



HRSD Commission Meeting Agenda
9:00 a.m. – October 28, 2025

In-person for Commissioners and essential staff at
2389 G. Avenue, Newport News, VA 23602
Training Room – 2nd Floor

Reservations are required to receive a link to the virtual meeting, address the Commission, submit written comments to be read into the minutes or to request accommodations to attend the meeting in-person.

Reservations must be submitted by noon one business day prior to the meeting. Instructions to submit your reservation request are available on the website: <https://www.hrsd.com/meeting-minutes>

<u>No.</u>	<u>Topic</u>	<u>Resource</u>
	Call to Order	Chair
1.	Awards and Recognition	Bernas
2.	Public Comments Not Related to the Agenda	Secretary
3.	Consent Agenda	Bernas
4.	Procurement Policy and Appendices Appendix E Contracting with Faith-Based Organizations	Murphy & Husselbee
5.	Dozier's Corner Pump Station Replacement Grant Agreement	de Mik
6.	Onancock Treatment Plant Administration Building Upgrade Grant Agreement	de Mik
7.	Interceptor System Valve Improvements Phase II Initial Appropriation – Non-Regulatory	Husselbee
8.	Jefferson Avenue Pump Station Electrical Improvements Initial Appropriation Non-Regulatory, Task Order (>\$200,000)	Husselbee
9.	Hampton Trunk Sewer Extension Division K Gravity Improvements Contract Change Order (>25% of original contract value)	Husselbee

<u>No.</u>	<u>Topic</u>	<u>Resource</u>
10.	Nansemond Treatment Plant Digester Capacity Upgrades Additional Appropriation – Non-Regulatory (>\$1,000,000), Task Order (>\$200,000)	Husselbee & Weatherhead
11.	Nansemond Treatment Plant Struvite Recovery Facility Improvements Additional Appropriation – Non-Regulatory (>\$1,000,000), Task Order (>\$200,000)	Husselbee & Weatherhead
12.	Capital Improvement Program (CIP) Update	Husselbee
13.	Diversity Procurement Report	de Mik
14.	New Business	Bernas
15.	Unfinished Business	Bernas
16.	Commissioner Comments	Commission Chair
17.	Informational Items	Bernas
18.	Closed Meeting	Bernas
19.	Reconvened Meeting	Bernas

Next Regular Commission Meeting: November 18, 2025 in Virginia Beach

AGENDA ITEM 1. – October 28, 2025

Subject: Awards and Recognition

Recommended Action: No action is required.

Brief: HRSD is pleased to announce the following:

a. Promotion Announcement

Jeff Scarano was recently promoted to Chief Engineer. Jeff was hired in 2017 as an Interceptor Engineer in Operations and was then promoted to the Director of Special Projects in Engineering in 2022. He is a licensed Professional Engineer with 25 years of public, private, and regulatory experience in water and wastewater infrastructure, spanning both operations and engineering, and has played a key role in developing and implementing HRSD's Consent Decree, Integrated Plan, and Regional Wet Weather Management Program. Jeff holds a bachelor's degree in civil engineering from Duke University, a master's degree in environmental engineering from the University of California, Davis, and an MBA from the College of William & Mary. As Chief Engineer, he will be leading the Engineering Division, including Design & Construction, Planning and Analysis, and the Project Support Office, and he will provide input and guidance to all divisions within HRSD related to engineering, technical, and real estate matters. Jeff is an active leader in multiple professional organizations, including DBIA, VWEA, and WEF.

b. Awards:

757 TechNite 2025 – Technical Achievement in Government Award. HRSD was honored with the 757 TechNite 2025 Technical Achievement in Government Award for our Sustainable Water Initiative for Tomorrow (SWIFT) project—a recognition that underscores our leadership in innovation, research, and environmental stewardship. This award, earned over VDOT's Hampton Roads Bridge Tunnel expansion, highlights the transformative impact of SWIFT in securing the region's groundwater, restoring the Chesapeake Bay, and delivering long-term economic and environmental benefits. It is a powerful testament to the creativity, collaboration, and technical excellence of the HRSD team and our partners who continue to make Hampton Roads a national leader in sustainable water solutions. This is also a concrete example of how our innovation ecosystem efforts are helping to build awareness of HRSD's industry-leading water expertise.



c. WEFTEC:

- (1) **Megan Bachmann, Treatment Process Engineer**, received the prestigious WEF Eddy Wastewater Principles & Processes Medal for this paper: Comparing methanol and glycerol as carbon sources for mainstream partial denitrification/anammox in an IFAS process. A huge achievement that puts HRSD's innovation on the global stage.



- (2) **HRSD's Operations Challenge Team** won 1st Place Overall in Division 2. Their grit, skill, and teamwork paid off in the biggest way. Team members include Aaron Wheeler, Kolby Guse, Nick Lamprecht, AJ Dickens, and Billie Swearingen. We were

also honored to have four of our dedicated Commissioners— including Chair Steve Rodriguez—cheering us on in person. It's so great that they support our staff in so many ways.



AGENDA ITEM 2. – October 28, 2025

Subject: Public Comments Not Related to Agenda

AGENDA ITEM 3. – October 28, 2025

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 (>\$200,000)
 1. [Army Base Treatment Plant \(ABTP\) Administration Building Renovation \(2021\)](#) \$219,150
 2. [Fleet Management \(FY26\) Ford F-250 Super Cabs](#) \$379,360
 3. [Fleet Management \(FY26\) Road Tractors](#) \$409,272
 4. [James River Treatment Plant \(JRTP\) Advanced Nutrient Reduction Improvements Administration Building Furniture](#) \$525,939
 5. [Treatment Plant Dewatering Centrifuge Equipment Rehabilitation James River Treatment Plant \(JRTP\) DS706 Centrifuge Overhaul](#) \$386,179
- c. Task Orders (>\$200,000)
 1. [Conceptual Project Development \(FY25\)](#) \$237,545
 2. [Inflow Reduction Program – Phase II](#) \$994,812
 3. [Lucas Creek Pump Station Replacement](#) \$227,338
 4. [Service Now Software License and Support](#) \$244,400
- d. Regulatory Capital Improvement Project – Additional Appropriation <\$10,000,000
 1. [VIP SWIFT Tertiary Preliminary Engineering](#)

Additional Funding	\$400,000
HDR Engineering, PER	\$1,886,340
HDR Engineering, BODR	\$1,542,124

CONSENT AGENDA ITEM 3.b.1. – October 28, 2025

Subject: Army Base Treatment Plant (ABTP) Administration Building Renovation (2021)
Contract Award (>\$200,000)

Recommended Action: Award a contract to Creative Office Environments of Richmond LLC in the amount of \$219,150.

CIP Project: AB011900

Regulatory Requirement: None

Type of Procurement: Use of Existing Contract Vehicle

Budget	\$11,128,687
Previous Expenditures and Encumbrances	(\$9,959,612)
Available Balance	\$1,169,075

<u>HRSD Estimate:</u>	\$219,150
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Project Description: This project is to renovate the existing administration building at the Army Base Treatment Plant.

Project Justification: This project will provide additional administration offices, lunchroom, conference room, lab and control area, women's and unisex bathrooms.

Contract Description: This contract is for the purchase and installation of furniture components for the administration building and conference room located at the ABTP. Components include workstations, chairs, tables, cabinets, and drawers. Upon evaluation of the Sourcewell Steelcase contract terms and conditions, as a public agency, HRSD is eligible to use the contract awarded to Creative Office Environments of Richmond LLC.

Analysis of Cost: By utilizing the cooperative contract through the Steelcase #091423-STI, HRSD is receiving a discount between 40 and 64 percent.

This work is in accordance with the Commission Adopted Procurement Policy.

CONSENT AGENDA ITEM 3.b.2. – October 28, 2025

Subject: Fleet Management (FY26) Ford F-250 Super Cabs
Contract Award (>\$200,000)

Recommended Action: Award a contract to Hall Automotive LLC dba Hall Automotive in the amount of \$379,360.

CIP Project: GN021400

Regulatory Requirement: None

Type of Procurement: Use of Existing Contract Vehicle

Budget	\$2,949,430
Previous Expenditures and Encumbrances	(\$749,377)
Available Balance	\$2,200,053

HRSD Estimate:	\$379,360
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Project Description: This project will provide for replacement of aging fleet vehicles and purchase of additional vehicles to meet the needs of the organization. An itemized list of vehicles to be replaced or added is maintained by the Support Systems Division.

Project Justification: Replacement of aging vehicles will result in lower repair costs, and the purchase of additional vehicles will provide for increased staff efficiency.

Contract Description: This contract is for the purchase of five 2026 Ford F-250 Super Cabs with utility bodies and ladder racks. Two vehicles are additions to HRSD's fleet and three are replacements for existing vehicles. Features include 6.8-liter V8 engines, trailer brake controllers, and 10-speed automatic transmissions with driver-selectable modes and oil coolers. Upon evaluation of the County of York contract terms and conditions, as a public agency, HRSD is eligible to use the contract awarded to Hall Automotive LLC dba Hall Automotive.

Analysis of Cost: By utilizing the cooperative contract through the County of York #Y-10216-VR, HRSD is receiving these vehicles at a fair and reasonable cost and at the maximum possible discount.

This work is in accordance with the Commission Adopted Procurement Policy.

CONSENT AGENDA ITEM 3.b.3. – October 28, 2025

Subject: Fleet Management (FY26) Road Tractors
Contract Award (>\$200,000)

Recommended Action: Award a contract to Virginia Truck Center Inc. dba Excel Truck Group in the amount of \$409,272.

CIP Project: GN021400

Regulatory Requirement: None

Type of Procurement: Use of Existing Contract Vehicle

Budget	\$2,949,430
Previous Expenditures and Encumbrances	(\$749,377)
Available Balance	\$2,200,053

HRSD Estimate: \$409,272

Project Description: This project will provide for the replacement of aging fleet vehicles and purchase of additional vehicles to meet the needs of the organization. An itemized list of vehicles to be replaced or added is maintained by the Support Systems Division.

Project Justification: Replacement of aging vehicles will result in lower repair costs and the purchase of additional vehicles will provide for increased staff efficiency.

Contract Description: This contract is for the purchase of two 2026 Western Star 49X full-frame road tractors to be used for biosolids hauling. Features include a steel-reinforced aluminum cab, a durable molded resin hood, and corrosion-resistant aluminum steps for enhanced safety and visibility. Upon evaluation of the Sourcewell Daimler Truck North America contract terms and conditions, as a public agency, HRSD is eligible to use the contract awarded to Virginia Truck Center Inc. dba Excel Truck Group.

Analysis of Cost: By utilizing the cooperative contract through the Daimler Truck North America #032824-DAI, HRSD is receiving a discount of 22 percent discount.

This work is in accordance with the Commission Adopted Procurement Policy.

CONSENT AGENDA ITEM 3.b.4. – October 28, 2025

Subject: James River Treatment Plant (JRTP) Advanced Nutrient Reduction Improvements
Administration Building Furniture
Contract Award (>\$200,000)

Recommended Action: Award a contract to Creative Office Environments of Richmond LLC in the amount of \$525,939.

CIP Project: JR013400

Regulatory Requirement: None

Type of Procurement: Use of Existing Contract

Budget	\$273,687,432
Previous Expenditures and Encumbrances	(256,537,405)
Available Balance	\$17,150,027

<u>HRSD Estimate:</u>	\$525,939
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Project Description: This project is for the design and construction of improvements to the secondary treatment process at the JRTP. A new multi-purpose administration building will be constructed as part of this project.

Project Justification: Advanced secondary treatment improvements, including nutrient reduction measures, will be required to provide stable source water quality that meets the influent requirements of the full-scale SWIFT facility at JRTP.

Contract Description: This contract is for the purchase and installation of furniture components for the administration building located at the JRTP. Components include workstations, chairs, tables, cabinets, and drawers. Upon evaluation of the Sourcewell Steelcase contract terms and conditions, as a public agency, HRSD is eligible to use the contract awarded to Creative Office Environments of Richmond LLC.

Analysis of Cost: By utilizing the cooperative contract through the Steelcase #091423-STI, HRSD is receiving a discount between 40 and 64 percent.

This work is in accordance with the Commission Adopted Procurement Policy.

CONSENT AGENDA ITEM 3.b.5. – October 28, 2025

Subject: Treatment Plant Dewatering Centrifuge Equipment Rehabilitation
James River Treatment Plant (JRTP) DS706 Centrifuge Overhaul
Contract Award (>\$200,000)

Recommended Action: Award a contract to Andritz Separation Inc. in the amount of \$386,179.

CIP Project: GN021300

Regulatory Requirement: None

Budget	\$1,250,000
Previous Expenditures and Encumbrances	(\$113,677)
Available Balance	\$1,136,323

Type of Procurement: Competitive Bid

In accordance with HRSD's competitive-sealed bidding procedures, the Procurement Department advertised and solicited bids directly from pre-qualified bidders. The project was advertised on September 10, 2025, and three bids were received on September 25, 2025, as listed below:

Bidder	Bid Amount
Andritz Separation Inc.	\$386,179
Sentrimax Centrifuges USA Inc.	\$442,572
Centrisys Corporation	\$485,964

HRSD Estimate: \$400,000

Project Description: This project will allow for the refurbishment of dewatering centrifuge equipment previously procured by HRSD as salvage equipment or via intergovernmental agreement. In FY24, HRSD purchased a number of used DS706 centrifuges from a salvage auction (DCWATER) and acquired by trade (Denver Metro) from operational funds. After the completion of this project, these ready shelf spares would allow the facilities to rely on their full design redundancies during periodic rehabilitation of existing installed equipment.

Project Justification: This project allows HRSD's Condition Assessment Superintendent to obtain a quote for the rehabilitation of eight on-hand centrifuges to serve as shelf spares and replacement equipment for installed units at Atlantic, James River, Nansemond, Williamsburg, and York River Treatment Plants (and at the completion of GN017400, the Virginia Initiative Plant). Once refurbished and brought into the normal cycle of refurbishment of our current machines, we anticipate the service life of the refurbished machines to be greater than 15 years. With suitable backup equipment and the ability to maintain design redundancy, the existing DS706s have an expected service life of greater than 15 years.

Contract Description: This contract is for the overhaul of three DS706 centrifuge rotating assemblies and P180/95 gearboxes at the JRTP. This includes all parts, labor and round-trip freight required for necessary inspections and repairs, including disassembly, cleaning and reassembly.

Analysis of Cost: Costs are determined to be fair and reasonable based on competitive bid results and past purchase history of centrifuge overhaul services.

This work is in accordance with the Commission Adopted Procurement Policy.

<u>Schedule:</u>	PER	December 2024
	Design	January 2025
	Bid	January 2025
	Construction	March 2025
	Project Completion	January 2026

CONSENT AGENDA ITEM 3.c.1. – October 28, 2025

Subject: Conceptual Project Development (FY25)
Task Order (>\$200,000)

Recommended Action: Approve a task order with HDR Engineering, Inc. in the amount of \$237,545.

CIP Project: GN021200

Regulatory Requirement: None

Contract Status with Task Orders:	Amount
Original Contract with HDR	\$0
Total Value of Previous Task Orders	\$58,283
Requested Task Order	\$237,545
Total Value of All Task Orders	\$295,828
Revised Contract Value	\$295,828
Engineering Services as % of Construction	N/A

Project Description: This project will provide funding to take specific CIP projects to a level that can be charted, budgeted, and scheduled appropriately.

Project Justification: This task order is to study the Atlantic Pressure Reducing Station (PRS), which is a critical component of the South Shore System, responsible for maintaining precise pressure and flow control. Optimal performance of this station is paramount to the overall efficiency, reliability, and service delivery of the Atlantic Treatment Plant (ATP).

Currently, the station is experiencing several serious operational anomalies that indicate a fundamental issue with its hydraulics, compromising its critical function and leading to potential equipment damage and increased costs. These problems include:

- Intermittent Closing of PRS Valving: The inconsistent operation of the control valves is disrupting flow regulation.
- Continuous Pump Operation at Full Speed: This constant high-power operation is highly inefficient, leading to excessive energy consumption and rapid wear on the pumps.
- Operational Failures Due to Entrained Air: The presence of air within the system is causing instability and direct operational failures.
- Flow Meter Discrepancies: Inaccurate flow measurements prevent reliable control and proper system management.

A comprehensive hydraulic evaluation is essential to determine the root cause of these anomalies. Failure to address these underlying issues will continue to result in operational inefficiency, necessitate costly, reactive repairs, and increase the risk of system-wide failure.

Task Order Description: This task order will focus on the systematic hydraulic evaluation of the Atlantic Pressure Reducing Station (PRS) to address the operational anomalies detailed in the Project Justification.

The evaluation will be conducted using the following specialized methodologies:

- Computational Fluid Dynamics (CFD) Modeling: To visualize and analyze the complex flow patterns within the station's piping and components, providing insight into issues like air entrainment and pressure fluctuations.
- Desktop Hydraulic Modeling: To simulate the station's performance under various operational scenarios and validate flow meter discrepancies.

The outcome of this effort will be a technical memorandum documenting the root cause of the anomalies and a subsequent cost analysis to implement the necessary corrective actions.

Analysis of Cost: The cost for this pre-planning phase is based on the hourly contract rates specified in HDR's annual services contract for General Engineering Services. This cost is considered reasonable for the proposed services.

Schedule: PrePlanning November 2025

CONSENT AGENDA ITEM 3.c.2. – October 28, 2025

Subject: Inflow Reduction Program – Phase II
Task Order (>\$200,000)

Recommended Action: Approve a task order with Hazen and Sawyer, P.C. in the amount of \$994,812.

CIP Project: BH016200

Regulatory Requirement: None

Contract Status with Task Orders:	Amount
Original Contract with Engineer	\$581,335
Total Value of Previous Task Orders	\$0
Requested Task Order	\$994,812
Total Value of All Task Orders	\$994,812
Revised Contract Value	\$1,576,147
Engineering Services as % of Construction	19.7%

Project Description: This project includes the identification and reduction of points of inflow into locality- and HRSD-owned sanitary sewer systems within the Boat Harbor Treatment Plant (BHTP) service area. Identification may include data analysis, smoke testing, flow and conductivity monitoring, and other field investigations. Inflow reduction strategies may include sealing of manholes, elimination of direct connections, as well as sealing and replacement of laterals and cleanouts. The Regional Wet Weather Management Plan (RWWMP) has identified basins in current need of inflow reductions, and areas of saltwater inflow have been identified through data analysis. Areas to implement inflow reduction strategies will be targeted based on susceptibility to saltwater inflow and through further data analysis of the basins identified in the RWWMP. HRSD will coordinate identification and reduction of inflow with locality partners. This project will benefit from the piloted strategies and analysis performed in the Phase I Inflow Reduction Project.

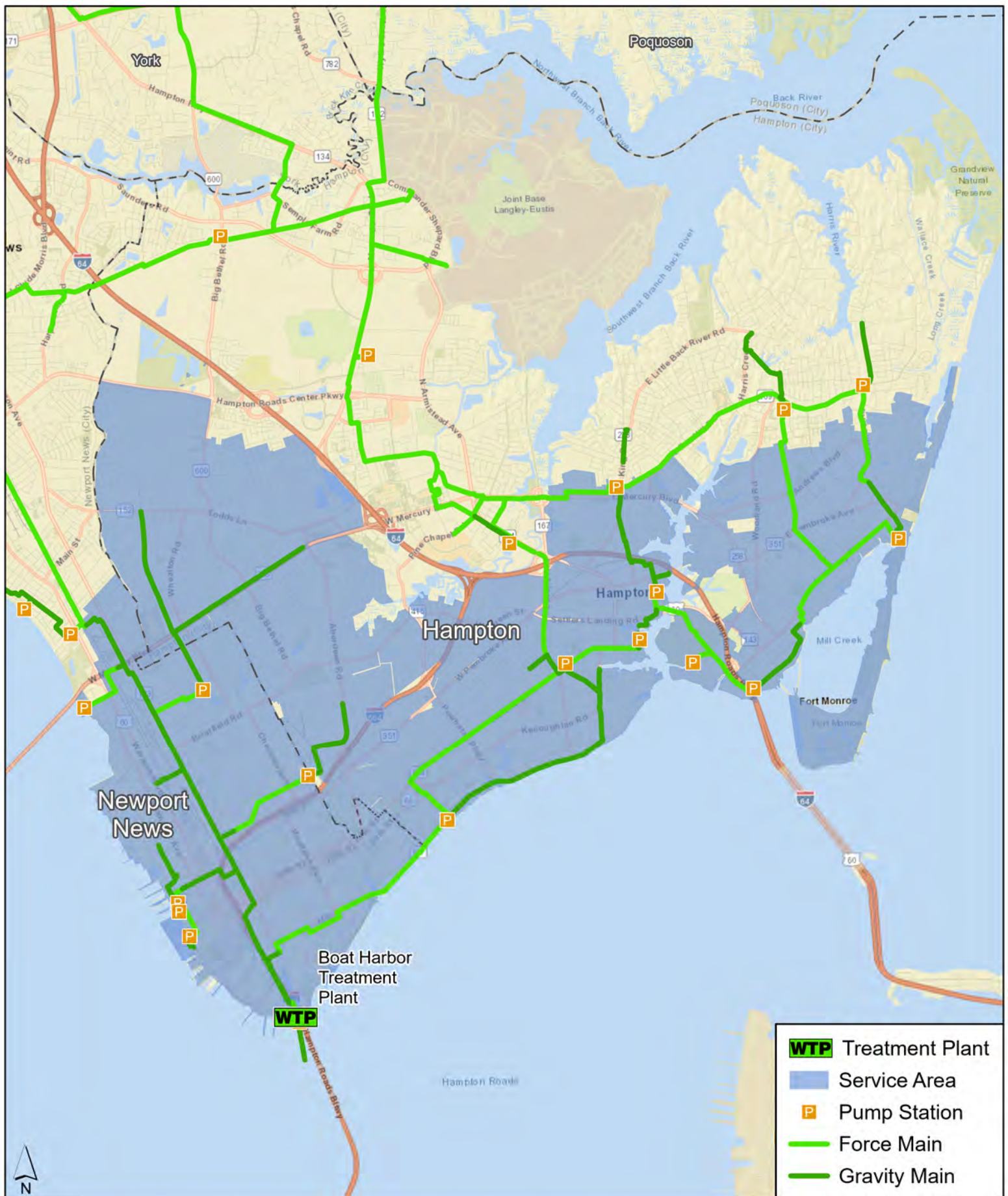
The attached [map](#) depicts the project location.

