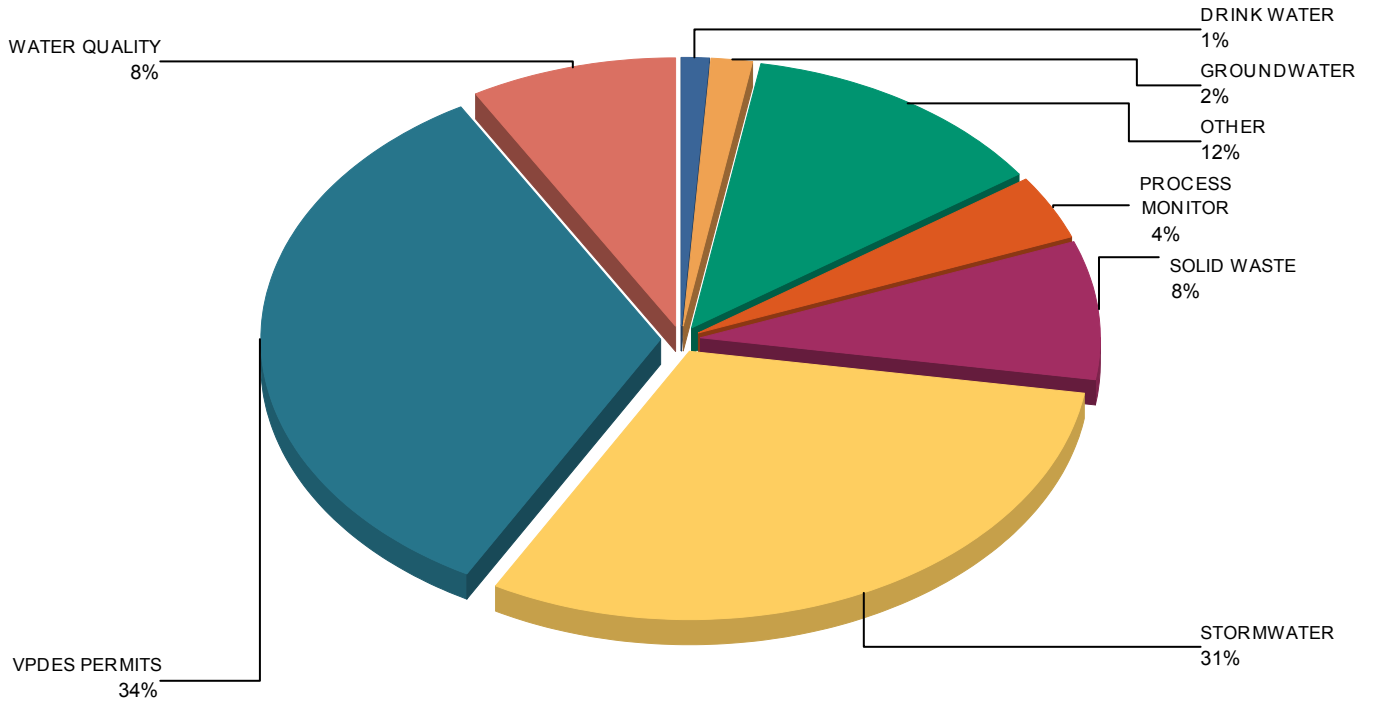
Item #	Strategic Planning Measure	Unit	FY-2020
M-3.3	Carbon Footprint	Tons per MG	*
M-4.2	R & D Budget	Percentage of Total Revenue	*%
M-5.4	Value of Research	Number	*
M-5.5	Number of Research Partners	Number	*
	Rolling 5 Year Average Daily Flow	MGD	149.84
	Rainfall reported at Norfolk International Airport	Inches	48.49"

\*These metrics will be reported upon closeout of fiscal year financials.

Respectfully submitted,  
*James Platt, Ph.D*  
 Director of Water Quality

# Municipal Assistance Billed Reimbursements per Service From 04/01/2020 to 06/30/2020

## Attachment 1



Notes: Other = Equipment purchase, consultation, validation studies, boater pump-out program, etc.

# Municipal Assistance Invoice Summary

From 04/01/2020 - 06/30/2020

<b>Municipality</b>	<b>Reimbursements</b>	<b>Reimbursements Fiscal Year 2020</b>
Accomack County	\$3,525.76	\$11,099.33
Arlington County DES	\$0.00	\$1,475.05
Augusta DOC WWTP	\$0.00	\$475.86
Buckingham County	\$786.60	\$2,431.34
Chesapeake Public Works	\$1,162.28	\$1,412.40
Chesterfield County	\$0.00	\$462.72
City of Boise	\$0.00	\$835.15
City of Chesapeake	\$3,060.80	\$11,731.11
City of Emporia	\$224.16	\$689.95
City of Fredericksburg	\$0.00	\$692.82
City of Hampton	\$4,026.48	\$23,389.44
City of Lynchburg	\$0.00	\$8,808.24
City of Norfolk	\$3,000.32	\$24,449.11
City of Portsmouth	\$8,320.06	\$29,896.83
City of Roanoke	\$4,072.51	\$11,142.83
City of Suffolk	\$2,579.07	\$17,831.28
City of Virginia Beach	\$6,902.31	\$26,959.39
Deerfield Corrections Center	\$834.64	\$1,669.28
HRPDC	\$57,613.35	\$209,341.70
Hanover County	\$831.96	\$6,818.11
Hopewell RWTF	\$4,717.97	\$13,466.30
James City County Service Authority	\$0.00	\$1,084.20
King George County	\$0.00	\$20,702.62
Loudoun Water	\$0.00	\$5,198.83
METRO Wastewater Reclamation Dist	\$0.00	\$168.17
New Kent County	\$32,690.35	\$66,824.05
Northampton County WWTP	\$2,548.62	\$7,473.06
Northumberland Co. - Callao WWTP	\$2,766.45	\$7,068.36
Prince William County	\$3,792.10	\$3,792.10
Spotsylvania County	\$1,512.47	\$3,756.58
St Brides Corr Ctr WWTP	\$1,566.33	\$1,566.33
Stafford County	\$0.00	\$9,804.29
Town of Cape Charles	\$10,690.45	\$30,815.36
Town of Lawrenceville	\$651.17	\$2,332.56

Town of Round Hill	\$0.00	\$136.30
Town of South Hill	\$265.92	\$265.92
Upper Occoquan Service Authority	\$10,500.45	\$26,721.33
Virginia Aquarium & Marine Science Ctr	\$1,203.12	\$1,203.12
Virginia Department of Health	\$11,250.09	\$39,969.39
Western VA Water Authority	\$137.83	\$137.83
Westmoreland County	\$7,527.43	\$10,209.16
<b>Totals:</b>	<b><u>\$188,761.05</u></b>	<b><u>\$644,307.80</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 (MAP) monitoring.

## ***I. Projects in Process***

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### **SWIFT Program Management Plan**

- **Tasks Completed (June 2020)**
  - Scheduled and conducted process understandings meetings
  - Drafted risk and control matrix
  - Obtained and reviewed additional documentation
  
- **Upcoming Tasks (July 2020)**
  - Schedule and conduct additional process understanding meetings as needed
  - Finalize risk and control matrix
  - Meet with SWIFT leadership to discuss identified process gaps and opportunities

### **Fleet Services**

- **Tasks Completed (June 2020)**
  - Conducted initial process understanding meetings
  - Began drafting process workflows and risk and control matrix
  - Obtained and reviewed available system reports
  
- **Upcoming Tasks (July 2020)**
  - Conduct additional process understanding meetings
  - Finalize process workflows and risk and control matrix
  - Draft Fieldwork Audit Program and Objectives

### **Succession Planning**

- **Tasks Completed (May 2020)**
  - Conducted Talent Management process understanding meetings
  - Performed initial retirement analytics
  - Researched and developed survey questionnaire to be issued to department leadership
  
- **Upcoming Tasks (June 2020)**
  - Finalize survey with Talent Management
  - Issue survey
  - Review results and determine next steps

### **Business Continuity and Disaster Recovery (Audit Fieldwork Complete/ Management Response in Process)**

- HRSD management has communicated its continued progress to develop a plan to address the recommendations included in the BC/DR report. SC&H will continue to work with HRSD process owners and management to finalize the audit report, incorporating management action plans. A specific completion date has not been identified at this time.

## ***II. Upcoming Projects (FY2020)***

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All planned upcoming projects have been initiated and are now in progress.