Project Justification: Hydrographs, flow monitoring, and conductivity indicate that rapid increases in flow occur during wet weather and high tide events. The rapid inflow of water into the system increases the risk of overflows due to limited hydraulic capacity and increases the risk of force main failures due to increased force main operating pressures. Peak flow reduction in the BHTP service area is desirable to mitigate sanitary sewer overflow (SSO) risk. In addition, reduction of saltwater inflow will protect downstream SWIFT operations and reduce treatment costs.

Task Order Description: This task order will provide program management; system monitoring, analysis, and evaluation activities; conductivity source tracking program support; implementation of remedial measures; and programmatic documentation.

Analysis of Cost: The cost for this task order is based on a time and materials basis with negotiated rates and an estimate of time the consultant will need to perform investigations, analyses, remedial measures, and documentation. The cost for this task order of \$994,812 was negotiated with Hazen and Sawyer, P.C. The total fee to date is 19.7% of the revised construction cost estimate of \$8,000,000.

<u>Schedule:</u>	Design	November 2025
	Bid	September 2026
	Construction	November 2026
	Project Completion	December 2028



Boat Harbor Treatment Plant Service Area

CONSENT AGENDA ITEM 3.c.3. – October 28, 2025

Subject: Lucas Creek Pump Station Replacement
Task Order (>\$200,000)

Recommended Action: Approve a task order with HDR Engineering Inc. in the amount of \$227,338.

CIP Project: JR013500

Regulatory Requirement: Rehab Action Plan Phase 2 (12/31/2025 Completion)

Contract Status with Task Orders:	Amount
Original Contract with Engineer	\$0
Total Value of Previous Task Orders	\$2,248,206
Requested Task Order	\$227,338
Total Value of All Task Orders	\$2,475,544
Revised Contract Value	\$2,475,544
Engineering Services as % of Construction	10%

Project Description: This project includes the replacement of the existing Lucas Creek Pump Station to include all yard piping and an addition of two flow meters and vaults. After evaluating several alternatives and taking into consideration cost projections, it was determined that replacement of the pump station was the optimal solution to address conditional and operational issues. The attached [map](#) depicts the project location.

Project Justification: This project is required in order to provide expanded operational flexibility in the North Shore system. The new Kiln Creek Interceptor Force Main (IFM) and Route 171 IFM, in conjunction with upgrades to Lucas Creek, will reduce system pressures during wet weather events.

Task Order Description and Analysis of Cost: This task order will provide the required construction administration and inspection services for the remainder of the subject project. A fee of \$227,338 was negotiated with HDR Engineering, Inc., and increases the total Engineering Services as a percent of the current construction cost to 9.95% of the construction cost. Of this proposed fee, \$133,291 is allocated for additional CA and \$94,047 for additional CI. This task order extends HDR's construction administration and inspection services by nine months to align with the project's extended schedule under previously issued change orders to the Contractor. The added time covers continued onsite inspection and coordination through final completion, reflecting work on the façade and valve vaults occurring after substantial completion, with no additional design scope included. The fee proposal is comparable to other projects of similar size and complexity.

Schedule: Project Completion December 2026



JR013500

Project Interceptor Line

Project Interceptor Point

Project Location Point

Project Area

Legend

★

CIP Interceptor Point

☆

CIP Pump Station Point

CIP Interceptor Line

CIP Abandonment

CIP Project Area

HRSD Interceptor Force Main

HRSD Interceptor Gravity Main

WTP

HRSD Treatment Plant

PRS

HRSD Pressure Reducing Station

PS

HRSD Pump Station

JR013500

Lucas Creek Pump Station Replacement

CONSENT AGENDA ITEM 3.c.4. – October 28, 2025

Subject: Service Now Software License and Support
Task Order (>\$200,000)

Recommended Action: Approve a task order with CDW LLC DBA CDW Government LLC in the amount of \$244,400.

Regulatory Requirement: None

Contract Status with Task Orders:	Amount
Original Contract with Contractor	\$142,010
Total Value of Previous Task Orders	\$0
Requested Task Order	\$244,400
Total Value of All Task Orders	\$244,400
Revised Contract Value	\$386,410

Task Order Description: This task order will provide for the purchase of the Service Now enterprise technology platform licenses to replace seven existing fragmented Track-IT help desk and asset management systems with a unified platform. The software will accomplish three main objectives: consolidate information technology system management processes via customer service management and incident workflows; establish foundational information technology asset tracking through hardware asset management and customer management database; and introduce a streamlined service request form for idea and demand intake.

Analysis of Cost: Using a cooperative contract, HRSD is receiving firm fixed pricing for licensing and support and reduced pricing off retail for software solutions. The costs were found to be fair and reasonable compared to previous contract rates for similar services with the same supplier and direct negotiation as part of the Omnia Partners for Technology Solutions and Service CDW Government LLC cooperative contract.

This work is in accordance with the Commission Adopted Procurement Policy.

CONSENT AGENDA ITEM 3.d.1. – October 28, 2025

Subject: VIP SWIFT Tertiary Preliminary Engineering
Additional Appropriation – Regulatory Required (<\$10,000,000), Task Order
(>\$200,000)

Recommended Actions:

- a. Appropriate additional funding in the amount of \$400,000.
- b. Approve a task order with HDR Engineering, Inc. in the amount of \$1,886,340 for the PER.
- c. Approve a task order with HDR Engineering, Inc. in the amount of \$1,542,124 for the BODR.

CIP Project: GN016390**Regulatory Requirement:** Integrated Plan – SWIFT

	Project Cost & Appropriation Summary	CIP Project Summary
Capital Improvement Program Estimate (July 1, 2025)		\$9,591,200
Funds Appropriated to Date	\$5,377,000	
Expenditures and Encumbrances Already Incurred	(\$2,142,115)	
Available Balance	<u>\$3,234,885</u>	
Proposed Task Order to Engineer – PER	\$1,886,340	
Proposed Task Order to Engineer – BODR	\$1,542,124	
Proposed Contingency	\$206,421	
Revised Total Remaining Project Costs	<u>\$3,634,885</u>	
Expenditures and Encumbrances Already Incurred	\$2,142,115	
New Project Cost Estimate	<u>\$5,777,000</u>	<u>5,777,000</u>
Additional Appropriation Needed	<u>\$400,000</u>	
Favorable (Unfavorable) Variance to CIP		<u>\$3,814,200</u>

Contract Status with Task Orders:	Amount
Original Contract with Engineer	\$2,116,125
Total Value of Previous Task Orders	\$0
Requested Task Orders	\$3,428,464
Total Value of All Task Orders	\$3,428,464
Revised Contract Value	\$5,544,589
Engineering Services as % of Construction	3%

Project Description: The VIP SWIFT Tertiary Preliminary Engineering (GN016390) project will include preliminary engineering for tertiary treatment for phosphorus removal as the initial phase of SWIFT implementation at VIP. This project will provide the professional engineering services necessary to conduct feasibility analysis, alternatives analysis, landfill characterization, and other such studies to develop a comprehensive preliminary engineering report and basis of design report, which will support delivery of the projects.

The separate VIP SWIFT Tertiary Site Work (GN016391) project will design and construct the necessary site preparation, grading, and debris removal to prepare the adjacent former dump site for subsequent construction activities. The VIP SWIFT Tertiary Facility (GN016392) project will design, construct, and commission the facilities necessary for SWIFT tertiary treatment. Together, these three projects will constitute the initial phase of SWIFT full-scale implementation at Virginia Initiative Plant (VIP) to help meet HRSD's nutrient management strategy.

Project Justification: This project will support HRSD's nutrient management strategy for meeting the 2032 Lower James River Basin total phosphorus discharge limits.

Task Order Descriptions: Two separate task orders will be issued and will be coordinated closely to meet the ultimate program goals. One task order will provide professional engineering services to develop a Preliminary Engineering Report (PER) to support the subsequent design of the VIP SWIFT Tertiary Site Work (GN016391) project. The PER will evaluate alternatives for site work excavation, establish design basis criteria, and a preliminary design for solid waste removal from the abandoned municipal dump site.

A separate task order will provide professional engineering services to develop a Basis of Design Report (BODR) to support the separate procurement of a Design-Build team to design and construct the VIP SWIFT Tertiary Facility (GN016392) project. The BODR will support the procurement of the Design-Build team. The BODR will define the performance-based requirements needed for the tertiary treatment facility.

Analysis of Cost: The fee for each scope of work was negotiated based on a detailed estimate of labor hours and other direct costs required to execute the agreed-upon scope. The labor rates are comparable to the approved rates in the General Engineering Services agreement with HDR Engineering, Inc. The estimate of hours seems reasonable for the level of effort in each scope of work. The scope of services and fees were also compared to similar projects and previous BODR efforts. The ratio of the combined PER and BODR base services fee to combined construction cost for the effort is 1.4%. This ratio is considered to be reasonable when compared to other BODR efforts for SWIFT facilities, which ranged from 0.3 - 2.9 percent.

Funding Description and Analysis of Cost: Additional project funding is required to complete the PER and BODR. A 6 percent contingency for the combined PER and BODR fee is also being requested to accommodate any unforeseen engineering services needs.

<u>Schedule:</u>	BODR	November 2025
	PER	November 2026

AGENDA ITEM 4. – October 28, 2025

Subject: Procurement Policy and Appendices
Appendix E Contracting with Faith-Based Organizations

Recommended Action: Approve Appendix E.

Brief: The Virginia Public Procurement Act (VPPA) requires local governing bodies to adopt specific policies defining local procedures for specific portions of the VPPA. HRSD's Procurement Policy and the Appendices were recently revised, reorganized, and new appendices were added to better align with those requirements. Appendix E – Contracting with Faith-Based Organizations was inadvertently omitted from the policy recently approved by the Commission.

Appendix E (new) Contracting with Faith-Based Organizations was originally located in Appendix A (formerly Appendix B), Participation with SWaM. It was determined that it falls under a separate section of the VPPA §2.2-4343.1 and should be addressed in a separate appendix in the procurement policy.

The new [Appendix E](#) has been reviewed by legal counsel, Sands Anderson PC.

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix E
Contracting with Faith-Based Organizations



Adopted: N/A

Page 1 of 1

1.0 Purpose and Need

This policy is intended to set forth HRSD's compliance with § 2.2-4343.1 of the Virginia Code with respect to contracting with Faith-Based Organizations.

2.0 Procedure for Compliance

- 2.1 HRSD, in procuring goods or services or in making disbursements, shall not (i) discriminate against a Faith-Based Organization on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except, in accordance with §2.2-4343.1(F) or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursements.
- 2.2 A Faith-Based Organization is defined as a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.
- 2.3 All invitations to bid, requests for proposals, contracts, and purchase orders shall prominently display a nondiscrimination statement indicating that HRSD does not discriminate against Faith-Based Organizations.
- 2.4 Pursuant § 2.2-4343.1(F), no funds shall be expended on contracts for religious worship, instruction, or proselytizing.
- 2.5 HRSD shall comply with the obligations and notice provisions contained in § 2.2-4343.1(H).

AGENDA ITEM 5. – October 28, 2025

Subject: Dozier's Corner Pump Station Replacement
Grant Agreement

Recommended Action: Approve the terms and conditions of the Grant Agreement with Virginia Resources Authority for the Dozier's Corner Pump Station Replacement project, 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.

CIP Project: AT015400

Agreement Description: This agreement between Virginia Resources Authority as the Administrator of the Virginia Community Flood Preparedness and HRSD is for the Dozier's Corner Pump Station Replacement project. This grant project will replace the Dozier's Corner Pump Station with a new pump station to a nearby location in the service area. FEMA considers wastewater service a critical community lifeline that enables all other aspects of society to function and therefore wastewater assets need to be resilient. This project will improve flood resilience by constructing to a higher elevation and improving the adjacent stormwater culvert.

The total FY 2026 CIP budget for Dozier's Corner Pump Station Replacement is \$16,904,565. The grant award is \$6,265,669.

HRSD's legal counsel, Sands Anderson PC, reviewed the attached [Agreement](#).

GRANT AGREEMENT

Between

**VIRGINIA RESOURCES AUTHORITY,
as
Administrator of the
Virginia Community Flood Preparedness Fund
And**

Hampton Roads Sanitation District

**Department of Conservation and
Recreation**

CFPF-25-05-38

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EXHIBITS

Exhibit A.	Grant Authorization
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GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of this first day of **October** 2025 between the **VIRGINIA RESOURCES AUTHORITY**, a public body corporate and a political subdivision of the Commonwealth of Virginia (the “Authority”), as administrator of the **VIRGINIA COMMUNITY FLOOD PREPAREDNESS FUND**, and the **Hampton Roads Sanitation District**, a **LOCAL GOVERNMENT** (the “Grantee”).

Pursuant to Article 1.3, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended (the “Act”), the General Assembly created a fund known as the “Virginia Community Flood Preparedness Fund” (the “Fund”). In conjunction with the Department of Conservation and Recreation (the “Department”), the Authority administers and manages the Fund. Following consultation with the Authority, the Secretary of Natural Resources and the Chief Resilience Officer, the Department from time to time directs loans and grants from the Fund and authorizes the Authority to disburse monies to local governments in Virginia to fund the costs of flood prevention or protection projects and studies all within the meaning of the Act.

The Grantee has requested a grant from the Fund and such grant has been approved by the Department, as evidenced by **Exhibit A** to this Agreement. The Grantee will use the grant monies from the Fund to finance that portion of the Project Costs not being paid from other sources as set forth in the Project Budget.

ARTICLE I

DEFINITIONS

The capitalized terms contained in this Agreement shall have the meanings set forth below unless the context requires otherwise and any capitalized terms not otherwise defined herein shall have the meaning assigned to such terms in the Act:

“Act” means Article 1.3, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended.

“Agreement” means this Grant Agreement between the Authority, as Administrator of the Fund, and the Grantee, together with any amendments or supplements hereto.

“Authority” means the Virginia Resources Authority, a public body corporate and a political subdivision of the Commonwealth of Virginia.

“Authorized Representative” means any member, official or employee of the Grantee authorized by resolution, ordinance or other official act of the governing body of the Grantee to perform the act or sign the document in question.

“Certified Floodplain Manager” means a Certified Floodplain Manager according to the Association of State Floodplain Managers (<https://www.floods.org/certification-program-cfm/>) who is in the employ of any county, city, town, municipal corporation, authority, district, commission, or political subdivision created by the General Assembly or pursuant to the Constitution of Virginia or laws of the Commonwealth of Virginia, or any state or federally recognized Virginia Indian Tribe.

“Department” means the Department of Conservation and Recreation.

“Fund” means the Virginia Community Flood Preparedness Fund.

“Grant Manual” means the Department’s 2023 Grant Manual for the Virginia Community Flood Preparedness Fund.

“Grantee” means the **Hampton Roads Sanitation District**, a **LOCAL GOVERNMENT**, as defined in the Act.

“Local Project” means the particular project described in **Exhibit B** to this Agreement, consistent in all respects with the Grant Manual, to be undertaken and completed by the Grantee with, among other monies, the grant funds, with such changes thereto as may be approved in writing by the Authority and the Department as set forth herein.

“Project Budget” means the budget for the Local Project, a copy of which is attached to this Agreement as **Exhibit C**, with such changes therein as may be approved in writing by the Authority and the Department.

“Project Costs” means the costs described in the Project Budget and such other costs permitted by the Act as may be approved in writing by the Department, provided such costs are included in the definition of “cost” set forth in Section 10.1-603.24 of the Act.

“Project Description” means the description of the Local Project to be undertaken using the grant funds made available by this Agreement, a copy of which is attached to this Agreement as **Exhibit B**, with such changes therein as may be approved in writing by the Authority and the Department.

“Resilience Plan” means a locally adopted plan that describes the Grantee’s approach to flooding and meets the following criteria: (i) it is project-based with projects focused on flood control and resilience; (ii) it incorporates nature-based infrastructure to the maximum extent possible; (iii) it includes considerations of all parts of a local government regardless of socioeconomics or race; (iv) it includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation; and (v) it is based on the best available science, and incorporates climate change, sea level rise, and storm surge (where appropriate), and current flood maps.

ARTICLE II

SCOPE OF SERVICES

The Grantee shall provide the services and work as set forth in the Project Description (**Exhibit B**) of this Agreement. All work performed under the “Project” and “Study” categories of the Grant Manual shall be in accordance with sound engineering, construction, and architectural principles, commonly accepted development and safety standards and shall be in compliance with all applicable regulatory requirements, including the National Flood Insurance Program. Final work performed under the “Project” category of the Grant Manual shall be approved by a Certified Floodplain Manager as evidenced by a Certificate of Approval by Certified Floodplain Manager.

ARTICLE III

TIME OF PERFORMANCE

The Grantee’s work on the Local Project shall be completed, and evidence of completion presented to the Department, within thirty-six (36) months of the execution of this Agreement for a study or a project, and within sixty (60) months of the execution of this Agreement for capacity building and planning. Unless an extension is granted pursuant to Section 4.3 below, this Agreement shall terminate without notice and the Authority shall have no obligation to disburse funds hereunder if Grantee fails to complete the Local Project within the applicable timeframe and provide satisfactory evidence of same to the Authority and the Department. The Grantee shall make a request for reimbursement no later than ninety (90) days following the passage of the Local Project’s authorized completion date unless an extension is granted pursuant to Section 4.3 below.

ARTICLE IV

GRANT FUNDS

Section 4.1. Amount of Grant. The Grantee shall be reimbursed grant funds for the payment of Project Costs, in an amount not to exceed **85.00%** of the demonstrated total cost of the Local Project or **\$6,265,669.00**, whichever is lesser, for the purposes set forth in the Project Description. Disbursement of grant funds will be in accordance with payment provisions set forth in Section 4.2. Grantee acknowledges and agrees that while grant funds awarded from the Fund may be used as match for other sources of funding, grant funds awarded from the Fund may not be utilized as match funds for other monies from the Fund. Monies used to match grants from the Fund may not be used as match for other grants.

Section 4.2. Application of Grant Funds. The Grantee agrees to apply the grant funds solely and exclusively to the reimbursement of the Grantee for payment of Project Costs. The Authority, at the

direction of the Department, shall disburse grant funds from the Fund to the Grantee upon receipt by the Authority and the Department of the following:

(a) A Requisition, along with a Certificate of Approval by Certified Floodplain Manager, in the form set forth in **Exhibit D** and Financial Report Reimbursement Form, in the form set forth in **Exhibit E**, approved by the Department (upon which the Authority shall rely), signed by the Authorized Representative and containing all receipts, vouchers, statements, invoices or other evidence of the actual payment of Project Costs to this Agreement, and all other information required by, and otherwise being in the form of, **Exhibit D** to this Agreement, including a Certificate of Approval by Certified Floodplain Manager where work is being performed under the “Project” category of the Grant Manual. For the Hampton Roads Sanitation District project, the Project Engineer may sign all invoices except for the final invoice, which must be signed by a Certified Floodplain Manager;

(b) A **PROJECT** developed by the Grantee and approved by the Department as meeting all standards of applicable law;

(c) Evidence satisfactory to the Authority and the Department that all authorizations and approvals for the Local Project required to have been obtained as of the date of the delivery of this Agreement have been obtained, and, where the Local Project’s completion is dependent on a variety of funding sources, in addition to the Fund, evidence satisfactory to the Authority and the Department that the Grantee has obtained satisfactory assurances of all necessary funds to fully finance the Local Project, including, where applicable, the appropriation of match funds;

(d) If the Local Project will require future maintenance, a maintenance and management plan for the Local Project satisfactory to the Authority and the Department demonstrating how the Local Project will be maintained with funds secured by the Grantee independent of the Fund over the lifespan of the Local Project;

(e) If the Local Project will be carried out in concert with a federal agency, evidence satisfactory to the Authority and the Department that the Grantee has authorization to enter into any necessary written agreement with the federal agency, including any provisions for cost sharing; and

(f) To the extent the Local Project encompasses activities that include the development of flood protection facilities, acquisition of land, restoration of natural features, or other activities that involve design (including such design necessary to ensure the Local Project meets its intended purpose), construction or installation of facilities, a completed Resilience Plan satisfactory to the Authority and the Department was obtained as of the date of the delivery of this Agreement.

Upon receipt of the foregoing, the Authority shall disburse the grant funds hereunder to the Grantee in accordance with the submitted Requisition to the extent approved by the Department. The Department shall have no obligation to approve any Requisition, and the Authority shall have no obligation to disburse any such grant funds, if the Grantee is not in compliance with any of the terms of this Agreement.