**III. Management Action Plan (MAP) Monitoring**

SC&H is performing on-going 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	5/11/2016	September 2020	11	2	13
Biosolids Recycling	10/8/2016	Pending Permit	7	1	8
HR Benefits	11/22/2016	Closed	15	0	15
Inventory	4/20/2017	Closed	5	0	5
Procurement/ ProCard	8/23/2017	July 2020	8	3	11
Engineering Procurement	4/20/2018	In process	4	4	8
Corporate Governance: Ethics Function	3/21/18	July 2020	3	2	5
Treatment Plant Operations	10/15/18	In process	0	9	9
Customer Care Division*	7/26/19	August 2020	0	4	4
Safety Division*	9/12/19	September 2020	0	3	3
Permitting*	2/4/20	August 2020	0	2	2
Payroll*	3/27/20	November 2020	0	1	1
<b>Totals</b>			53	31	84

\*SC&H has not yet performed formal follow-up procedures for the implementation status of these MAPs. Actual status may vary within the associated process areas and will be updated upon follow-up.



**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
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%
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%
M-1.2	Internal Employee Promotion Eligible	Percentage	100%		59%	80%	70%	71%	64%	69%	68%	85%	85%	63%
M-1.3	Average Time to Fill a Position	Calendar Days	< 30		70	60	52	43.76	51	56	67	67	66	60
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
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
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
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
M-2.1	CIP Delivery - Budget	Percentage			113%	96%	124%	149%	160%	151%	156%	160%	170%	170%
M-2.2	CIP Delivery - Schedule	Percentage			169%	169%	161%	150%	190%	172%	173%	167%	159%	159%
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
M-2.3b	Planned Maintenance	Percentage of Total Mtc Hours Monthly Avg			20%	27%	70%	73%	48%	41%	43%	44%	59%	59%
M-2.3c	Corrective Maintenance	Percentage of Total Mtc Hours Monthly Avg			63%	51%	12%	10%	18%	25%	25%	24%	18%	19%
M-2.3d	Projects	Percentage of Total Mtc Hours Monthly Avg			18%	22%	20%	18%	32%	34%	32%	32%	27%	25%
M-2.4	Infrastructure Investment	Percentage of Total Cost of Infrastructure	2%		8.18%	6%	6%	4%	7%	7%	5%	5%	4	*
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	*
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	*
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	*
M-4.1b	Energy Use: Pump Stations	kWh/MG Monthly Avg			197	173	152	159	168	163	173	170	181	*
M-4.1c	Energy Use: Office Buildings	kWh/MG Monthly Avg			84	77	102	96	104	97	104	104	95	*
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%	*
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	*
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%	*
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	*
M-5.1	Name Recognition	Percentage (Survey Result)	100%	67%	71%	N/A	62%	N/A	60%	N/A	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%	*
M-5.5	Number of Research Partners	Annual Total Number			42	36	31	33	28	35	15	20	26	*
	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	
	Rainfall	Annual Total Inches		66.9	44.21	56.21	46.65	46.52	51.95	54.14	66.66	49.24	53.1	
	Billed Flow	Annual Percentage of Total Treated		71.9%	82.6%	78%	71%	73%	74%	72%	73%	76%	72%	*
	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%	*
	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%	*

**Monthly Updated 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-20	FY-20
	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	141.0	141.4
	Industrial Waste Related System Issues	Number	0		3	6	6	6	2	4	7	4	7	1	0	0
	Wastewater Revenue	Percentage of budgeted	100%		97%	96%	98%	107%	102%	104%	103%	103%	104%	104%	100%	99%
	General Reserves	Percentage of Operating and Improvement Budget	75% - 100%		72%	82%	84%	92%	94%	95%	104%	112%	117%	119%	126%	126%
	Accounts Receivable (HRSD)	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	\$26,073,893	\$27,018,175
	Aging Accounts Receivable	Percentage of receivables greater than 90 days			21%	20%	18%	19%	21%	20%	18%	18%	17%	18%	22%	24%
M-2.5	Capacity Related Overflows	Number within Level of Service	0		25	1	30	5	11	16	6	10	5	2	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	9:55806	9:60879
M-3.2	Odor Complaints	Number	0		6	2	7	11	5	9	7	6	9	15	1	1
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	167,658,596	182,759,003
M-3.5	Pollutant Discharge (% of permitted)	Pounds Discharged/Pounds Removed	< 40%		25%	22%	25%	22%	22%	20%	22%	17%	17%	17%	19%	19%
M-5.2	Educational and Outreach Events	Number			302	184	238	322	334	443	502	432	367	256	4	5
M-5.3	Number of Community Partners	Number			280	289	286	297	321	354	345	381	293	230	11	10