Section 4.3. Agreement to Accomplish Local Project. The Grantee agrees to cause the Local Project to be completed as described in **Exhibit B** and if applicable, in accordance with plans and specifications prepared by the Grantee's Certified Floodplain Manager and approved by the appropriate regulatory agencies. The Grantee shall complete the Local Project by the date set forth in Article III unless approval for a later completion date is given by the Department and the Authority; however, all such Extension Requests, the form of which is attached hereto as **Exhibit G**, must be received by the Department no later than ninety (90) days prior to the date set forth in Article III, and the approved Local Project must have commenced within the first nine (9) months after the date of this Agreement. If the Local Project does not commence in a timely fashion to allow completion by the date set forth in Article III or such later completion date as approved by the Department and the Authority, funding will be withdrawn and may be redistributed to other qualifying projects at the discretion of the Department in consultation with the Chief Resilience Office, and the Chief Resilience Officer.

ARTICLE V

GENERAL PROVISIONS

Section 5.1. Reserved.

Section 5.2. Disclaimer. Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the covenants contained herein.

Section 5.3. Termination.

(a) The Authority may amend, modify or terminate this Agreement for any reason upon thirty (30) days' written notice to the Grantee. The Grantee shall not be paid for any services rendered or expenses incurred for which funding is not authorized by any action affecting the authority of the grant from the Fund.

(b) If any written or oral representation, warranty or other statement furnished or made by or on behalf of the Grantee to the Department or the Authority in connection with this Agreement or the Grantee's application for a grant from the Fund is false or misleading in any material respect, the Authority shall have the right immediately to terminate this Agreement.

(c) In the event of a breach by the Grantee of this Agreement, including the Department receiving notice that the Local Project is not proceeding in accordance with the Local Project Description, the Authority shall have the right to cease any further disbursements to the Grantee until such breach is cured. In addition, the Authority may give written notice to the Grantee specifying the manner in which this Agreement has been breached and providing the Grantee thirty (30) days within which to cure the breach. If such a notice of breach is given and the Grantee has not substantially corrected the breach within 30 days of receipt of such written notice, the Authority shall have the right forthwith to terminate this Agreement.

(d) In the event of a termination of this Agreement in accordance with paragraphs (b) or (c) of this Section 5.3, the Authority, at the direction of the Department, may require the Grantee to repay all grant proceeds disbursed hereunder.

Section 5.4. Integration and Modification. This Agreement constitutes the entire Agreement between the Grantee and the Authority with respect to the grant. No alteration, amendment or modification in the provisions of this Agreement shall be effective unless reduced to writing, signed by both the parties and attached hereto.

Section 5.5. Collateral Agreements. Where there exists any inconsistency between this Agreement and other provisions of collateral contractual agreements that are made a part of this Agreement by reference or otherwise, the provisions of this Agreement shall control.

Section 5.6. Non-Discrimination. In the performance of this Agreement, the Grantee warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, national origin, other non-job related factors or any basis prohibited by law. To the extent required by law and upon request of the Department and the Authority, the Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Grantee shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that such Grantee is an equal opportunity employer; however, notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Agreement.

The Grantee shall include the provisions of the foregoing paragraphs of this section in every contract, subcontract or purchase order of over ten thousand dollars, so that such provisions will be binding upon each contractor, subcontractor or vendor.

Section 5.7. Applicable Laws. This Agreement shall be governed by the applicable laws of the Commonwealth of Virginia.

Section 5.8. Compliance. The Grantee shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the Local Project and shall give all Notices required thereby. The Grantee hereby consents to inspection by any state regulatory agency having jurisdiction over any part of the work performed with the assistance of the contract funds.

Section 5.9. Severability. Each paragraph and provision of this Agreement is severable from the entire Agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect, at the option of the Authority.

Section 5.10. Contingent Fee Warranty. The Grantee warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other

consideration, contingent upon the award or making of this Agreement. For breach of the foregoing warranty, the Authority shall have the right to terminate this Agreement without liability, or, in its discretion, to deduct from the agreed fee, payment or consideration, or otherwise recover the full amount of said prohibited fee, commission, percentage, brokerage fee, gift, or contingent fee.

Section 5.11. Conflict of Interest. The Grantee warrants that it has fully complied with the Virginia Conflict of Interests Act.

Section 5.12. Records Availability. The Grantee agrees to maintain complete and accurate books and records of the Project Costs, and further, to retain all books, records, and other documents relative to this Agreement for five (5) years after final disbursement of grant proceeds, or until completion of an audit commenced by the Commonwealth of Virginia within the five (5) years after final disbursement of funding of proceeds. The Authority, the Department, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. Additionally, the Authority, the Department, and/or its representatives shall have the right of access to worksites for the purpose of ensuring that the provisions of this Agreement are properly carried out and enforced. The Grantee agrees that the Authority, the Department and its authorized agents, reserve the right to make funding adjustments and implement fiscal corrective actions based on said examinations and reviews.

Section 5.13. Ownership of Documents. Upon the request of the Authority or the Department, the Grantee shall provide copies of any reports, studies, photographs, negatives, or other documents prepared by the Grantee in the performance of its obligations under this Agreement.

Section 5.14. Acknowledgments. The role of the Authority and the Department must be clearly stated in all press releases, news articles, and requests for proposals, bid solicitations and other documents describing the Local Project, whether funded in whole or in part. Acknowledgment of financial assistance, with the Department logo, must be printed on the cover of all reports, studies, web sites, map products or other products supported directly or indirectly by this Agreement. The Grantee is responsible for contacting Department staff in adequate time to obtain the Department logo in camera ready or digital form. The acknowledgment should read as follows:

*This project received funding from the Virginia Community Flood Preparedness Fund Grant Program through the Virginia Department of Conservation and Recreation (DCR), via **CFPF-25-05-38**.*

Section 5.15. Matching Funds. The required amount of matching funds to the cash contributions by the Grantee to the Local Project will be indicated on the Financial Report Reimbursement Form, **Exhibit E**, of these agreement documents. Matching contributions, if applicable, must reflect expenses directly related to the implementation of this project and incurred only during the time of performance listed in this Agreement. The decision of the Department with respect to approval of matching funds shall be final. Matching funds must be tracked and reported to the Department in the quarterly reports described below, both in narrative summary and on **Exhibit E**.

Section 5.16. Procurement and Subcontracts. The Grantee shall remain fully responsible for the work to be done by its subcontractor(s) and shall ensure compliance with all requirements of this Agreement. The Grantee shall comply with all applicable provisions of the Virginia Public Procurement Act, Section 2.2-4300 *et seq.* of the Code of Virginia of 1950, as amended, in making such awards.

Section 5.17. Reporting and Closeout. (a) The Grantee shall promptly provide the Department with Quarterly Reports, the form of which is attached hereto as **Exhibit F**, on performance and financial progress, detailing the progress of work with respect to the Local Project, and a final report upon completion of the Local Project. Incomplete or inaccurate reports may result in reimbursement delays. These reports shall be certified by an authorized agent of the Grantee as being true and accurate to the best of the Grantee's knowledge, as indicated by their signature on **Exhibit F**.

(b) Final deliverables defined in the approved Scope of Work for the Local Project are due to the Department within 30 days following the Local Project end date, unless another date is approved in writing by the Department, upon submission by Grantee of an Extension Request, the form of which is attached hereto as **Exhibit G**. The following shall apply to the submission of final deliverables:

1. All materials shall be provided digitally to the Department at cfpf@dcr.virginia.gov.
2. All documents must be provided in PDF and/or a Microsoft Word compatible format, including any embedded maps or other figures/illustrations.
3. All engineering files (including hydrologic and hydraulic studies) and assumptions necessary to replicate various analyses or other calculations must be provided in a format compatible with the software used to perform those calculations; likewise, all output files are also required.
4. All tabular information not included in the engineering files above, whether contained within any report or appendix, which was used as the basis for any calculation, shall be provided in a Microsoft Excel compatible format or Microsoft Access compatible format.
5. All map data shall be delivered as a geodatabase or individual shapefiles. Additionally, maps shall be provided in a PDF format if not already included embedded within the report(s). If derived from CAD or another non-GIS workflow, data must be converted into a GIS format.
6. If digital submittal is not possible, printed materials, together with all attachments and supporting documentation, may be submitted to the Department at the address below:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

The final reimbursement request must be submitted with the final report and the Department will not reimburse any requests received more than ninety (90) days after the Local Project end date.

Section 5.18. Notices. Unless otherwise provided for herein, all notices, approvals, consents, correspondence and other communications under this Agreement shall be in writing and shall be deemed delivered to the following:

Fund: Virginia Resources Authority, as Administrator of the
Virginia Community Flood Preparedness Fund
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Authority: Virginia Resources Authority
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Department: Virginia Department of Conservation and Recreation
600 East Main Street, 24th Floor
Richmond, Virginia 23219
Attention: Division Director, Dam Safety and Floodplain Management

Grantee: **Hampton Roads Sanitation District**
1434 Air Rail Avenue
Virginia Beach, Virginia 23455
Attention: Steven G. de Mik

A duplicate copy of each notice, approval, consent, correspondence or other communications shall be given to each of the other parties named.

ARTICLE VI

COUNTERPARTS AND DIGITAL SIGNATURES

This Agreement may be manually or by way of a digital signature executed in any number of Counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

WITNESS the following signatures, all duly authorized.

**VIRGINIA RESOURCES AUTHORITY, AS
ADMINISTRATOR OF THE VIRGINIA
COMMUNITY FLOOD PREPAREDNESS FUND**

By: _____

Shawn B. Crumlish
Executive Director

Hampton Roads Sanitation District

By: _____

Name: _____

Title: _____

CFPF-25-05-38

Exhibit A

GRANT AUTHORIZATION

A copy of the Department's written grant approval is attached.

Virginia Department of Conservation and Recreation									
Community Flood Preparedness Fund - Round 5 Application Recommendations									
June 25, 2025									
				BUDGET	AWARD RECOMMENDATION (30 PROJECTS)	REMAINING BUDGET			
GRANTS BUDGET LIG ACTIVITIES (AT LEAST 25% LIG)				12,500,000.00	31,372,225.39	(20,792,225.39)			
GRANTS BUDGET NON-LIG ACTIVITIES				37,500,000.00	16,180,887.53	21,319,112.47			
LOANS BUDGET				35,000,000.00	17,647,988.36	17,852,011.64			
TOTAL FUNDS AVAILABLE				85,000,000.00	67,130,101.28	17,869,898.72			
APPLICATION TYPES AND AMOUNTS REQUESTED ROUND 5 - GRANTS									
COUNT	ACTIVITY TYPE AS SELECTED BY THE APPLICANT (MAY BE ADJUSTED)			TOTAL PROJECT	TOTAL CFPP REQUESTED	TOTAL MATCH COMMITTED	CFPP FUNDING RECOMMENDED	DIFFERENCE*	
19	U-	CAPACITY BUILDING AND PLANNING - LOW INCOME GEOGRAPHIC		5,215,028.00	4,664,522.00	363,501.00		4,587,810.78	76,711.22
5	U-	PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOW INCOME GEOGRAPHIC		14,011,892.25	11,880,050.30	1,948,841.95		12,063,050.30	(103,000.00)
4	U-	PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOW INCOME GEOGRAPHIC		13,154,552.96	12,496,825.31	427,727.65		12,726,825.31	(230,000.00)
1	U-	ALL OTHER PROJECTS - LOW INCOME GEOGRAPHIC		374,400.00	318,240.00	-		374,400.00	(56,160.00)
11	U-	FLOOD PREVENTION AND PROTECTION STUDIES - LOW INCOME GEOGRAPHIC		3,976,998.43	3,580,289.07	356,859.36		3,620,139.00	(39,849.93)
8	U-	FLOOD PREVENTION AND PROTECTION STUDIES		3,367,781.62	3,764,366.88	596,776.58		1,754,366.20	0.00
8	U-	CAPACITY BUILDING AND PLANNING		3,228,706.41	2,642,257.97	2,878,440.00		2,627,508.18	14,329.79
1	U-	PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS		34,910,147.00	9,947,389.00	3,000,000.00		7,000,000.00	2,947,389.00
1	U-	PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS		2,196,100.00	4,317,660.00	119,977.72		4,317,660.00	0.00
2	U-	ALL OTHER PROJECTS		1,471,630.87	4,317,660.00	1,403,444.06		479,933.15	3,837,726.85
	GRAND TOTAL			86,903,797.54	55,932,260.53	11,295,138.32		49,562,112.92	6,450,147.61
APPLICATION TYPES AND AMOUNTS REQUESTED ROUND 5 - LOANS									
COUNT	ACTIVITY TYPE AS SELECTED BY THE APPLICANT (MAY BE ADJUSTED)			TOTAL PROJECT	TOTAL CFPP REQUESTED	TOTAL MATCH COMMITTED	CFPP FUNDING RECOMMENDED	DIFFERENCE*	
0	U-	CAPACITY BUILDING AND PLANNING - LOW INCOME GEOGRAPHIC - LOAN		-	-	-		-	-
0	U-	PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOW INCOME GEOGRAPHIC - LOAN		-	-	-		-	-
0	U-	PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOW INCOME GEOGRAPHIC - LOAN		-	-	-		-	-
3	U-	ALL OTHER PROJECTS - LOW INCOME GEOGRAPHIC - LOAN		6,439,410.00	5,473,498.00	965,912.00		6,439,410.00	(965,912.00)
0	U-	FLOOD PREVENTION AND PROTECTION STUDIES - LOW INCOME GEOGRAPHIC - LOAN		-	-	-		-	-
0	U-	FLOOD PREVENTION AND PROTECTION STUDIES - LOAN		-	-	-		-	-
0	U-	CAPACITY BUILDING AND PLANNING - LOAN		-	-	-		-	-
0	U-	PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOAN		-	-	-		-	-
2	U-	PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOAN		8,657,516.00	5,194,509.60	3,463,006.40		8,657,516.00	(3,463,006.40)
0	U-	ALL OTHER PROJECTS - LOAN		2,551,062.36	1,275,531.18	1,275,531.18		2,551,062.36	(1,275,531.18)
	GRAND TOTAL			17,647,988.36	11,943,538.78	5,704,449.58		17,647,988.36	(5,704,449.58)
*Note: Difference includes changes to match based on corrections to Activity Type not just dollars									
LOW INCOME GEOGRAPHIC APPLICATIONS RECOMMENDED FOR FUNDING									
APP NO.	COUNT	LOW INCOME DEMOGRAPHIC (LIG) CERTIFIED APPLICATIONS	REVIEWER SCORE	COMMUNITY	PROJECT DESCRIPTION	TOTAL PROJECT	CFPP	MATCH	
2745	1	U- Flood Prevention and Protection Studies - Low Income Geographic	120	County of Wise	Hydrologic & Hydraulic study of the northern part of the Town of W	855,287.00	274,749.00	30,538.00	
2621	2	U- Projects that will result in nature-based solutions - Low Income Geographic	135	City of Roanoke	Floodplain Restoration by acquisition, abatement, and demolition	4,925,552.94	4,269,275.31	226,777.63	
2747	3	U- Capacity Building and Planning - Low Income Geographic	135	Giles County, Virginia	Giles County Resilience Plan and Resident Flooding Preparedness	66,000.00	59,400.00	6,600.00	
2734	4	U- Capacity Building and Planning - Low Income Geographic	140	City of Charlottesville	Third-party audit of the City of Charlottesville's Floodplain Manage	400,000.00	360,000.00	40,000.00	
2627	5	U- Projects that will result in nature-based solutions - Low Income Geographic	130	City of Roanoke	Acquisition and demolition of two properties in Roanoke, VA	1,464,000.00	1,390,800.00	73,200.00	
2676	6	U- Flood Prevention and Protection Studies - Low Income Geographic	208	City of Emporia	H&M investigation and stormwater inventory to develop strategic	320,000.00	198,000.00	12,000.00	
2736	7	U- Capacity Building and Planning - Low Income Geographic	145	Town of Kilmarnock	Resilience Plan	50,000.00	50,000.00	0.00	
2679	8	U- Projects that will result in nature-based solutions - Low Income Geographic	125	Petersburg City	Acquisition of hazardous property with underground, channelized	4,600,000.00	4,600,000.00	0.00	
2700	9	U- Flood Prevention and Protection Studies - Low Income Geographic	193	Town of Damascus	Post-disaster H&M modeling to inform Resilience Plan, town polic	55,000.00	55,000.00	0.00	
2731	10	U- Projects that will result in hybrid solutions - Low Income Geographic	120	Lancaster County	Shoreline stabilization and public beach restoration	2,319,119.00	1,623,383.36	695,735.00	
2702	11	U- Capacity Building and Planning - Low Income Geographic	140	Franklin County, Henry County	Resilience Plan	95,000.00	95,000.00	0.00	
2688	12	U- Flood Prevention and Protection Studies - Low Income Geographic	115	Tazewell County	Flood Hazard Assessment and Mitigation Study of Claypool Hill & R	214,607.00	193,146.00	21,461.00	
2706	13	U- Capacity Building and Planning - Low Income Geographic	143	Town of Wachapreague	Resilience Plan	50,000.00	50,000.00	0.00	
2718	14	U- Capacity Building and Planning - Low Income Geographic	80	Accomack County	The applicant plans to coverage paper documents and records into	55,000.00	55,000.00	0.00	
2722	15	U- Capacity Building and Planning - Low Income Geographic	153	Essex County	Provide comprehensive Floodplain Management training to local	241,887.78	241,887.78	0.00	
2690	16	U- Flood Prevention and Protection Studies - Low Income Geographic	115	Town of Wytheville	Wytheville Townwide Drainage Study	500,000.00	450,000.00	50,000.00	
2717	17	U- Capacity Building and Planning - Low Income Geographic	140	Town of Pamplin City	Town of Pamplin City's Resilience Plan	55,000.00	55,000.00	0.00	
2704	18	U- Capacity Building and Planning - Low Income Geographic	120	City of Richmond	Update City of Richmond's stormwater asset inventory geodataba	1,906,560.00	1,706,504.00	189,656.00	
2678	19	U- Capacity Building and Planning - Low Income Geographic	140	Central Shenandoah Planning District Commission	Resilience Plan	300,000.00	270,000.00	30,000.00	
2742	20	U- Capacity Building and Planning - Low Income Geographic	135	Spotsylvania County	Spotsylvania County Resilience Plan and staff training	115,000.00	86,250.00	28,750.00	
2623	21	U- Projects that will result in nature-based solutions - Low Income Geographic	105	Madeline Peninsula Planning District Commission	Construction of a living shoreline and beach restoration at a pubic	2,346,000.00	2,436,750.00	128,250.00	
2748	22	U- Capacity Building and Planning - Low Income Geographic	145	Town of Craigsville	Town of Craigsville Resilience Plan	210,000.00	210,000.00	0.00	
2657	23	U- Projects that will result in hybrid solutions - Low Income Geographic	90	Hampton Roads Sanitation District	Wastewater pump station replacement and culvert improvements	7,371,375.25	6,265,669.00	1,105,706.25	
2658	24	U- Projects that will result in hybrid solutions - Low Income Geographic	90	Town of Colonial Beach	North Beach Erosion Control and Shoreline Resiliency Project	800,000.00	800,000.00	0.00	
2616	25	U- All other Projects - Low Income Geographic	98	Hampton Roads Sanitation District	Design phase of wastewater treatment control building / ride-out	374,400.00	374,400.00	0.00	
2738	26	U- Capacity Building and Planning - Low Income Geographic	185	Bachman County	Bachman County Debris Management Plan	115,000.00	103,500.00	11,500.00	
2680	27	U- Projects that will result in hybrid solutions - Low Income Geographic	83	Petersburg City	Sediment removal from harbor outfalls to allow 67 acres of down	2,000,000.00	2,000,000.00	0.00	
2637	28	U- Capacity Building and Planning - Low Income Geographic	145	Town of Wise	Town of Wise Resilience Plan and staff training	30,000.00	30,000.00	0.00	
2699	29	U- Capacity Building and Planning - Low Income Geographic	143	Town of Damascus	Resilience Plan	55,000.00	55,000.00	0.00	
2744	30	U- Projects that will result in hybrid solutions - Low Income Geographic	75	Northampton County	Engineering and design drawings for harbor bulkhead and stem w	1,521,388.00	1,373,388.00	147,800.00	
2697	32	U- Capacity Building and Planning - Low Income Geographic	140	City of Bristol	Resilience Plan	200,000.00	180,000.00	20,000.00	
2681	33	U- Flood Prevention and Protection Studies - Low Income Geographic	155	Petersburg City	Sediment dredging and conveyance restoration study	250,000.00	250,000.00	0.00	
2684	34	U- Capacity Building and Planning - Low Income Geographic	115	City of Waynesboro	City of Waynesboro's Stormwater Capital Improvement Plan update	192,280.00	172,160.00	19,120.00	
2721	35	U- Flood Prevention and Protection Studies - Low Income Geographic	80	Carroll County	Updating Carroll County's Floodplain Ordinance and staff training	48,500.00	48,500.00	0.00	
2711	36	U- Capacity Building and Planning - Low Income Geographic	145	County of Wise	Resilience Plan	174,575.00	157,109.00	17,466.00	
2630	37	U- Flood Prevention and Protection Studies - Low Income Geographic	120	City of Roanoke	Watershed modeling for the Trout Run and Horrons Branch water	1,100,000.00	990,000.00	110,000.00	
2739	38	U- Flood Prevention and Protection Studies - Low Income Geographic	145	City of Newport News	Locality is providing resilience assessments and recommendations	3,032,111.18	929,880.00	103,231.18	
2677	39	U- Capacity Building and Planning - Low Income Geographic	135	Petersburg City	Finishing a stormwater structure inventory, modeling priority area	650,000.00	3,620,139.00	356,819.00	
2691	40	U- Flood Prevention and Protection Studies - Low Income Geographic	110	Tazewell County	Mill Dam Removal Study & Flood Hazard Assessment and Mitiga	296,293.20	266,864.00	29,429.20	
2696	41	U- Flood Prevention and Protection Studies - Low Income Geographic	150	City of Galax	Flood Modeling for the City of Galax	55,000.00	55,000.00	0.00	
						36,468,755.35	33,372,225.39	3,096,529.96	
						TOTAL PROJECT	CFPP	MATCH	
						4,950,911.78	4,587,810.78	363,101.00	
						14,011,892.25	12,063,050.30	1,948,841.95	
						13,154,552.96	12,726,825.31	427,727.65	
						374,400.00	374,400.00	0.00	
						3,976,998.36	3,620,139.00	356,859.36	
						3,367,781.63	1,754,366.20	0.00	
						2,642,257.97	2,627,508.18	14,329.79	
						9,947,389.00	7,000,000.00	2,947,389.00	
						4,317,660.00	4,317,660.00	0.00	
						1,471,430.87	479,933.15	3,837,726.85	
						55,932,260.53	49,562,112.92	6,450,147.61	

NON-LOW-INCOME GEOGRAPHIC APPLICATIONS RECOMMENDED FOR FUNDING										
COUNT	NON-LIG APPLICATIONS	REVIEWER SCORE	COMMUNITY	PROJECT DESCRIPTION	TOTAL PROJECT	CFPE	MATCH			
2644	1		City of Virginia Beach	Repurposing of golf course as stormwater park in area of high risk	30,000,000.00		7,000,000.00	1,000,000.00		
2638	2		Middle Peninsula Planning District Commission	Town of West Point Coastal Resilience Master Plan	1,433,308.40		1,373,934.00	143,300.00		
2646	3		James City County	Locality is applying for funds to hire a consultant to create a county	291,000.00		218,250.00	72,750.00		
2672	4		Richmond Regional Planning District Commission	Regional resilience plan development and PlanRVA Flood Aware R	240,310.45		180,000.00	60,310.45		
2643	5		City of Fairfax	Flood Hazard Assessment and Mitigation Study of a section of Acc	199,930.00		99,675.00	99,675.00		
2693	6		Fairfax County	Fairfax County plans to fund a Senior Engineer position in the Storm	967,660.93		725,745.68	241,915.25		
2728	7		Hampton Roads Planning District Commission	Roadway flooding sensors with information dashboard.	470,782.00		235,391.00	235,391.00		
2739	8		Botetourt County	Third party digitization of Botetourt County's floodplain records	80,000.00		60,000.00	20,000.00		
2687	9		City of Manassas	Flood Hazard Assessment and Mitigation Study for Flat Branch Trib	186,396.00		92,698.00	92,698.00		
2729	10		City of Fairfax	Closed-Circuit Television (CCTV) data collection for the City of Fair	209,000.87		204,000.15	74,877.27		
2733	11		Town of Herndon	Town of Herndon flood resilience resource assessment	86,652.00		66,489.75	22,162.25		
2721	13		City of Norfolk	A combination of knee walls, berms, backflow valves, living shore	7,196,100.00		4,317,660.00	2,878,440.00		
2638	16		Middle Peninsula Planning District Commission	Design/Deployment of tide gauges for parametric insurance initiat	303,000.00		253,000.00	45,000.00		
2735	18		Town of Herndon	Centennial Golf Course Flood Study & Nature Based Solutions Anal	321,928.29		241,428.29	80,470.00		
2620	19		City of Fairfax	Development of detailed hydraulic model and floodplain mapping	180,000.00		90,000.00	90,000.00		
2737	20		Henrico County	Install, monitor, and maintain a stream gauge network in partners	1,124,170.00		562,085.00	562,085.00		
2707	21		Northern Virginia Regional Commission	Flood Awareness Outreach Campaign	123,152.00		90,000.00	33,152.00		
2746	22		Northern Virginia Regional Commission	Additional analysis categories and sources to be added to Resilien	55,625.00		55,625.00	1,154.25		
2659	23		Town of Warrenton	Town of Warrenton's Stormwater Master Drainage Plan Phase 1.	841,016.00		420,508.00	420,508.00		
2732	24		City of Fairfax	Development of a hydraulic study to evaluate the effect of a large	45,162.00		22,581.00	22,581.00		
					24,388,456.89		16,189,887.53	8,196,608.36		
					TOTAL PROJECT	CFPE	MATCH			
					3,224,704.76		2,627,928.18	596,776.58		
					PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS		4,317,660.00	2,878,440.00		
					PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS		7,000,000.00	3,000,000.00		
					ALL OTHER PROJECTS		479,935.15	119,977.72		
					FLOOD PREVENTION AND PROTECTION STUDIES		1,764,866.20	1,003,414.06		
					24,388,456.89		16,189,887.53	8,196,608.36		
LOW-INCOME DEMOGRAPHIC (LIG) CERTIFIED APPLICATIONS										
APP NO.	COUNT	REVIEWER SCORE	COMMUNITY	PROJECT DESCRIPTION	TOTAL PROJECT	CFPE	MATCH			
2672	1		Hampton Roads Sanitation District	Generator controls for wastewater treatment plant in SPHA that su	6,439,410.00		6,439,410.00	0.00		
					TOTAL PROJECT	CFPE	MATCH			
					-	-	-	-		
					LI - CAPACITY BUILDING AND PLANNING - LOW INCOME GEOGRAPHIC - LOAN	-	-	-		
					LI - PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOW INCOME GEOGRAPHIC - LOAN	-	-	-		
					LI - PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOW INCOME GEOGRAPHIC - LOAN	-	-	-		
					LI - ALL OTHER PROJECTS - LOW INCOME GEOGRAPHIC - LOAN	6,439,410.00	6,439,410.00	0.00		
					LI - FLOOD PREVENTION AND PROTECTION STUDIES - LOW INCOME GEOGRAPHIC - LOAN	-	-	-		
					6,439,410.00	6,439,410.00	-	-		
NON-LOW-INCOME LOANS RECOMMENDED FOR FUNDING										
APP NO.	COUNT	REVIEWER SCORE	COMMUNITY	PROJECT DESCRIPTION	TOTAL PROJECT	CFPE	MATCH			
2730	1		City of Alexandria	Phase 2 Four Mile Run and Hood's Run Inlet Replacement	2,346,000.00		2,346,000.00	0.00		
2743	2		Arlington County	Culvert replacement on Military Road	5,057,516.00		5,057,516.00	0.00		
2741	3		City of Fairfax	DEVELOPMENT OF CONSTRUCTION DOCUMENTS FOR A 727 RUDOS	205,062.36		205,062.36	0.00		
2736	4		City of Alexandria	Implement Valley Drive flood mitigation activities (with a hybrid R	3,600,000.00		3,600,000.00	0.00		
					11,208,578.36		11,208,578.36	0.00		
					TOTAL PROJECT	CFPE	MATCH			
					-	-	-	-		
					CAPACITY BUILDING AND PLANNING - LOAN	-	-	-		
					PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOAN	8,657,516.00	-	-		
					PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOAN	-	-	-		
					ALL OTHER PROJECTS	2,551,062.36	2,551,062.36	-		
					FLOOD PREVENTION AND PROTECTION STUDIES - LOAN	-	-	-		
					11,208,578.36	11,208,578.36	-	-		
CONCURRENCE RECEIVED FROM THE SECRETARY OF NATURAL RESOURCES AND THE SPECIAL ASSISTANT TO THE GOVERNOR FOR COASTAL ADAPTATION AND PROTECTION ON 12/9/2021 AND UPON FINAL SIGNATURE										
					AWARD	REMAINING				
					BUDGET	RECOMMENDATION (65 PROJECTS)	BUDGET			
BUDGET LIG ACTIVITIES (AT LEAST 25% LIG)					12,500,000.00	11,172,225.89	(20,792,225.39)			
BUDGET NON-LIG ACTIVITIES					17,500,000.00	16,189,887.53	21,103,112.47			
LOANS					35,000,000.00	17,647,988.36	17,352,011.64			
TOTAL FUNDS AVAILABLE					85,000,000.00					
Signature: Angela Davis, Division Director					6/24/2025					
Division of Floodplain Management					Date					
Department of Conservation and Recreation										
Signature: Darryl M. Góver, Deputy Agency Director					6/25/2025					
Divisions of Dam Safety & Floodplain Management and Soil and Water Conservation					Date					
Department of Conservation and Recreation										
Signature: Matthew Welts, Director					7/25/2025					
Department of Conservation and Recreation					Date					
Signature: Greg Steele, Chief Resilience Officer					7/23/2025					
					Date					
Signature: Stefanie Tallion, Secretary of Natural and Historic Resources					7/24/2025					
					Date					

Exhibit B

PROJECT DESCRIPTION

The Local Project shall consist of the development of a **PROJECT for Replacing the Dozier's Corner Pump Station with a new pump station to a nearby location in the service area. The pump station serves 3,106 customers, both residential and commercial, by conveying sewage to the wastewater treatment facility. The existing pump station was built in 1960 and is at risk of flood damage. The new pump station will be built with the finished floor at 11 feet (versus the existing 7-foot elevation), and components will be upgraded to safely operate. To be approved by the Department as meeting all standards of applicable law.**

Exhibit C

PROJECT BUDGET

ACTIVITY	ESTIMATED TOTAL COST	ESTIMATED FUNDING FROM GRANT	ESTIMATED FUNDING FROM OTHER SOURCES
PROJECT	\$7,371,375.25	\$6,265,669.00	\$1,105,706.25 (to be paid in full by Grantee)
	Fringe Benefits	\$ 0.00	\$ 0.00
	Travel	\$ 0.00	\$ 0.00
	Salary	\$ 0.00	\$ 0.00
	Supplies	\$ 0.00	\$ 0.00
	Construction	\$ 0.00	\$ 0.00
	Other	\$ 0.00	\$ 0.00
	Contractual	\$6,265,669.00	\$ 0.00
	Equipment	\$ 0.00	\$ 0.00
	Startup	\$ 0.00	\$1,105,706.25

Exhibit D

REQUISITION FORM

[Date]

Division Director, Dam Safety & Floodplain Management
Department of Conservation and Recreation
600 E. Main Street, 24th Floor
Richmond, Virginia 23219

Re: **Virginia Community Flood Preparedness Fund**
Hampton Roads Sanitation District CFPF-25-05-38
Grant Number: **CFPF-25-05-38**

Dear Division Director:

This requisition, Number ____, is submitted in connection with the Grant Agreement dated as of **October 1st, 2025** (the “Grant Agreement”) between the Virginia Resources Authority, as Administrator of the Virginia Community Flood Preparedness Fund (the “Fund”), and the **Hampton Roads Sanitation District**, a **LOCAL GOVERNMENT** (the “Grantee”). Unless otherwise defined in this requisition, all capitalized terms used herein shall have the meaning set forth in Article I of the Grant Agreement. The undersigned Authorized Representative of the Grantee hereby requests disbursement of grant proceeds under the Grant Agreement in the amount of \$_____, for the purposes of reimbursement of the Project Costs associated with the **PROJECT**, which is submitted herewith. Additionally, enclosed is the Financial Report Reimbursement Form set forth in **Exhibit E** of this Agreement, detailed invoices relating to the items for which payment is requested and proof of payment for each associated invoice.

The undersigned certifies that (a) the amounts requested by this requisition will be applied solely and exclusively to the reimbursement of the Grantee for the payment, of Project Costs, and (b) any materials, supplies or other costs covered by this requisition are not subject to any lien or security interest or such lien or security interest will be released upon payment of the requisition.

The undersigned certifies to the Virginia Resources Authority, as Administrator of the Virginia Community Flood Preparedness Fund, that insofar as the amounts covered by this Requisition include payments for labor, such work was actually performed and payment for such work has been paid in full.

Sincerely,

(Authorized Representative of the Grantee)

**CERTIFICATE OF APPROVAL BY CERTIFIED FLOODPLAIN MANAGER (CFM) FORM
TO ACCOMPANY REQUEST FOR DISBURSEMENT CFPF-25-05-38**

Note: This certification does not apply to Capacity Building, Planning or Studies and is only required for Projects funded under the Community Flood Preparedness Fund as such terms are defined in the Grant Manual.

This Certificate is being executed and delivered in connection with Requisition dated _____, 20__, submitted by **Hampton Roads Sanitation District**, a **LOCAL GOVERNMENT** (the “Grantee”), pursuant to the Grant Agreement dated as of **October 1st, 2025** (the “Grant Agreement”) between the Virginia Resources Authority, as Administrator of the Community Flood Preparedness Fund (“VRA”), and the Grantee. Capitalized terms used herein shall have the same meanings set forth in Article I of the Grant Agreement referred to in the Requisition. The undersigned Certified Floodplain Manager for the Grantee hereby certifies to VRA that insofar as the work performed and amounts covered by this Requisition is for work that is in compliance with NFIP standards and meets the requirements of the local floodplain ordinance of the community where work under this Agreement is being performed. The Hampton Roads Sanitation District Project Engineer may sign all invoices up to, but not including, the final invoice, which must be signed by a CFM.

Project deliverable _____

Total amount billed for this Project deliverable _____

Signature of Certified Floodplain Manager

Date

Exhibit E

COMMONWEALTH OF VIRGINIA Department of Conservation and Recreation

Financial Report Reimbursement Form
Virginia Community Flood Preparedness Fund
Agreement No: _____

CID # _____
Grantee: _____
Contact Person: _____
Mailing Address _____

Phone #: _____

Email: _____

Project Project Type: _____

Project Description _____

Reporting Period	January - March	_____	202	_____
(Select Qtr and Yr)	April - June	_____	202	_____
	July - September	_____	202	_____
	October - December	_____	202	_____

DCR Funds

	Project Budget	Current Expenditures	Cumulative Expenditures	*Unexpended Project Balance
Personnel	_____	_____	_____	_____
Fringe	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Contractual	_____	_____	_____	_____
Other	_____	_____	_____	_____
*TOTAL	=====	=====	=====	=====

Total Reimbursement Request: \$ _____ -

MATCH Funds (N/A)

	Project Match Budget	Current Match Expenditures	Cumulative Match Expenditures	*Unexpended Match Balance
Personnel	_____	_____	_____	_____
Fringe	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Contractual	_____	_____	_____	_____
Other	_____	_____	_____	_____
*TOTAL	=====	=====	=====	=====

Authorized Signature: _____

Title: _____

Date: _____

Exhibit F
Quarterly Reporting Form

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Quarterly reports must be submitted within 30 days following the end of each quarter. Final reports are due within 30 days following the project end date. Due dates are as follows:

x Quarter ending September 30 – reports due October
30th x Quarter ending December 31 – reports due
January 30th x Quarter ending March 31 – reports due
April 30th x Quarter ending June 30 – reports due July
30th

Agreement Number: _____ **Calendar Year:** _____

Quarter Ended: 9/30 _____ 12/31 _____ 3/31 _____ 6/30 _____

Grantee: _____ **CID #:** _____

Contact Name and Title: _____

Contact Phone No: _____ **Contact Email:** _____

Project Type: _____

Project Description: _____

Brief Description of Activity	
Progress Achieved Toward Milestone During this Quarter	

Progress Anticipated During Next Quarter	
Anticipated Completion Date for this Activity and Remaining Steps	

Printed Name: _____ Date: _____

Signature: _____

Title: _____

DCR Signature Approval and Date: _____

Exhibit G
Extension Request Form

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Request to Amend Contract between Virginia Resources Authority and Grant Recipient of
the 2025 Virginia Community Flood Preparedness Fund Grant

All Project and Study grants are required to be completed no later than 36 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department. All Capacity Building grants are required to be completed no later than 60 months following the issuance of a signed grant agreement. A one-year extension may be granted at the discretion of the Department provided the project commenced within nine (9) months of award and such request is received not later than 90 days prior to the expiration of the original agreement. Requests should be emailed to cfpf@dcr.virginia.gov. If email is not available, please mail to:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor Richmond,
Virginia 23219

Grant Recipient: _____

Contact Name: _____

Mailing Address (1): _____

Mailing Address (2): _____

City: _____ State: _____ Zip: _____

Is this a new address? ☐ Yes ☐ No Has the Contact Name changed? ☐ Yes ☐ No

Telephone Number: (____) _____ Cell Phone Number: (____) _____

HE DEPARTMENT Use Only

Virginia Department of Conservation and Recreation

Date Approved

Date Denied

Printed Name

Title

Reason for Denial

VRA Use Only

Virginia Resources Authority

Date
Received

Date Grant
Modified

Printed Name and Title

AGENDA ITEM 6. – October 28, 2025

Subject: Onancock Treatment Plant Administration Building Upgrade
Grant Agreement

Recommended Action: Approve the terms and conditions of the Grant Agreement with Virginia Resources Authority for the Onancock Treatment Plant Administration Building Upgrade Design project, 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.

CIP Project: ES010300

Agreement Description: This grant agreement between Virginia Resources Authority as the Administrator of the Virginia Community Flood Preparedness and HRSD is for the Onancock Treatment Plant Administration Building Upgrade Design. This grant is for the Preliminary Engineering Report (PER) and Design of the new building. FEMA considers wastewater service a critical community lifeline that enables all other aspects of society to function and therefore wastewater assets need to be resilient. This project will improve wastewater resilience by designing a new space that serves as a ride-out shelter for all staff and lab services supporting the Eastern Shore.

The FY 2026 CIP budget for the PER and Design of the Onancock Treatment Plant Building Upgrade is \$470,000. The total grant award is \$374,000.

HRSD's legal counsel, Sands Anderson PC, reviewed the attached [Agreement](#).

GRANT AGREEMENT

Between

**VIRGINIA RESOURCES AUTHORITY,
as
Administrator of the
Virginia Community Flood Preparedness Fund
And**

Hampton Roads Sanitation District

**Department of Conservation and
Recreation**

CFPF-25-05-40

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EXHIBITS

Exhibit A.	Grant Authorization
Exhibit B.	Project Description
Exhibit C.	Project Budget
Exhibit D.	Requisition Form
Exhibit E.	Financial Report Reimbursement Form
Exhibit F.	Quarterly Report Form and Instructions
Exhibit G.	Extension Request Form and Instructions

GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of this first day of **October** 2025 between the **VIRGINIA RESOURCES AUTHORITY**, a public body corporate and a political subdivision of the Commonwealth of Virginia (the “Authority”), as administrator of the **VIRGINIA COMMUNITY FLOOD PREPAREDNESS FUND**, and the **Hampton Roads Sanitation District**, a **LOCAL GOVERNMENT** (the “Grantee”).

Pursuant to Article 1.3, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended (the “Act”), the General Assembly created a fund known as the “Virginia Community Flood Preparedness Fund” (the “Fund”). In conjunction with the Department of Conservation and Recreation (the “Department”), the Authority administers and manages the Fund. Following consultation with the Authority, the Secretary of Natural Resources and the Chief Resilience Officer, the Department from time to time directs loans and grants from the Fund and authorizes the Authority to disburse monies to local governments in Virginia to fund the costs of flood prevention or protection projects and studies all within the meaning of the Act.

The Grantee has requested a grant from the Fund and such grant has been approved by the Department, as evidenced by **Exhibit A** to this Agreement. The Grantee will use the grant monies from the Fund to finance that portion of the Project Costs not being paid from other sources as set forth in the Project Budget.

ARTICLE I

DEFINITIONS

The capitalized terms contained in this Agreement shall have the meanings set forth below unless the context requires otherwise and any capitalized terms not otherwise defined herein shall have the meaning assigned to such terms in the Act:

“Act” means Article 1.3, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended.

“Agreement” means this Grant Agreement between the Authority, as Administrator of the Fund, and the Grantee, together with any amendments or supplements hereto.

“Authority” means the Virginia Resources Authority, a public body corporate and a political subdivision of the Commonwealth of Virginia.

“Authorized Representative” means any member, official or employee of the Grantee authorized by resolution, ordinance or other official act of the governing body of the Grantee to perform the act or sign the document in question.

“Certified Floodplain Manager” means a Certified Floodplain Manager according to the Association of State Floodplain Managers (<https://www.floods.org/certification-program-cfm/>) who is in the employ of any county, city, town, municipal corporation, authority, district, commission, or political subdivision created by the General Assembly or pursuant to the Constitution of Virginia or laws of the Commonwealth of Virginia, or any state or federally recognized Virginia Indian Tribe.

“Department” means the Department of Conservation and Recreation.

“Fund” means the Virginia Community Flood Preparedness Fund.

“Grant Manual” means the Department’s 2023 Grant Manual for the Virginia Community Flood Preparedness Fund.

“Grantee” means the **Hampton Roads Sanitation District**, a **LOCAL GOVERNMENT**, as defined in the Act.

“Local Project” means the particular project described in **Exhibit B** to this Agreement, consistent in all respects with the Grant Manual, to be undertaken and completed by the Grantee with, among other monies, the grant funds, with such changes thereto as may be approved in writing by the Authority and the Department as set forth herein.