**EFFLUENT SUMMARY FOR JUNE 2020**

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	TKN mg/l	NH3 mg/l	CONTACT TANK EX
ARMY BASE	10.46	58%	2	3.8	2	2	0.98	0.76	2.9	3.7	NA	NA	6
ATLANTIC	25.07	46%	16	7.6	5	2	NA	NA	NA	NA	NA	NA	6
BOAT HARBOR	13.04	52%	8	4.3	2	1	0.37	0.47	16	20	NA	NA	2
CENT. MIDDLESEX	0.013	53%	<2	2.1	<1	<1	NA	NA	NA	NA	NA	NA	NA
CHES-ELIZ	17.27	72%	15	7.2	29	24	0.69	1.3	32	33	NA	NA	10
JAMES RIVER	12.62	63%	3	2.0	1	1	0.18	0.41	6.9	9.0	NA	NA	2
KING WILLIAM	0.058	58%	<2	<1.0	NA	1	0.025	0.032	0.42	1.6	0.30	NA	NA
NANSEMOND	16.77	56%	4	4.8	1	2	1.2	0.74	3.7	3.8	NA	NA	5
SURRY, COUNTY	0.062	95%	5	<1.0	NA	1	NA	NA	NA	NA	NA	<QL	0
SURRY, TOWN	0.046	77%	5	12	NA	18	NA	NA	NA	NA	1.3	0.14	NA
URBANNA	0.054	54%	6	20	4	5	6.8	4.2	33	16	NA	0.14	NA
VIP	26.12	65%	0	1.8	3	2	0.76	0.38	3.1	3.0	NA	NA	0
WEST POINT	0.401	67%	22	18	4	3	2.8	2.4	16	16	NA	NA	0
WILLIAMSBURG	7.59	34%	2	2.2	6	30	0.49	0.55	1.5	2.8	NA	NA	6
YORK RIVER	11.87	79%	3	1.8	<1	7	0.23	0.28	2.4	4.6	NA	NA	3
	<u>141.44</u>												

	% of Capacity
North Shore	55%
South Shore	58%
Small Communities	63%

<b>Tributary Summary</b>						
	<u>Annual Total Nitrogen</u>			<u>Annual Total Phosphorus</u>		
	Discharged		Operational	Discharged		Operational
	YTD	Projection CY20		YTD	Projection CY20	
<b>Tributaries</b>	%	Lbs	%	%	Lbs	%
James River	42%	3,865,642	85%	36%	265,789	83%
York River	38%	241,258	84%	39%	15,756	82%
Rappahannock	85%	NA	NA	299%	NA	NA

Permit Exceedances: Total Possible Exceedances, FY20 to Date: 9:60,879  
Pounds of Pollutants Removed in FY20 to Date: 182,759,003  
Pollutant Lbs Discharged/Permitted Discharge FY20 to Date: 19%

	<b>Rainfall (inch)</b>		
	<u>North</u>	<u>South</u>	<u>Small</u>
	<u>Shore</u>	<u>Shore</u>	<u>Communities</u>
	<u>(PHF)</u>	<u>(ORF)</u>	<u>(FYJ)</u>
Month	5.79"	3.50"	4.99"
Normal for Month	4.63"	4.83"	5.14"
Year to Date Total	26.64"	23.90"	23.88"
Normal for YTD	23.00"	21.55"	23.22"

**AIR EMISSIONS SUMMARY FOR JUNE 2020**

MHI PLANT	No. of Permit Deviations below 129 SSI Rule Minimum Operating Parameters								Part 503e Limits		
	Temp	Venturi(s) PD	Precooler Flow	Spray Flow	Venturi Flow	Tray/PBs Flow	Scrubber	Any	THC	THC	BZ Temp
	12 hr ave (F)	12 hr ave (in. WC)	12 hr ave (GPM)	12 hr ave (GPM)	12 hr ave (GPM)	12 hr ave (GPM)	pH 3 hr ave	Bypass Stack Use	Mo. Ave (PPM)	DC (%)	Daily Ave Days >Max
ARMY BASE	0	0	0	0	0	0	0	1	45	94	0
BOAT HARBOR	0	0	0	n/a	0	0	0	0	28	100	0
CHES-ELIZ	0	0	0	0	0	0	0	0	27	93	0
VIP	1	0	0	n/a	0	0	0	1	20	100	0
WILLIAMSBURG	0	0	0	n/a	0	0	0	0	22	99	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:	1
HRSD Odor Scrubber H2S Exceptions:	3