“Project Budget” means the budget for the Local Project, a copy of which is attached to this Agreement as **Exhibit C**, with such changes therein as may be approved in writing by the Authority and the Department.

“Project Costs” means the costs described in the Project Budget and such other costs permitted by the Act as may be approved in writing by the Department, provided such costs are included in the definition of “cost” set forth in Section 10.1-603.24 of the Act.

“Project Description” means the description of the Local Project to be undertaken using the grant funds made available by this Agreement, a copy of which is attached to this Agreement as **Exhibit B**, with such changes therein as may be approved in writing by the Authority and the Department.

“Resilience Plan” means a locally adopted plan that describes the Grantee’s approach to flooding and meets the following criteria: (i) it is project-based with projects focused on flood control and resilience; (ii) it incorporates nature-based infrastructure to the maximum extent possible; (iii) it includes considerations of all parts of a local government regardless of socioeconomics or race; (iv) it includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation; and (v) it is based on the best available science, and incorporates climate change, sea level rise, and storm surge (where appropriate), and current flood maps.

ARTICLE II

SCOPE OF SERVICES

The Grantee shall provide the services and work as set forth in the Project Description (**Exhibit B**) of this Agreement. All work performed under the “Project” and “Study” categories of the Grant Manual shall be in accordance with sound engineering, construction, and architectural principles, commonly accepted development and safety standards and shall be in compliance with all applicable regulatory requirements, including the National Flood Insurance Program. Final work performed under the “Project” category of the Grant Manual shall be approved by a Certified Floodplain Manager as evidenced by a Certificate of Approval by Certified Floodplain Manager.

ARTICLE III

TIME OF PERFORMANCE

The Grantee’s work on the Local Project shall be completed, and evidence of completion presented to the Department, within thirty-six (36) months of the execution of this Agreement for a study or a project, and within sixty (60) months of the execution of this Agreement for capacity building and planning. Unless an extension is granted pursuant to Section 4.3 below, this Agreement shall terminate without notice and the Authority shall have no obligation to disburse funds hereunder if Grantee fails to complete the Local Project within the applicable timeframe and provide satisfactory evidence of same to the Authority and the Department. The Grantee shall make a request for reimbursement no later than ninety (90) days following the passage of the Local Project’s authorized completion date unless an extension is granted pursuant to Section 4.3 below.

ARTICLE IV

GRANT FUNDS

Section 4.1. Amount of Grant. The Grantee shall be reimbursed grant funds for the payment of Project Costs, in an amount not to exceed **100.00%** of the demonstrated total cost of the Local Project or **\$374,400.00**, whichever is lesser, for the purposes set forth in the Project Description. Disbursement of grant funds will be in accordance with payment provisions set forth in Section 4.2. Grantee acknowledges and agrees that while grant funds awarded from the Fund may be used as match for other sources of funding, grant funds awarded from the Fund may not be utilized as match funds for other monies from the Fund. Monies used to match grants from the Fund may not be used as match for other grants.

Section 4.2. Application of Grant Funds. The Grantee agrees to apply the grant funds solely and exclusively to the reimbursement of the Grantee for payment of Project Costs. The Authority, at the

direction of the Department, shall disburse grant funds from the Fund to the Grantee upon receipt by the Authority and the Department of the following:

(a) A Requisition, along with a Certificate of Approval by Certified Floodplain Manager, in the form set forth in **Exhibit D** and Financial Report Reimbursement Form, in the form set forth in **Exhibit E**, approved by the Department (upon which the Authority shall rely), signed by the Authorized Representative and containing all receipts, vouchers, statements, invoices or other evidence of the actual payment of Project Costs to this Agreement, and all other information required by, and otherwise being in the form of, **Exhibit D** to this Agreement, including a Certificate of Approval by Certified Floodplain Manager where work is being performed under the “Project” category of the Grant Manual. For the Hampton Roads Sanitation District project, the Project Engineer may sign all invoices except for the final invoice, which must be signed by a Certified Floodplain Manager;

(b) A **PROJECT** developed by the Grantee and approved by the Department as meeting all standards of applicable law;

(c) Evidence satisfactory to the Authority and the Department that all authorizations and approvals for the Local Project required to have been obtained as of the date of the delivery of this Agreement have been obtained, and, where the Local Project’s completion is dependent on a variety of funding sources, in addition to the Fund, evidence satisfactory to the Authority and the Department that the Grantee has obtained satisfactory assurances of all necessary funds to fully finance the Local Project, including, where applicable, the appropriation of match funds;

(d) If the Local Project will require future maintenance, a maintenance and management plan for the Local Project satisfactory to the Authority and the Department demonstrating how the Local Project will be maintained with funds secured by the Grantee independent of the Fund over the lifespan of the Local Project;

(e) If the Local Project will be carried out in concert with a federal agency, evidence satisfactory to the Authority and the Department that the Grantee has authorization to enter into any necessary written agreement with the federal agency, including any provisions for cost sharing; and

(f) To the extent the Local Project encompasses activities that include the development of flood protection facilities, acquisition of land, restoration of natural features, or other activities that involve design (including such design necessary to ensure the Local Project meets its intended purpose), construction or installation of facilities, a completed Resilience Plan satisfactory to the Authority and the Department was obtained as of the date of the delivery of this Agreement.

Upon receipt of the foregoing, the Authority shall disburse the grant funds hereunder to the Grantee in accordance with the submitted Requisition to the extent approved by the Department. The Department shall have no obligation to approve any Requisition, and the Authority shall have no obligation to disburse any such grant funds, if the Grantee is not in compliance with any of the terms of this Agreement.

Section 4.3. Agreement to Accomplish Local Project. The Grantee agrees to cause the Local Project to be completed as described in **Exhibit B** and if applicable, in accordance with plans and specifications prepared by the Grantee's Certified Floodplain Manager and approved by the appropriate regulatory agencies. The Grantee shall complete the Local Project by the date set forth in Article III unless approval for a later completion date is given by the Department and the Authority; however, all such Extension Requests, the form of which is attached hereto as **Exhibit G**, must be received by the Department no later than ninety (90) days prior to the date set forth in Article III, and the approved Local Project must have commenced within the first nine (9) months after the date of this Agreement. If the Local Project does not commence in a timely fashion to allow completion by the date set forth in Article III or such later completion date as approved by the Department and the Authority, funding will be withdrawn and may be redistributed to other qualifying projects at the discretion of the Department in consultation with the Chief Resilience Office, and the Chief Resilience Officer.

ARTICLE V

GENERAL PROVISIONS

Section 5.1. Reserved.

Section 5.2. Disclaimer. Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the covenants contained herein.

Section 5.3. Termination.

(a) The Authority may amend, modify or terminate this Agreement for any reason upon thirty (30) days' written notice to the Grantee. The Grantee shall not be paid for any services rendered or expenses incurred for which funding is not authorized by any action affecting the authority of the grant from the Fund.

(b) If any written or oral representation, warranty or other statement furnished or made by or on behalf of the Grantee to the Department or the Authority in connection with this Agreement or the Grantee's application for a grant from the Fund is false or misleading in any material respect, the Authority shall have the right immediately to terminate this Agreement.

(c) In the event of a breach by the Grantee of this Agreement, including the Department receiving notice that the Local Project is not proceeding in accordance with the Local Project Description, the Authority shall have the right to cease any further disbursements to the Grantee until such breach is cured. In addition, the Authority may give written notice to the Grantee specifying the manner in which this Agreement has been breached and providing the Grantee thirty (30) days within which to cure the breach. If such a notice of breach is given and the Grantee has not substantially corrected the breach within 30 days of receipt of such written notice, the Authority shall have the right forthwith to terminate this Agreement.

(d) In the event of a termination of this Agreement in accordance with paragraphs (b) or (c) of this Section 5.3, the Authority, at the direction of the Department, may require the Grantee to repay all grant proceeds disbursed hereunder.

Section 5.4. Integration and Modification. This Agreement constitutes the entire Agreement between the Grantee and the Authority with respect to the grant. No alteration, amendment or modification in the provisions of this Agreement shall be effective unless reduced to writing, signed by both the parties and attached hereto.

Section 5.5. Collateral Agreements. Where there exists any inconsistency between this Agreement and other provisions of collateral contractual agreements that are made a part of this Agreement by reference or otherwise, the provisions of this Agreement shall control.

Section 5.6. Non-Discrimination. In the performance of this Agreement, the Grantee warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, national origin, other non-job related factors or any basis prohibited by law. To the extent required by law and upon request of the Department and the Authority, the Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Grantee shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that such Grantee is an equal opportunity employer; however, notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Agreement.

The Grantee shall include the provisions of the foregoing paragraphs of this section in every contract, subcontract or purchase order of over ten thousand dollars, so that such provisions will be binding upon each contractor, subcontractor or vendor.

Section 5.7. Applicable Laws. This Agreement shall be governed by the applicable laws of the Commonwealth of Virginia.

Section 5.8. Compliance. The Grantee shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the Local Project and shall give all Notices required thereby. The Grantee hereby consents to inspection by any state regulatory agency having jurisdiction over any part of the work performed with the assistance of the contract funds.

Section 5.9. Severability. Each paragraph and provision of this Agreement is severable from the entire Agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect, at the option of the Authority.

Section 5.10. Contingent Fee Warranty. The Grantee warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other

consideration, contingent upon the award or making of this Agreement. For breach of the foregoing warranty, the Authority shall have the right to terminate this Agreement without liability, or, in its discretion, to deduct from the agreed fee, payment or consideration, or otherwise recover the full amount of said prohibited fee, commission, percentage, brokerage fee, gift, or contingent fee.

Section 5.11. Conflict of Interest. The Grantee warrants that it has fully complied with the Virginia Conflict of Interests Act.

Section 5.12. Records Availability. The Grantee agrees to maintain complete and accurate books and records of the Project Costs, and further, to retain all books, records, and other documents relative to this Agreement for five (5) years after final disbursement of grant proceeds, or until completion of an audit commenced by the Commonwealth of Virginia within the five (5) years after final disbursement of funding of proceeds. The Authority, the Department, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. Additionally, the Authority, the Department, and/or its representatives shall have the right of access to worksites for the purpose of ensuring that the provisions of this Agreement are properly carried out and enforced. The Grantee agrees that the Authority, the Department and its authorized agents, reserve the right to make funding adjustments and implement fiscal corrective actions based on said examinations and reviews.

Section 5.13. Ownership of Documents. Upon the request of the Authority or the Department, the Grantee shall provide copies of any reports, studies, photographs, negatives, or other documents prepared by the Grantee in the performance of its obligations under this Agreement.

Section 5.14. Acknowledgments. The role of the Authority and the Department must be clearly stated in all press releases, news articles, and requests for proposals, bid solicitations and other documents describing the Local Project, whether funded in whole or in part. Acknowledgment of financial assistance, with the Department logo, must be printed on the cover of all reports, studies, web sites, map products or other products supported directly or indirectly by this Agreement. The Grantee is responsible for contacting Department staff in adequate time to obtain the Department logo in camera ready or digital form. The acknowledgment should read as follows:

*This project received funding from the Virginia Community Flood Preparedness Fund Grant Program through the Virginia Department of Conservation and Recreation (DCR), via **CFPF-25-05-40**.*

Section 5.15. Matching Funds. The required amount of matching funds to the cash contributions by the Grantee to the Local Project will be indicated on the Financial Report Reimbursement Form, **Exhibit E**, of these agreement documents. Matching contributions, if applicable, must reflect expenses directly related to the implementation of this project and incurred only during the time of performance listed in this Agreement. The decision of the Department with respect to approval of matching funds shall be final. Matching funds must be tracked and reported to the Department in the quarterly reports described below, both in narrative summary and on **Exhibit E**.

Section 5.16. Procurement and Subcontracts. The Grantee shall remain fully responsible for the work to be done by its subcontractor(s) and shall ensure compliance with all requirements of this Agreement. The Grantee shall comply with all applicable provisions of the Virginia Public Procurement Act, Section 2.2-4300 *et seq.* of the Code of Virginia of 1950, as amended, in making such awards.

Section 5.17. Reporting and Closeout. (a) The Grantee shall promptly provide the Department with Quarterly Reports, the form of which is attached hereto as **Exhibit F**, on performance and financial progress, detailing the progress of work with respect to the Local Project, and a final report upon completion of the Local Project. Incomplete or inaccurate reports may result in reimbursement delays. These reports shall be certified by an authorized agent of the Grantee as being true and accurate to the best of the Grantee's knowledge, as indicated by their signature on **Exhibit F**.

(b) Final deliverables defined in the approved Scope of Work for the Local Project are due to the Department within 30 days following the Local Project end date, unless another date is approved in writing by the Department, upon submission by Grantee of an Extension Request, the form of which is attached hereto as **Exhibit G**. The following shall apply to the submission of final deliverables:

1. All materials shall be provided digitally to the Department at cfpf@dcr.virginia.gov.
2. All documents must be provided in PDF and/or a Microsoft Word compatible format, including any embedded maps or other figures/illustrations.
3. All engineering files (including hydrologic and hydraulic studies) and assumptions necessary to replicate various analyses or other calculations must be provided in a format compatible with the software used to perform those calculations; likewise, all output files are also required.
4. All tabular information not included in the engineering files above, whether contained within any report or appendix, which was used as the basis for any calculation, shall be provided in a Microsoft Excel compatible format or Microsoft Access compatible format.
5. All map data shall be delivered as a geodatabase or individual shapefiles. Additionally, maps shall be provided in a PDF format if not already included embedded within the report(s). If derived from CAD or another non-GIS workflow, data must be converted into a GIS format.
6. If digital submittal is not possible, printed materials, together with all attachments and supporting documentation, may be submitted to the Department at the address below:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

The final reimbursement request must be submitted with the final report and the Department will not reimburse any requests received more than ninety (90) days after the Local Project end date.

Section 5.18. Notices. Unless otherwise provided for herein, all notices, approvals, consents, correspondence and other communications under this Agreement shall be in writing and shall be deemed delivered to the following:

Fund: Virginia Resources Authority, as Administrator of the
Virginia Community Flood Preparedness Fund
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Authority: Virginia Resources Authority
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Department: Virginia Department of Conservation and Recreation
600 East Main Street, 24th Floor
Richmond, Virginia 23219
Attention: Division Director, Dam Safety and Floodplain Management

Grantee: **Hampton Roads Sanitation District**
1434 Air Rail Avenue
Virginia Beach, Virginia 23455
Attention: Steven G. de Mik

A duplicate copy of each notice, approval, consent, correspondence or other communications shall be given to each of the other parties named.

ARTICLE VI

COUNTERPARTS AND DIGITAL SIGNATURES

This Agreement may be manually or by way of a digital signature executed in any number of Counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

WITNESS the following signatures, all duly authorized.

**VIRGINIA RESOURCES AUTHORITY, AS
ADMINISTRATOR OF THE VIRGINIA
COMMUNITY FLOOD PREPAREDNESS FUND**

By: _____

Shawn B. Crumlish
Executive Director

Hampton Roads Sanitation District

By: _____

Name: _____

Title: _____

CFPF-25-05-40

Exhibit A

GRANT AUTHORIZATION

A copy of the Department's written grant approval is attached.

Virginia Department of Conservation and Recreation									
Community Flood Preparedness Fund - Round 5 Application Recommendations									
June 25, 2025									
				BUDGET	AWARD RECOMMENDATION (30 PROJECTS)	REMAINING BUDGET			
GRANTS BUDGET LIG ACTIVITIES (AT LEAST 25% LIG)				12,500,000.00	31,372,225.39	(20,792,225.39)			
GRANTS BUDGET NON-LIG ACTIVITIES				37,500,000.00	16,180,887.53	21,319,112.47			
LOANS BUDGET				35,000,000.00	17,647,988.36	17,852,011.64			
TOTAL FUNDS AVAILABLE				85,000,000.00	67,130,101.28	17,869,898.72			
APPLICATION TYPES AND AMOUNTS REQUESTED ROUND 5 - GRANTS									
COUNT	ACTIVITY TYPE AS SELECTED BY THE APPLICANT (MAY BE ADJUSTED)			TOTAL PROJECT	TOTAL CFPP REQUESTED	TOTAL MATCH COMMITTED	CFPP FUNDING RECOMMENDED	DIFFERENCE*	
19	U- CAPACITY BUILDING AND PLANNING - LOW INCOME GEOGRAPHIC			5,215,038.00	4,664,522.00	363,501.00		4,587,810.78	76,711.22
5	U- PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOW INCOME GEOGRAPHIC			14,011,892.25	11,880,050.30	1,948,841.95		12,063,050.30	(103,000.00)
4	U- PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOW INCOME GEOGRAPHIC			13,154,552.96	12,496,825.31	427,727.65		12,726,825.31	(230,000.00)
1	U- ALL OTHER PROJECTS - LOW INCOME GEOGRAPHIC			374,400.00	318,240.00	-		374,400.00	(56,160.00)
11	U- FLOOD PREVENTION AND PROTECTION STUDIES - LOW INCOME GEOGRAPHIC			3,976,998.43	3,580,289.07	356,859.36		3,620,139.00	(39,849.93)
8	FLOOD PREVENTION AND PROTECTION STUDIES			3,367,781.63	3,764,366.88	596,776.58		1,754,366.20	0.00
8	CAPACITY BUILDING AND PLANNING			3,228,706.41	2,642,257.97	2,878,440.00		2,627,508.18	14,329.79
1	PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS			34,910,147.00	9,947,389.00	3,000,000.00		7,000,000.00	2,947,389.00
1	PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS			2,196,100.00	4,317,660.00	119,977.72		4,317,660.00	-
2	ALL OTHER PROJECTS			1,471,430.87	4,317,660.00	1,603,444.06		479,953.15	3,837,726.85
	GRAND TOTAL			86,903,797.54	55,932,260.53	11,295,138.32		49,562,112.92	6,450,147.61
APPLICATION TYPES AND AMOUNTS REQUESTED ROUND 5 - LOANS									
COUNT	ACTIVITY TYPE AS SELECTED BY THE APPLICANT (MAY BE ADJUSTED)			TOTAL PROJECT	TOTAL CFPP REQUESTED	TOTAL MATCH COMMITTED	CFPP FUNDING RECOMMENDED	DIFFERENCE*	
0	U- CAPACITY BUILDING AND PLANNING - LOW INCOME GEOGRAPHIC - LOAN			-	-	-		-	-
0	U- PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOW INCOME GEOGRAPHIC - LOAN			-	-	-		-	-
0	U- PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOW INCOME GEOGRAPHIC - LOAN			-	-	-		-	-
1	U- ALL OTHER PROJECTS - LOW INCOME GEOGRAPHIC - LOAN			6,439,410.00	5,473,498.00	965,912.00		6,439,410.00	(965,912.00)
0	U- FLOOD PREVENTION AND PROTECTION STUDIES - LOW INCOME GEOGRAPHIC - LOAN			-	-	-		-	-
0	FLOOD PREVENTION AND PROTECTION STUDIES - LOAN			-	-	-		-	-
0	CAPACITY BUILDING AND PLANNING - LOAN			-	-	-		-	-
0	PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOAN			-	-	-		-	-
2	PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOAN			8,657,516.00	5,194,509.60	3,463,006.40		8,657,516.00	(3,463,006.40)
0	ALL OTHER PROJECTS - LOAN			2,551,062.36	1,275,531.18	1,603,444.06		2,551,062.36	(1,275,531.18)
	GRAND TOTAL			17,647,988.36	11,943,538.78	5,704,449.58		17,647,988.36	(5,704,449.58)
*Note: Difference includes changes to match based on corrections to Activity Type not just dollars									
LOW INCOME GEOGRAPHIC APPLICATIONS RECOMMENDED FOR FUNDING									
APP NO.	COUNT	LOW INCOME DEMOGRAPHIC (LIG) CERTIFIED APPLICATIONS		REVIEWER SCORE	COMMUNITY	PROJECT DESCRIPTION	TOTAL PROJECT	CFPP	MATCH
2745	1	U- Flood Prevention and Protection Studies - Low Income Geographic		120	County of Wise	Hydrologic & Hydraulic study of the northern part of the Town of W	855,287.00	274,749.00	30,538.00
2631	2	U- Projects that will result in nature-based solutions - Low Income Geographic		135	City of Roanoke	Floodplain Restoration by acquisition, abatement, and demolition	4,325,552.96	4,299,275.31	228,777.65
2747	3	U- Capacity Building and Planning - Low Income Geographic		135	Giles County, Virginia	Giles County Resilience Plan and Resident Flooding Preparedness	66,000.00	59,400.00	6,600.00
2734	4	U- Capacity Building and Planning - Low Income Geographic		140	City of Charlottesville	Third-party audit of the City of Charlottesville's Floodplain Manage	400,000.00	360,000.00	40,000.00
2627	5	U- Projects that will result in nature-based solutions - Low Income Geographic		130	City of Roanoke	Acquisition and demolition of two properties in Roanoke, VA	1,464,000.00	1,390,800.00	73,200.00
2676	6	U- Flood Prevention and Protection Studies - Low Income Geographic		208	City of Emporia	H&M investigation and stormwater inventory to develop strategic	320,000.00	198,000.00	12,000.00
2736	7	U- Capacity Building and Planning - Low Income Geographic		145	Town of Kilmarnock	Resilience Plan	50,000.00	50,000.00	0.00
2679	8	U- Projects that will result in nature-based solutions - Low Income Geographic		125	Petersburg City	Acquisition of hazardous property with underground, channelized	4,600,000.00	4,600,000.00	0.00
2700	9	U- Flood Prevention and Protection Studies - Low Income Geographic		193	Town of Damascus	Post-disaster H&M modeling to inform Resilience Plan, town police	55,000.00	55,000.00	0.00
2731	10	U- Projects that will result in hybrid solutions - Low Income Geographic		120	Lancaster County	Shoreline stabilization and public beach restoration	2,319,118.00	1,623,383.36	695,735.78
2702	11	U- Capacity Building and Planning - Low Income Geographic		140	Franklin County, Henry County	Resilience Plan	95,000.00	95,000.00	0.00
2688	12	U- Flood Prevention and Protection Studies - Low Income Geographic		115	Tazewell County	Flood Hazard Assessment and Mitigation Study of Claypool Hill & R	214,607.00	193,146.00	21,461.00
2706	13	U- Capacity Building and Planning - Low Income Geographic		143	Town of Wachapreague	Resilience Plan	50,000.00	50,000.00	0.00
2718	14	U- Capacity Building and Planning - Low Income Geographic		80	Accomack County	The applicant plans to coverage paper documents and records into	55,000.00	55,000.00	0.00
2722	15	U- Capacity Building and Planning - Low Income Geographic		153	Essex County	Provide comprehensive Floodplain Management training to local	241,887.78	241,887.78	0.00
2690	16	U- Flood Prevention and Protection Studies - Low Income Geographic		115	Town of Wytheville	Wytheville Townwide Drainage Study	500,000.00	450,000.00	50,000.00
2717	17	U- Capacity Building and Planning - Low Income Geographic		140	Town of Pamplin City	Town of Pamplin City's Resilience Plan	55,000.00	55,000.00	0.00
2704	18	U- Capacity Building and Planning - Low Income Geographic		120	City of Richmond	Update City of Richmond's stormwater asset inventory geodatabase	1,906,560.00	1,706,504.00	189,656.00
2678	19	U- Capacity Building and Planning - Low Income Geographic		140	Central Shenandoah Planning District Commission	Resilience Plan	300,000.00	270,000.00	30,000.00
2742	20	U- Capacity Building and Planning - Low Income Geographic		135	Spotsylvania County	Spotsylvania County Resilience Plan and staff training	115,000.00	86,250.00	28,750.00
2623	21	U- Projects that will result in nature-based solutions - Low Income Geographic		105	Madeline Peninsula Planning District Commission	Construction of a living shoreline and beach restoration at a public	2,346,000.00	2,436,750.00	128,250.00
2747	22	U- Capacity Building and Planning - Low Income Geographic		145	Town of Craigsville	Town of Craigsville Resilience Plan	210,000.00	210,000.00	0.00
2657	23	U- Projects that will result in hybrid solutions - Low Income Geographic		90	Hampton Roads Sanitation District	Wastewater pump station replacement and culvert improvements	7,371,375.25	6,265,669.00	1,105,706.25
2658	24	U- Projects that will result in hybrid solutions - Low Income Geographic		90	Town of Colonial Beach	North Beach Erosion Control and Shoreline Resiliency Project	800,000.00	800,000.00	0.00
2616	25	U- All other Projects - Low Income Geographic		98	Hampton Roads Sanitation District	Design phase of wastewater treatment control building / ride-out	374,400.00	374,400.00	0.00
2738	26	U- Capacity Building and Planning - Low Income Geographic		185	Bachman County	Bachman County Debris Management Plan	115,000.00	103,500.00	11,500.00
2680	27	U- Projects that will result in hybrid solutions - Low Income Geographic		83	Petersburg City	Sediment removal from harbor outfalls to allow 67 acres of down	2,000,000.00	2,000,000.00	0.00
2637	28	U- Capacity Building and Planning - Low Income Geographic		145	Town of Wise	Town of Wise Resilience Plan and staff training	30,000.00	30,000.00	0.00
2699	29	U- Capacity Building and Planning - Low Income Geographic		143	Town of Damascus	Resilience Plan	55,000.00	55,000.00	0.00
2744	30	U- Projects that will result in hybrid solutions - Low Income Geographic		75	Northampton County	Engineering and design drawings for harbor bulkhead and stem w	1,521,388.00	1,373,388.00	147,800.00
2697	32	U- Capacity Building and Planning - Low Income Geographic		140	City of Bristol	Resilience Plan	200,000.00	180,000.00	20,000.00
2681	33	U- Flood Prevention and Protection Studies - Low Income Geographic		155	Petersburg City	Sediment dredging and conveyance restoration study	250,000.00	250,000.00	0.00
2684	34	U- Capacity Building and Planning - Low Income Geographic		115	City of Waynesboro	City of Waynesboro's Stormwater Capital Improvement Plan update	192,280.00	172,160.00	19,120.00
2721	35	U- Flood Prevention and Protection Studies - Low Income Geographic		80	Carroll County	Updating Carroll County's Floodplain Ordinance and staff training	48,500.00	48,500.00	0.00
2711	36	U- Capacity Building and Planning - Low Income Geographic		145	County of Wise	Resilience Plan	174,575.00	157,109.00	17,466.00
2630	37	U- Flood Prevention and Protection Studies - Low Income Geographic		120	City of Roanoke	Watershed modeling for the Trout Run and Horrons Branch water	1,100,000.00	990,000.00	110,000.00
2739	38	U- Flood Prevention and Protection Studies - Low Income Geographic		145	City of Newport News	Locality is providing resilience assessments and recommendations	3,032,111.18	929,080.00	103,231.18
2677	39	U- Capacity Building and Planning - Low Income Geographic		135	Petersburg City	Finishing a stormwater structure inventory, modeling priority area	650,000.00	3,620,139.00	356,849.93
2691	40	U- Flood Prevention and Protection Studies - Low Income Geographic		110	Tazewell County	Mill Dam Removal Study & Flood Hazard Assessment and Mitigatio	296,293.20	266,864.00	29,629.20
2696	41	U- Flood Prevention and Protection Studies - Low Income Geographic		150	City of Galax	Flood Modeling for the City of Galax	55,000.00	55,000.00	0.00
						36,468,755.35	33,372,225.39	3,096,529.96	
							TOTAL PROJECT	CFPP	MATCH
							4,950,911.78	4,587,810.78	363,101.00
							U - CAPACITY BUILDING AND PLANNING - LOW INCOME GEOGRAPHIC	14,011,892.25	12,063,050.30
							U - PROJECTS THAT WILL RESULT IN HYBRID SOLUTIONS - LOW INCOME GEOGRAPHIC	13,154,552.96	12,726,825.31
							U - PROJECTS THAT WILL RESULT IN NATURE-BASED SOLUTIONS - LOW INCOME GEOGRAPHIC	374,400.00	427,727.65
							U - ALL OTHER PROJECTS - LOW INCOME GEOGRAPHIC	3,976,998.36	3,620,139.00
							U - FLOOD PREVENTION AND PROTECTION STUDIES - LOW INCOME GEOGRAPHIC	3,367,781.63	3,580,289.07
							36,468,755.35	33,372,225.39	3,096,529.96

Exhibit B

PROJECT DESCRIPTION

The Local Project shall consist of the development of a **PROJECT** for **replacement of the outmoded administrative building at the Onancock Wastewater Treatment Plant, which provides ongoing services to approximately 3,000 customers on Virginia's Eastern Shore. A resilient building is essential for daily operations, as a ride-out shelter for staff during flood events to avoid sanitary sewer overflows, and to safely house the laboratory and control systems for all HRSD Eastern Shore facilities.** To be approved by the Department as meeting all standards of applicable law.

Exhibit C

PROJECT BUDGET

ACTIVITY	ESTIMATED TOTAL COST	ESTIMATED FUNDING FROM GRANT	ESTIMATED FUNDING FROM OTHER SOURCES
PROJECT	\$374,400.00	\$374,400.00	\$ 0.00 (to be paid in full by Grantee)
	Fringe Benefits	\$ 0.00	\$ 0.00
	Travel	\$ 0.00	\$ 0.00
	Salary	\$ 0.00	\$ 0.00
	Supplies	\$ 0.00	\$ 0.00
	Construction	\$ 0.00	\$ 0.00
	Other	\$ 0.00	\$ 0.00
	Contractual	\$374,400.00	\$ 0.00
	Equipment	\$ 0.00	\$ 0.00
	Startup	\$ 0.00	\$ 0.00

Exhibit D

REQUISITION FORM

[Date]

Division Director, Dam Safety & Floodplain Management
Department of Conservation and Recreation
600 E. Main Street, 24th Floor
Richmond, Virginia 23219

Re: **Virginia Community Flood Preparedness Fund**
Hampton Roads Sanitation District CFPF-25-05-40
Grant Number: **CFPF-25-05-40**

Dear Division Director:

This requisition, Number ____, is submitted in connection with the Grant Agreement dated as of **October 1st, 2025** (the “Grant Agreement”) between the Virginia Resources Authority, as Administrator of the Virginia Community Flood Preparedness Fund (the “Fund”), and the **Hampton Roads Sanitation District**, a **LOCAL GOVERNMENT** (the “Grantee”). Unless otherwise defined in this requisition, all capitalized terms used herein shall have the meaning set forth in Article I of the Grant Agreement. The undersigned Authorized Representative of the Grantee hereby requests disbursement of grant proceeds under the Grant Agreement in the amount of \$_____, for the purposes of reimbursement of the Project Costs associated with the **PROJECT**, which is submitted herewith. Additionally, enclosed is the Financial Report Reimbursement Form set forth in **Exhibit E** of this Agreement, detailed invoices relating to the items for which payment is requested and proof of payment for each associated invoice.

The undersigned certifies that (a) the amounts requested by this requisition will be applied solely and exclusively to the reimbursement of the Grantee for the payment, of Project Costs, and (b) any materials, supplies or other costs covered by this requisition are not subject to any lien or security interest or such lien or security interest will be released upon payment of the requisition.

The undersigned certifies to the Virginia Resources Authority, as Administrator of the Virginia Community Flood Preparedness Fund, that insofar as the amounts covered by this Requisition include payments for labor, such work was actually performed and payment for such work has been paid in full.

Sincerely,

(Authorized Representative of the Grantee)

**CERTIFICATE OF APPROVAL BY CERTIFIED FLOODPLAIN MANAGER (CFM) FORM
TO ACCOMPANY REQUEST FOR DISBURSEMENT CFPF-25-05-40**

Note: This certification does not apply to Capacity Building, Planning or Studies and is only required for Projects funded under the Community Flood Preparedness Fund as such terms are defined in the Grant Manual.

This Certificate is being executed and delivered in connection with Requisition dated _____, 20 __, submitted by **Hampton Roads Sanitation District**, a **LOCAL GOVERNMENT** (the “Grantee”), pursuant to the Grant Agreement dated as of **October 1st, 2025** (the “Grant Agreement”) between the Virginia Resources Authority, as Administrator of the Community Flood Preparedness Fund (“VRA”), and the Grantee. Capitalized terms used herein shall have the same meanings set forth in Article I of the Grant Agreement referred to in the Requisition. The undersigned Certified Floodplain Manager for the Grantee hereby certifies to VRA that the final work performed and amounts covered by this Requisition is for work that is in compliance with NFIP standards and meets the requirements of the local floodplain ordinance of the community where work under this Agreement is being performed. The Hampton Roads Sanitation District Project Engineer may sign all invoices up to, but not including, the final invoice, which must be signed by a CFM.

Project deliverable _____

Total amount billed for this Project deliverable _____

Signature of Certified Floodplain Manager

Date

Exhibit E

COMMONWEALTH OF VIRGINIA Department of Conservation and Recreation

Financial Report Reimbursement Form
Virginia Community Flood Preparedness Fund
Agreement No: _____

CID # _____
Grantee: _____ Phone #: _____
Contact Person: _____ Email: _____
Mailing Address _____

Project Project Type: _____

Project Description _____

Reporting Period	January - March	_____	202	_____
(Select Qtr and Yr)	April - June	_____	202	_____
	July - September	_____	202	_____
	October - December	_____	202	_____

DCR Funds

	Project Budget	Current Expenditures	Cumulative Expenditures	*Unexpended Project Balance
Personnel	_____	_____	_____	_____
Fringe	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Contractual	_____	_____	_____	_____
Other	_____	_____	_____	_____
*TOTAL	=====	=====	=====	=====

Total Reimbursement Request: \$ _____ -

MATCH Funds (N/A)

	Project Match Budget	Current Match Expenditures	Cumulative Match Expenditures	*Unexpended Match Balance
Personnel	_____	_____	_____	_____
Fringe	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Contractual	_____	_____	_____	_____
Other	_____	_____	_____	_____
*TOTAL	=====	=====	=====	=====

Authorized Signature: _____

Title: _____

Date: _____

Exhibit F
Quarterly Reporting Form

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Quarterly reports must be submitted within 30 days following the end of each quarter. Final reports are due within 30 days following the project end date. Due dates are as follows:

x Quarter ending September 30 – reports due October
30th x Quarter ending December 31 – reports due
January 30th x Quarter ending March 31 – reports due
April 30th x Quarter ending June 30 – reports due July
30th

Agreement Number: _____ **Calendar Year:** _____

Quarter Ended: 9/30 _____ 12/31 _____ 3/31 _____ 6/30 _____

Grantee: _____ **CID #:** _____

Contact Name and Title: _____

Contact Phone No: _____ **Contact Email:** _____

Project Type: _____

Project Description: _____

Brief Description of Activity	
Progress Achieved Toward Milestone During this Quarter	

Progress Anticipated During Next Quarter	
Anticipated Completion Date for this Activity and Remaining Steps	

Printed Name: _____ Date: _____

Signature: _____

Title: _____

DCR Signature Approval and Date: _____

Exhibit G
Extension Request Form

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Request to Amend Contract between Virginia Resources Authority and Grant Recipient of
the 2025 Virginia Community Flood Preparedness Fund Grant

All Project and Study grants are required to be completed no later than 36 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department. All Capacity Building grants are required to be completed no later than 60 months following the issuance of a signed grant agreement. A one-year extension may be granted at the discretion of the Department provided the project commenced within nine (9) months of award and such request is received not later than 90 days prior to the expiration of the original agreement. Requests should be emailed to cfpf@dcr.virginia.gov. If email is not available, please mail to:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor Richmond,
Virginia 23219

Grant Recipient: _____

Contact Name: _____

Mailing Address (1): _____

Mailing Address (2): _____

City: _____ State: _____ Zip: _____

Is this a new address? ☐ Yes ☐ No Has the Contact Name changed? ☐ Yes ☐ No

Telephone Number: (____) _____ Cell Phone Number: (____) _____

HE DEPARTMENT Use Only

Virginia Department of Conservation and Recreation

Date Approved

Date Denied

Printed Name

Title

Reason for Denial

VRA Use Only

Virginia Resources Authority

Date
Received

Date Grant
Modified

Printed Name and Title

AGENDA ITEM 7. – October 28, 2025

Subject: Interceptor System Valve Improvements Phase II
Initial Appropriation – Non-Regulatory

Recommended Action: Appropriate total project funding in the amount of \$3,625,000.

CIP Project: GN021700

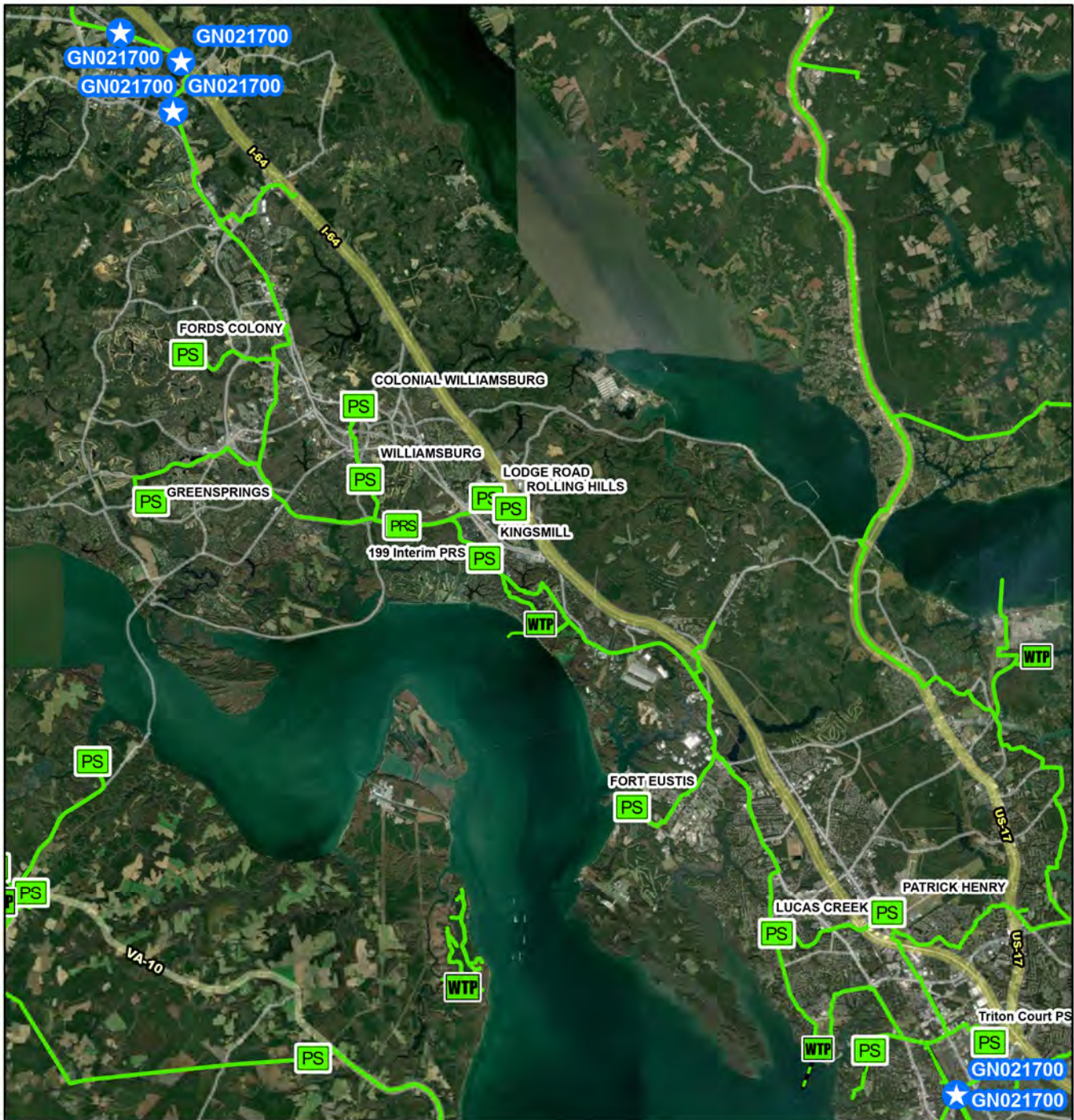
Regulatory Requirement: None

Project Description: This project will utilize a phase approach to removing and replacing failed valves that are critical to the interceptor system. Phase II of the project will address the following failed valves, JR1041-5, located at the Virginia Living Museum in Newport News, JR3007-3, located at the intersection of Bruton Avenue and J. Clyde Morris Blvd. in Newport News, W5060-1, located at Maxton Ln. by the Rail Road Tracks in Williamsburg, W5064-3, located at the intersection of Croaker Rd. and Rochambeau Dr. in Williamsburg, W5067-1, located at Rochambeau Dr. near Outdoor Campground in Williamsburg, and W5072-5, located at the intersection of Rochambeau Dr. and Old Stage Rd. in Williamsburg. The attached [map](#) depicts the project locations.

Project Justification: The valves identified in the project description have failed, are critical to the operation of the interceptor system, and require specialized equipment (line stops) to isolate the force main and replace the failed valve. Valve JR1041-5 is located between the CSX train tracks and the Virginia Living Museum. This valve was installed in 1966 and flow from the southwestern part of the JRTP service area pass through this valve. Maintenance records indicate his valve failed in 2021. Valve JR3007-3 has failed in the open position, this valve conveys flow from the several City of Newport News pump stations and is necessary to isolate flow for NF-039 (between the intersection of Bruton Ave. and J. Clyde Morris Blvd. and the Virginia Living Museum). Valves W5060-1, W5064-3, W5067-1, and W5072-5, have all failed and located in the northern end of the Williamsburg Treatment Plant service area. Due to the location of these valves, diversion capabilities do not exist.

Funding Description and Analysis of Cost: The initial appropriation of \$3,625,000 is based on a total Class 5 estimated at the time of CIP creation and was developed using recently executed projects of similar scope. This amount includes the estimated cost of the PER for \$175,000.00, Design for \$450,000 and construction for \$2,500,000 as well as contingency budget for \$500,000. The appropriation of the project will allow for the approval of a task order with Rummel Klepper and Kahl LLC (RK&K) under the Linear Infrastructure Projects contract for PER services on JR3007-3 and JR1041-5 valves in the amount of \$86,939. The initial phase of the Engineering Services is below the \$200,000 Commission approval threshold.

<u>Schedule:</u>	PER	November 2025
	Design	March 2026
	Bid	December 2026
	Construction	March 2027
	Project Completion	May 2028



GN021700

- Project Interceptor Line
- Project Interceptor Point
- Project Location Point
- Project Area

Legend

- ★ CIP Interceptor Point
- ☆ CIP Pump Station Point
- Orange line CIP Interceptor Line
- Red line CIP Abandonment
- Red outline CIP Project Area
- Green line HRSD Interceptor Force Main
- Yellow line HRSD Interceptor Gravity Main
- WTP HRSD Treatment Plant
- PRS HRSD Pressure Reducing Station
- PS HRSD Pump Station

0 5,000 10,000 20,000 30,000 40,000 Feet

GN021700

Interceptor System Valve Improvements Phase II

N
W E
S

CIP Location

AGENDA ITEM 8. – October 28, 2025

Subject: Jefferson Avenue Pump Station Electrical Improvements
Initial Appropriation Non-Regulatory, Task Order (>\$200,000)

Recommended Actions:

- a. Appropriate total project funding in the amount of \$966,000.
- b. Approve a task order with HDR Engineering, Inc. in the amount of \$245,637.

CIP Project: BH016400

Regulatory Requirement: None

Contract Status with Task Orders:	Amount
Original Contract with Engineer	\$0
Total Value of Previous Task Orders	\$0
Requested Task Order	\$245,637
Total Value of All Task Orders	\$245,637
Revised Contract Value	\$245,637
Engineering Services as % of Construction	34%

Project Description: This project will design and install a new standby generator, automatic transfer switch (ATS), independent utility service, and motor control center (MCC) at the Jefferson Avenue Pump Station. This equipment is required to ensure continuity of service at the pump station due to the planned decommissioning of the Boat Harbor Treatment Plant (BHTP). The attached [map](#) depicts the project location.

Project Justification: This project will ensure continuity of service at Jefferson Avenue Pump Station, prior to the decommissioning of BHTP. The pump station currently receives utility and emergency back-up power from the 13.8 kV Medium Voltage utility switchgear (i.e., electrical distribution system) at Boat Harbor Treatment Plant, which will be disconnected in December 2026 and reconfigured for the full-scale SWIFT facility at Nansemond Treatment Plant (NTP). This project will include the installation of underground cabling, conduit, and transformer for the new Dominion Energy utility service. In addition, the project will also include installation of a new standby generator, automatic transfer switch (ATS), motor control center (MCC), and associated electrical equipment.

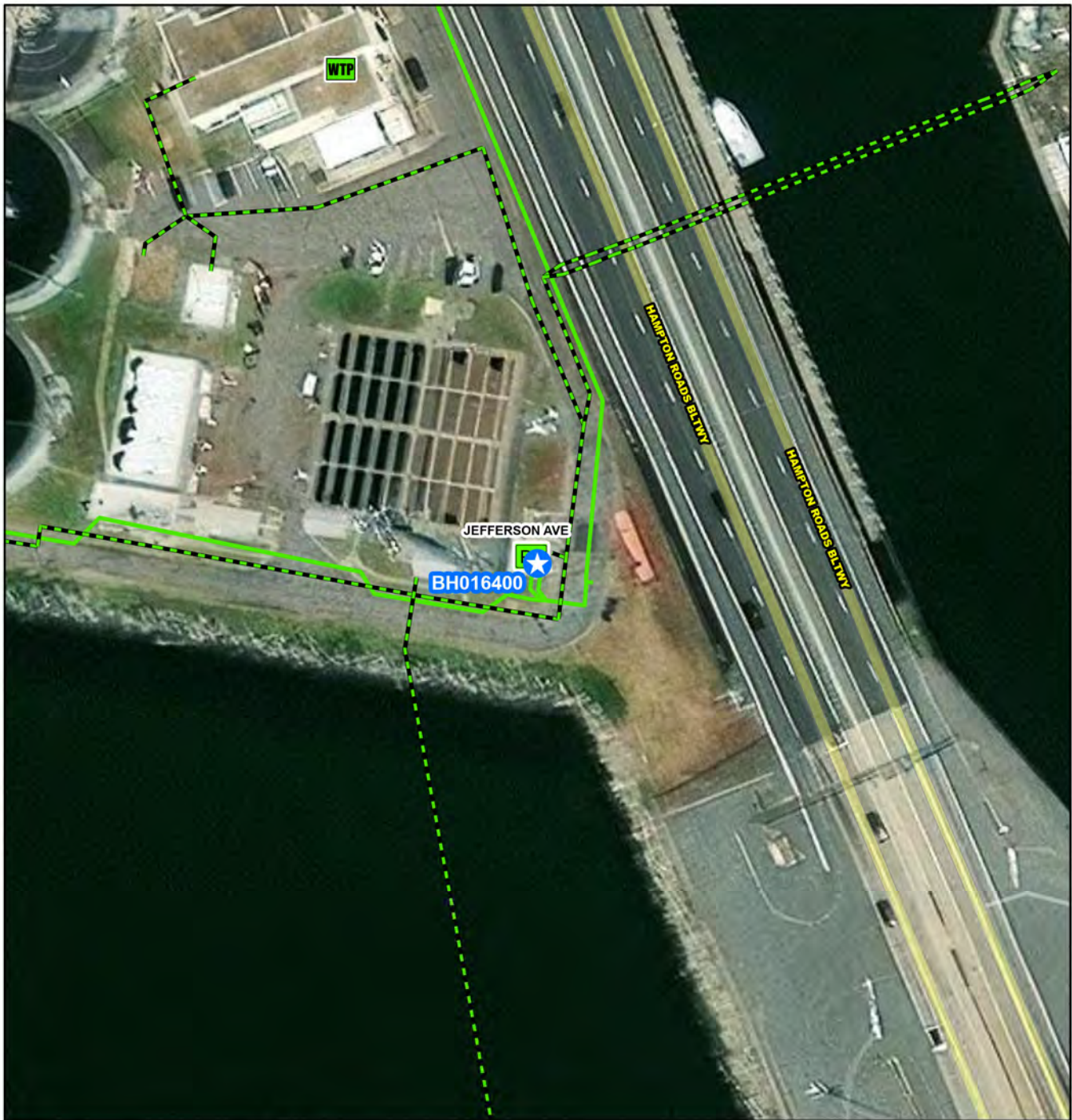
Task Order Description and Analysis of Cost: This task order will provide a Preliminary Engineering Report, bid documents (Division 1 documents, technical specifications, and cost estimate) sufficient for early purchase of generator and automatic transfer switch so that these long-lead-time items can be obtained prior to December 2026, bid phase support during generator and automatic transfer switch procurement, and administration of execution of contract for generator and automatic transfer switch fabrication and delivery. The cost for this task order is based on a detailed estimate of labor hours and direct costs required to execute the negotiated scope of work.

An evaluation of the proposed level of effort for each task was performed and found to be reasonable based on a comparison to other engineering tasks of this scale. The labor rates for each staff category in the proposed fee are in accordance with the Professional Services Agreement for General Engineering with HDR, as approved for FY 2026.

Funding Description and Analysis of Cost: The total project estimate of \$966,000 includes \$200,000 in design services, \$720,000 in construction services and \$46,000 of project contingency and is based on a Class 5 CIP-prioritization level cost estimate prepared by HRSD staff.

Schedule:

PER	November 2025
Bid Documents – Generator	November 2025
Bid Support - Generator	January 2026
Construction Administration - Generator	February 2026
Design	March 2026
Bid	May 2026
Construction	July 2026
Project Completion	December 2026



BH016400

- Project Interceptor Line
- Project Interceptor Point
- Project Location Point
- Project Area

Legend

- ★ CIP Interceptor Point
- ☆ CIP Pump Station Point
- CIP Interceptor Line
- CIP Abandonment
- CIP Project Area
- HRSD Interceptor Force Main
- HRSD Interceptor Gravity Main
- WTP HRSD Treatment Plant
- PRS HRSD Pressure Reducing Station
- PS HRSD Pump Station

0 25 50 100 150 200 Feet

BH016400

Jefferson Avenue Pump Station Electrical Improvements



N
W — E
S

CIP Location



AGENDA ITEM 9. – October 28, 2025

Subject: Hampton Trunk Sewer Extension Division K Gravity Improvements
Contract Change Order (>25% of original contract value)

Recommended Action: Approve a change order to the contract with Kiewit Infrastructure South Co. in the amount of \$1,739,318.

CIP Project: BH014900

Contract Status with Change Orders:	Amount	Cumulative % of Contract
Original Contract with Contractor	\$1,854,616	
Total Value of Previous Change Orders	\$0	0%
Requested Change Order	\$1,739,318	
Total Value of All Change Orders	\$1,739,318	93.8%
Revised Contract Value	\$3,593,934	

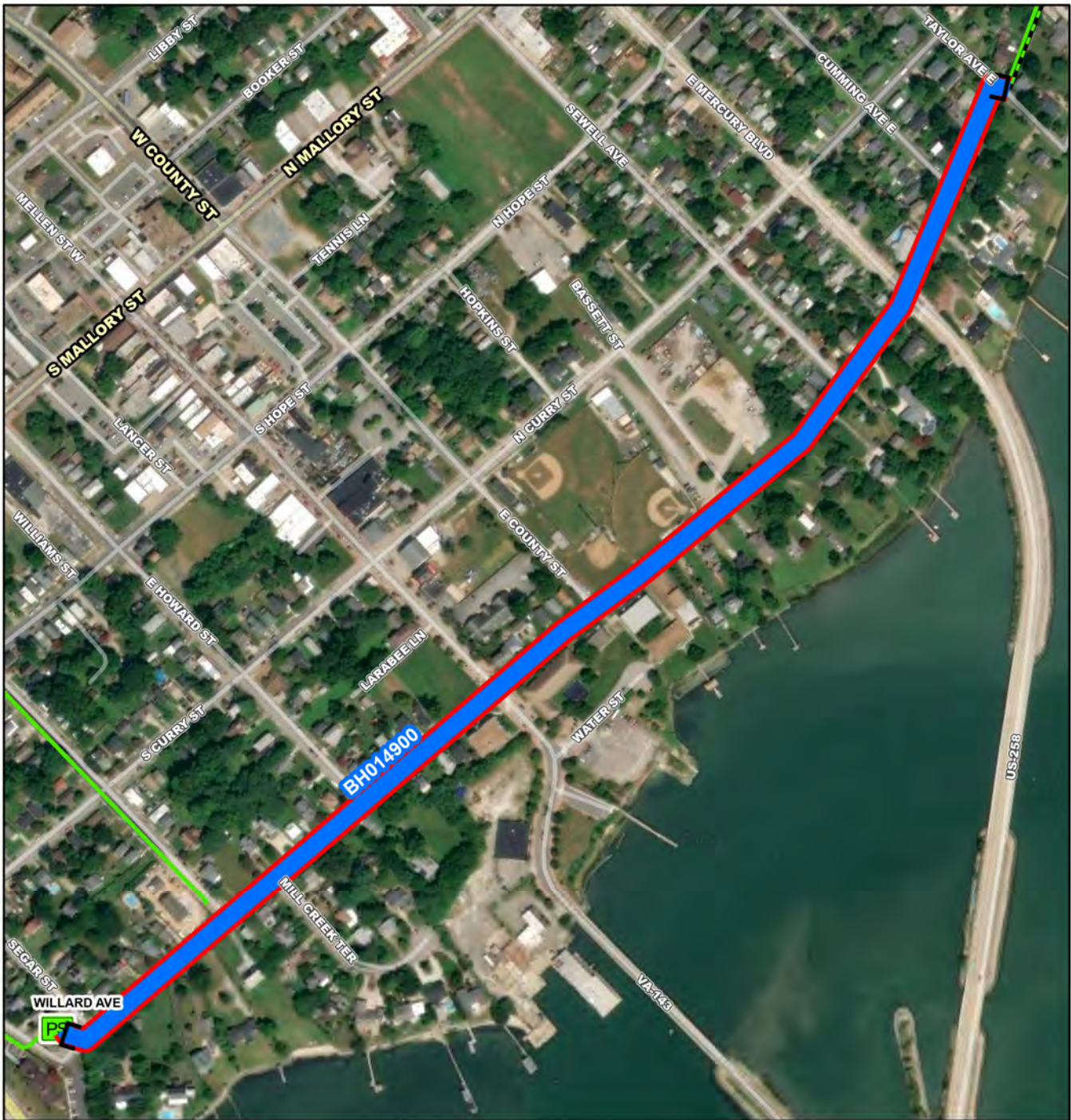
Time (Additional Calendar Days)		250
---------------------------------	--	-----

Project Description: This project is to rehabilitate and/or replace 3,700 linear feet of 30-inch diameter gravity sewer pipeline and associated manholes. The Hampton Trunk Sewer Extension Division K Gravity Improvements project is required due to condition assessment activities indicating that these assets present a material risk of failure due to inflow and infiltration. The attached [map](#) depicts the project location.

Project Justification: Condition assessment activities indicate that these assets present a material risk of failure due to inflow and infiltration.

Change Order Description and Analysis of Cost: This change order addresses unforeseen conditions, scope acceleration, and owner directed scope changes. The negotiated work covers two main components: first, the acceleration for the replacement of a collapsing manhole at the intersection of Willard Avenue and Sewell Avenue which required expedited materials, labor, and bypass system installation. The second component covers additional work on the remainder of the manholes due to several differing site conditions, including the unexpected discovery of concrete encasement on the existing sewer line requiring hand chipping, water infiltration coming between the host pipe and liner material requiring grout injection to allow the work to continue, construction delays caused by encountering unknown utilities, heavy cleaning due to the collapsed manhole, and an Owner directed change. The cost is based on negotiated Contractor proposals and Engineer estimates.

Schedule: Project Completion July 2026



BH014900

- Project Interceptor Line
- Project Interceptor Point
- Project Location Point
- Project Area

Legend

- CIP Interceptor Point
- CIP Pump Station Point
- CIP Interceptor Line
- CIP Abandonment
- CIP Project Area
- HRSD Interceptor Force Main
- HRSD Interceptor Gravity Main
- HRSD Treatment Plant
- HRSD Pressure Reducing Station
- HRSD Pump Station

0 137.5 275 550 825 1,100 Feet

BH014900

Hampton Trunk Sewer Extension Division K Gravity Improvements



CIP Location



AGENDA ITEM 10. – October 28, 2025

Subject: Nansemond Treatment Plant Digester Capacity Upgrades
Additional Appropriation – Non-Regulatory ($\geq \$1,000,000$), Task Order ($> \$200,000$)

Recommended Actions:

- a. Appropriate additional funding in the amount of \$4,003,155.
- b. Approve a task order with HDR Engineering, Inc. in the amount of \$1,060,364.

CIP Project: NP014700

Regulatory Requirement: None

	Project Cost & Appropriation Summary	CIP Project Summary
Capital Improvement Program Estimate (July 1, 2025)		\$40,621,382
Funds Appropriated to Date	\$38,033,192	
Expenditures and Encumbrances Already Incurred	<u>(\$37,955,043)</u>	
Available Balance	<u>\$78,149</u>	
Proposed Task Order to Engineer	\$1,060,364	
Proposed Contingency	<u>\$3,020,940</u>	
Revised Total Remaining Project Costs	<u>\$4,081,304</u>	
Expenditures and Encumbrances Already Incurred	\$37,955,043	
New Project Cost Estimate	<u>\$42,036,347</u>	<u>\$42,036,347</u>
Additional Appropriation Needed	<u>\$4,003,155</u>	
Favorable (Unfavorable) Variance to CIP		<u>(\$1,414,965)</u>

Contract Status with Task Orders:*	Amount
Original Contract with Engineer	\$0
Total Value of Previous Task Orders	\$2,500,000
Requested Task Order	\$1,060,364
Total Value of All Task Orders	\$3,560,364
Revised Contract Value	\$3,560,364
Engineering Services as % of Construction	9.8%

* This includes HDR services for NP014700 only.

Project Description: This project will improve and replace peripheral equipment associated with the Nansemond Treatment Plant (NTP) anaerobic digester process in advance of receiving consolidated wastewater from the Boat Harbor Treatment Plant (BHTP) service area. The following equipment will be evaluated under this CIP for capacity and condition and required upgrades or replacements to meeting projected FY2026 loading will be designed and constructed: Digester mixing pumps and piping; centrifuge feed pumps; process boilers; sludge

heat exchangers; digester gas collection, metering and waste gas burners, digestion process instrumentation and controls; digestion process electrical systems. Additionally, this project will construct a new final dewatering centrate equalization tank and a new sidestream nitrogen removal (SNR) process (deammonification). This project will be completed as one construction project in unison with NP013700.

Project Justification: Wastewater from the BHTP service area is to be diverted and combined with existing NTP primary influent beginning in the first half of FY 2026. The additional loading on NTP will require capacity upgrades to the anaerobic digestion process, including the ability of the current digestion system to treat pre-dewatered primary and waste activated solids up to a concentration of 7% total dry solids. By providing the capability of treating thicker solids in the existing anaerobic digesters, this project alleviates the need to construct additional anaerobic digester volume, which reduces overall NTP upgrade costs and reserves limited on-site space for future needs. Additionally, this project will include SNR for nitrogen removal upstream of the SRF.

Task Order Description: This task order will provide construction administration, construction inspection and additional engineering services on NP014700 for the extended duration of the project.

Funding Description and Analysis of Cost: The costs associated with the task order and contingency are based on three items:

- 1) Task order to the engineer
- 2) Contract change order (does not require commission approval and is included in “proposed contingency”)
- 3) Additional contingency to complete the project

Below is a summary of the analysis of costs for each of these items.

- 1) The task order to the engineer is for additional time spent on the project due to project duration extension to July 2026 (originally July 2024). The costs are based on agreed upon rates based on our annual services agreement, with the majority based on time and materials for construction inspection. Any inspection or additional services that are not required, will not be charged to the project. These costs are deemed reasonable.
- 2) The contractor change order to be issued after additional appropriation approval is for \$1,198,330. This contract change includes work that the contractor has been directed to complete through work change directives, RFI and other contract modifications. Some of the major work included in this includes additional sludge removal from digester no. 2, using nitrogen to purge the digesters in and out of service as a safety measure, updates to the boiler isolation valves and additional motor operated valves. All costs have been independently estimated by our engineer and have been determined to be reasonable.
- 3) The additional contingency on the project is for upcoming contract modifications such as WCDs, RFIs, RFPs, and other directions provided by the engineer, and a 10% change contingency for any unforeseen circumstances. It should be noted that there are a couple

of significant drives for the cost and time extension on this project. Some of these changes include:

- a. Issues in the digester:
 - i. Additional sludge removal in both digesters due to significant struvite buildup
 - ii. Advanced deterioration of the coatings and structural components in both digesters, requiring additional investigations and repair
 - iii. The decision to purge digesters with nitrogen gas upcoming bringing in and out of service
- b. Valving issues on the heat exchangers
- c. A decision by HRSD Operations Division to update Motor Control Center manufacturer in the D&C standards

Staff will provide a briefing during the meeting.

Schedule: Project Completion July 2026

AGENDA ITEM 11. – October 28, 2025

Subject: Nansemond Treatment Plant Struvite Recovery Facility Improvements
Additional Appropriation – Non-Regulatory ($\geq$ \$1,000,000), Task Order ($>$ \$200,000)

Recommended Actions:

- a. Appropriate additional funding in the amount of \$8,844,755.
- b. Approve a task order with HDR Engineering in the amount of \$1,037,157.

CIP Project: NP013700

Regulatory Requirement: None

	Project Cost & Appropriation Summary	CIP Project Summary
Capital Improvement Program Estimate (July 1, 2025)		\$50,105,706
Funds Appropriated to Date	\$44,217,814	
Expenditures and Encumbrances Already Incurred (minus)	(\$44,017,668)	
Available Balance	<u>\$200,146</u>	
Proposed Task Order to Engineer	\$1,037,157	
Proposed Contingency	\$8,007,744	
Revised Total Remaining Project Costs	<u>\$9,044,901</u>	
Expenditures and Encumbrances Already Incurred	\$44,017,668	
New Project Cost Estimate	<u>\$53,062,569</u>	<u>\$53,062,569</u>
Additional Appropriation Needed	<u>\$8,844,755</u>	
Favorable (Unfavorable) Variance to CIP		<u>(\$2,956,863)</u>

Contract Status with Task Orders:*	Amount
Original Contract with Engineer	\$0
Total Value of Previous Task Orders	\$2,499,999
Requested Task Order	\$1,037,157
Total Value of All Task Orders	\$3,537,156
Revised Contract Value	\$3,537,156
Engineering Services as % of Construction	9.0%

*This includes HDR services for NP013700 only.

Project Description: This project involves the implementation of the WASSTRIP (Waste Activated Sludge Stripping to Remove Internal Phosphorus) process and improvements to the Struvite Recovery Facility (SRF). The WASSTRIP process consists of the storage of thickened WAS in a tank for a period sufficient to allow phosphorus and magnesium release, followed by

post thickening, and transfer of thickened solids to digestion. The thickening filtrate (WASSATE) will be transferred to the SRF separate from the centrate stream. This project includes the addition of a solids removal step for centrate and WASSATE and a small equalization tank for the WASSATE. The SRF upgrade includes the transition from magnesium chloride and sodium hydroxide to a magnesium oxide slaker and feed system, overall control system upgrades, additional reactor capacity, and replacement of the struvite product drying equipment. This project will be completed as one construction project in unison with Nansemond Treatment Plant (NTP) Digester Capacity Upgrades (NP014700).

Project Justification: This project will achieve the following improvements for NTP: Improve biological phosphorus removal reliability and decrease effluent phosphorus concentrations, which is important for the decrease in the James River waste load allocation; Allow for treatment of all centrate flow through the SRF and overcome capacity limitations that currently require bypassing of some centrate; provide SRF reactor redundancy to allow for maintenance activities; Improve solids dewatering performance and decrease polymer demand; Nearly quadruple facility production of Crystal Green (when considering Boat Harbor flow); Decrease the frequency of digester cleaning due to less struvite accumulation; and Decrease operational costs associated with nuisance accumulation of struvite in piping and equipment upstream of the SRF.

Task Order Description: This task order will provide construction administration, construction inspection and additional engineering services on NP013700 for the extended duration of the project.

Funding Description and Analysis of Cost: The costs associated with the task order and contingency are based on three items:

- 1) Task order to the engineer.
- 2) Additional contingency to complete the project. This will be issued as 2 separate change orders, the first of which (CO NO. 8) to be issued in 2-4 months.

Below is a summary of the analysis of costs for each of these items.

- 1) The task order to the engineer is for additional time spent on the project due to project duration extension to December 2026 (originally July 2024). The costs are based on agreed upon rates based on our annual services agreement, with the majority based on time and materials for construction inspection. Any inspection or additional services that are not required will not be charged to the project. These costs are deemed reasonable.
- 2) The additional contingency on the project is for upcoming contract modifications resulting from directives such as WCDs, RFIs, RFPs, and other directions provided by the engineer and a 10% change contingency for any unforeseen circumstances. It should be noted that there are a couple of significant drivers for the cost and time extension on this project. Some of these changes include:
 - a. Conversion of the SRF from MgCl to MgO:

- i. The construction contract for this project was initiated with the knowledge that HRSD was still deciding on a path forward in the SRF. Our design engineer, Hazen, completed a business case analysis of the facility, and the decision to change the chemical at the SRF was made. This will be incorporated for approximately \$5M in an upcoming change order. HRSD and MEB are still negotiating specifics of the issued RFP.
- b. Additional capacity in the SRF (previously issued, also due to the business case analysis).
- c. Electrical changes in the SRF.
- d. Coatings upgrade in the WASSTRIP tanks.
- e. Upsizing piping that was previously installed due to sludge rheology and the ability to efficiently pump.
- f. A decision by HRSD operations to update Motor Control Center (MCC) manufacturer in the D&C standards.
- g. Conversion from rotary lobe pumps to centrifugal pumps.

Staff will provide a briefing during the meeting.

Schedule: Project Completion December 2026

AGENDA ITEM 12. – October 28, 2025

Subject: Capital Improvement Program (CIP)
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 13. – October 28, 2025

Subject: Diversity Procurement Report

Recommended Action: No action is required.

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

A few of the higher value contracts for commodities and services awarded to SWaM businesses this past fiscal year included engineering, construction, electrical, coating, technology, lawn and janitorial services.

The decrease in SWaM spend is attributed to various factors including project milestones and statuses, and a several contractors and subcontractors no longer qualifying for or renewing their SWaM certification during FY2025.

The following is a comparison of fiscal years 2023 to 2025 on total spend for Operating Contracts; Corporate VISA Card Transactions; and Capital Improvement Program (CIP) Agreements and Contracts compared to total spend with SWaM businesses:

Three Year Comparison of Spend Activity with SWaM Contractors and Suppliers			
Payment Type	Percentage SWaM Spend of Total Spend		
	FY-2023	FY-2024	FY-2025
Operating	18%	14%	10%
Corporate VISA Card	4%	6%	5%
Capital Improvement Program	36%	47%	15%
<i>Total</i>	32%	43%	14%

A [summary](#) of activities and [transaction charts](#) for the period of July 1, 2024 through June 30, 2025 are attached.

**HRSD DIVERSITY PROCUREMENT REPORT
FISCAL YEAR 2025**

PAYMENT TYPE	TOTAL OF ALL PAYMENT TRANSACTIONS¹				TOTAL PAYMENTS MADE TO SWaM CONTRACTORS COMPARED TO HRSD's TOTAL PAYMENTS	
	ALL BUSINESS TYPES		SMALL, WOMEN-OWNED, MINORITY-OWNED, SERVICE DISABLED VETERAN-OWNED BUSINESSES			
	NO.	SPEND	NO.	SPEND	NO.	SPEND
OPERATING	6,367	\$68,883,410	746	\$7,041,545	12%	10%
CORPORATE VISA CARD	29,429	\$18,445,552	793	\$859,708	3%	5%
CAPITAL IMPROVEMENT PROGRAM	2,333	\$670,968,847	186	\$98,511,807 ²	8%	15%
TOTAL	38,129	\$758,297,809	1,725	\$106,413,060	5%	14%

¹Excludes expenses for utilities, rent, easements, municipal expenditures, personal services, professional
²Includes payments of \$71,479,491 made to SWaM subcontractors, as reported by HRSD's prime contractors.

DIVERSITY PROCUREMENT PROGRAM ACTIVITIES

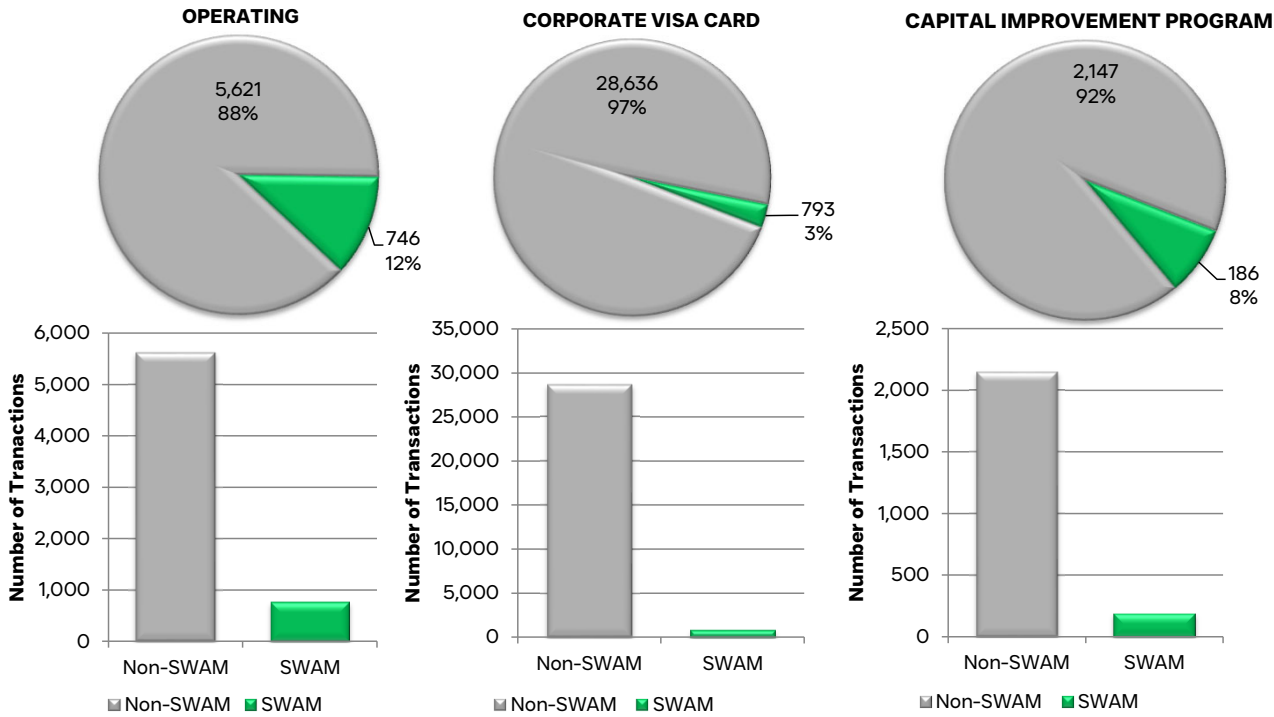
HRSD participated in several outreach opportunities throughout the year including:

- 2024 Christopher Newport University SWaMFair
- 2024 NIGP (The Institute for Public Procurement) Forum
- 2024 Virginia Beach Minority Business Council Expo
- Virginia Water Environment Association WaterJAM 2024
- Water Environment Federation WEFTEC 2024
- SWIFT Industry Outreach Day 2025

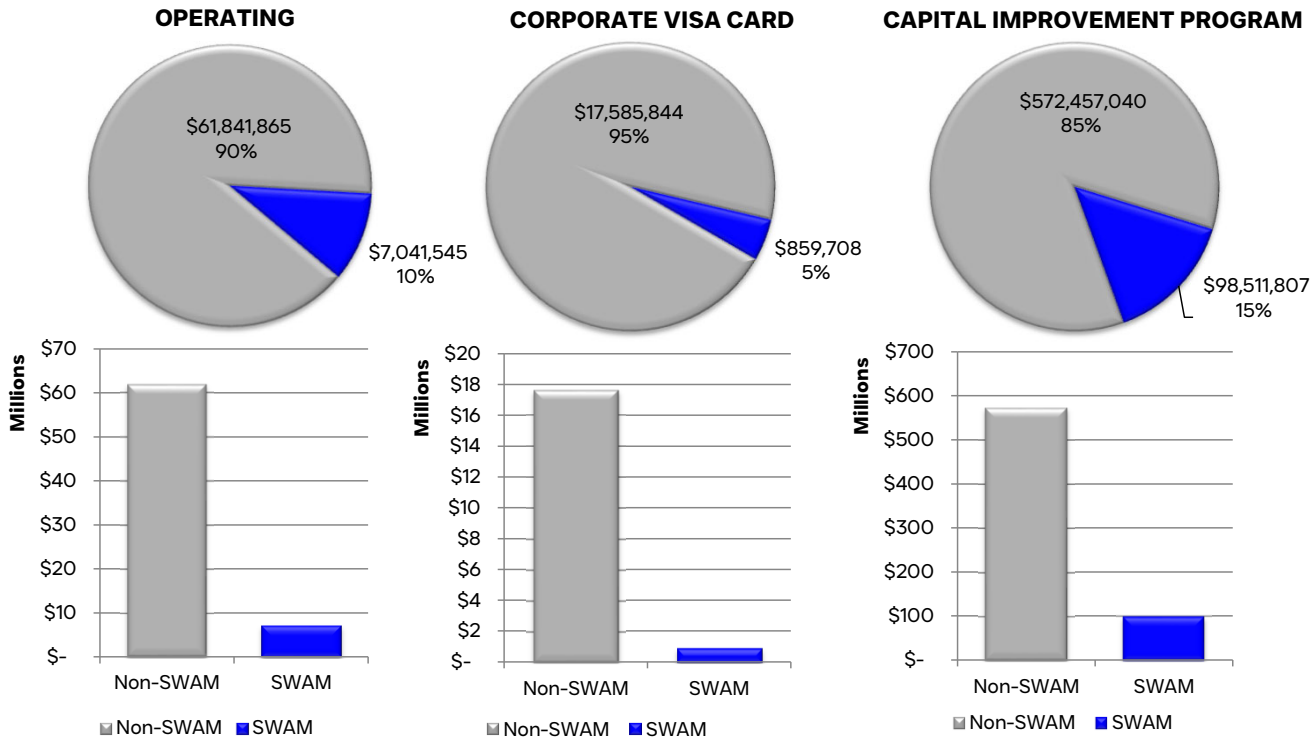
HRSD uses the Virginia Department of Purchases and Supply eProcurement Portal, eVA to advertise HRSD business opportunities to Suppliers, including SWaM businesses that have registered to do business with the Commonwealth of Virginia.
 HRSD uses the Virginia Department of Small Business and Supplier Diversity (SBSD) as a resource to identify and locate SWaM businesses for HRSD bid opportunities. SBSD promotes access to the Commonwealth of Virginia's contracting opportunities by providing SWaM businesses a certification program, access to state-wide bid opportunities and other resources.

FY2025 TRANSACTION CHARTS

TRANSACTIONS



PAYMENT AMOUNT



AGENDA ITEM 14. – October 28, 2025

Subject: New Business

AGENDA ITEM 15. – October 28, 2025

Subject: Unfinished Business

AGENDA ITEM 16. – October 28, 2025

Subject: Commissioner Comments

AGENDA ITEM 17. – October 28, 2025

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 Measures Summary](#)

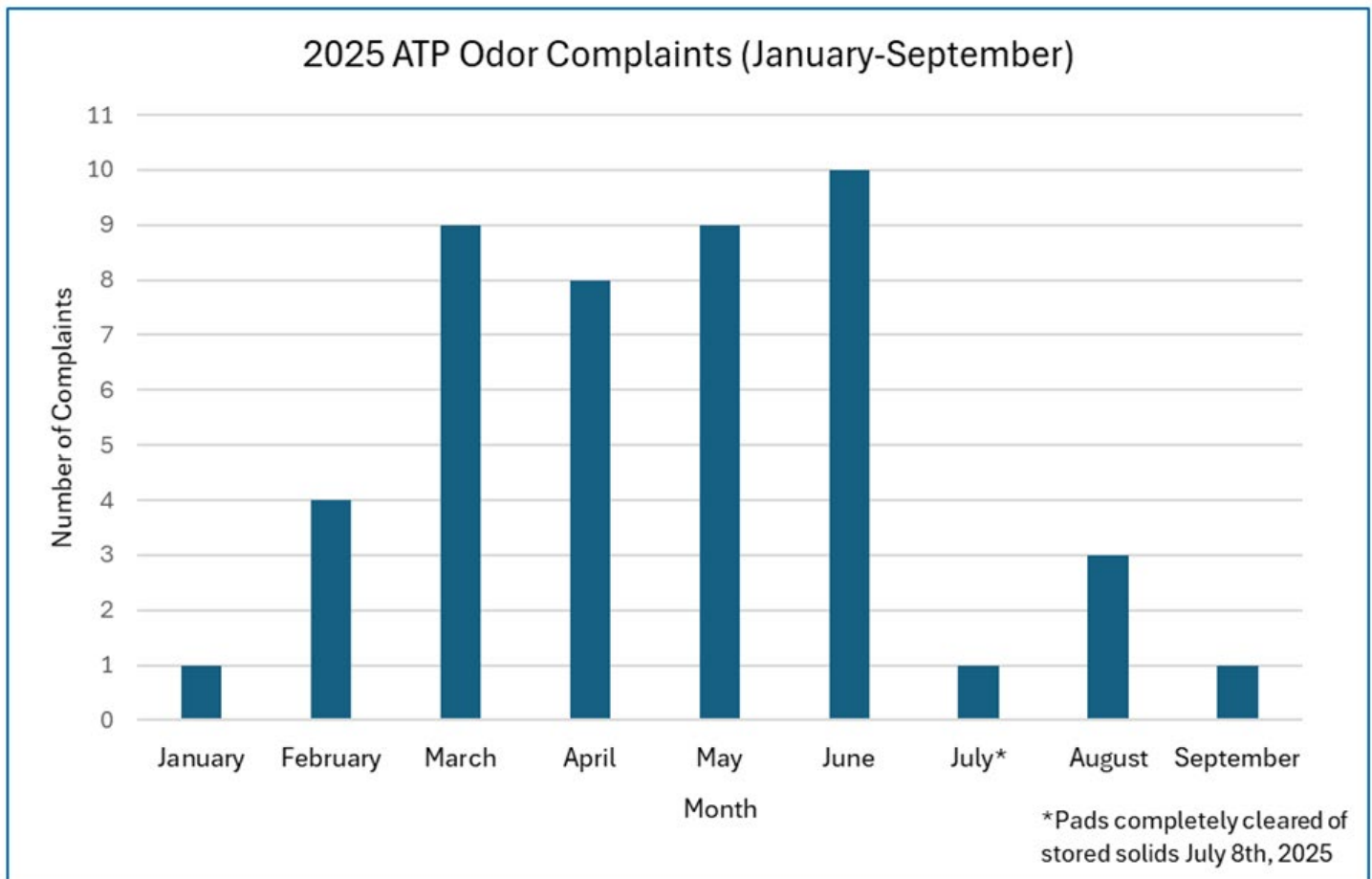
October 16, 2025

Re: General Manager's Report



Environmental Responsibility

The number of odor complaints at the Atlantic Treatment Plant (ATP) has declined significantly since the biosolid storage pads were cleared in July. This was a bold decision that took a lot of planning and effort by many key staff, but it has definitely paid off. This is also due to the continued vigilance by staff to control any off-site odors.



South Shore Interceptors helped avoid a significant spill, unsafe situation, and costly change order by working with MEB to correct the situation when they inadvertently hit an allegedly abandoned pipeline that wasn't on the record drawings.

Treatment Compliance and System Operations: There were multiple events this month and additional details are available in the Air and Effluent Summary in the Water Quality (WQ) monthly report.

- From Fiscal Year (FY) 2026 to date, there have been five Permit Exceedances out of 13,966 Total Possible Exceedances.
- Pounds of Pollutants Removed in FY 2026 to date: 45.2 million pounds.

Water Quality: One civil penalty of \$2,000 was issued to Fred Lee's Elite Seats for removing Non-Potable Water (NPW) from the ATP and for a late response. NPW is available for wash down only, as it meets our effluent water quality standards, not drinking water. It turns out that their employee filled their tank with NPW, which is prohibited. They said it was due to a new employee on staff and took full responsibility for the late response.



Financial Stewardship

Staff have been working closely with DEQ on the James River SWIFT Water Quality Improvement Fund (WQIF) grant application. After a number of coordination meetings, DEQ agreed to fully fund SWIFT using a percent utilization requirement for the grant agreement in conjunction with an annual load limit that adjusts with treated flow. This is important because this will be the template for the future Nansemond SWIFT WQIF grant application.

Revenues continue to exceed expenses with interest income coming in above target. Capital Improvement spending is above target as construction remains active. HRSD tracks this spend weekly and has sufficient funds to cover this accelerated spend pattern. Aging Accounts Receivable (i.e. delinquent accounts) are starting to trend down as the temperature moratorium is essentially over and field activities have resumed.

Google has a [Request for Information \(RFI\) for Water Efficiency and Quality: Infrastructure Projects](#). Their goal is to replenish more water than they consume by 2030. They are looking to fund up to \$6 million for each project. HRSD submitted for one SWIFT well at Nansemond.

Staff had a meeting scheduled with the new Environmental Protection Agency (EPA) Assistant Administrator for Water, Jessica Kramer, on October 9 to discuss Integrated Plan 2.0, but due to the government shutdown, the meeting was postponed.



Talent

Overall staffing levels remain strong at 93% for the month, with Information Technology continuing to be challenging as they are 86% staffed.

On a high note, Talent Management is now fully staffed, thanks to the hiring of some great people. The turnover rate, excluding retirements, is 30%-40 % lower compared to this period in the past two years.

We sent out our biennial engagement survey to measure the emotional and intellectual connection employees have with their work, their team, and the mission. Preliminary results looking at year-over-year trends look great with a 76% completion rate, which is close to the ideal benchmark of 80%. Below 60% is considered a red flag. Compared to the 2022 and 2023 surveys, the data is remarkably consistent, with the exception of pay and benefits that went up 13% and 16%, respectively. Staff will continue to review the results to find key insights and develop an action plan. Here's the short AI analysis of the survey data:

- *"We've strengthened the core."* Pay, benefits, direction, and purpose all up.
- *"We're stable under change."* High scores held steady.
- *"We now need to amplify leadership consistency and community brand."*

Question	Generally Agree	Neutral	Generally Disagree
☐ HRSD has flexible work policies	80%	14%	6%
☐ HRSD has job security.	91%	7%	2%
☐ HRSD is an organization where people in Hampton Roads want to work.	65%	28%	7%
☐ HRSD is going in the right direction.	74%	20%	6%
☐ HRSD promotes great work teams.	71%	19%	9%
☐ HRSD provides a great work environment and culture.	74%	18%	8%
☐ HRSD provides adequate and competitive benefits.	88%	7%	4%
☐ HRSD provides career growth and opportunities for you to learn and develop.	85%	9%	6%
☐ HRSD provides exciting work that offers you a challenge.	86%	11%	3%
☐ HRSD provides fair and competitive pay.	71%	18%	11%
☐ HRSD provides meaningful work that allows you to make a difference.	86%	11%	2%
☐ HRSD provides supportive management and good leadership.	68%	19%	13%
☐ HRSD recognizes, values, and respects you as an employee.	72%	18%	10%
☐ I am proud of HRSD's promise and vision.	86%	12%	2%
☐ I feel empowered to make decisions in my role without needing constant approval.	74%	15%	12%
☐ I would encourage friends and family to work for HRSD.	81%	14%	5%
Average	78%	15%	7%



Community Engagement

Staff attended two General Assembly Meet and Greets on the peninsula and southside. They were both well attended by elected officials and business leaders.

Virginia Beach Economic Development staff toured HRSD's campus and we had a follow-up meeting with them on potential collaboration opportunities with the city. In addition, we informed them of the first startup to move their location and they moved to Virginia Beach.

HRSD was featured in [the New Localism Newsletter](#) by Bruce Katz and Florian Schalliol, which was great for getting our innovative brand out there in front of business leaders and politicians because they have 500,000 subscribers from around the world. They toured our SWIFT Research Center and were very intrigued by how innovative we are.

They are the consultants on the Hampton Roads Playbook, which is slated to be released by the Hampton Roads Alliance on October 29.



Innovation

WEFTEC was extremely busy this year, but incredibly fruitful. I was on two panels: Circular Water Economy, Denmark Study Tour Utility Perspectives and Water Positive Think Tank, Water Positivity: Internal Innovations and External Engagements. They were both well attended by providing unique insights by each panelist. Also, I attended the Water Disruption Study Group led by Radhika Fox and Xylem's CEO Matthew Pine. In addition, we worked on two deals to be announced in the future. The booth was a resounding success and our startups were incredibly grateful for being showcased with HRSD.

Staff met with the Founder of Mars Materials, a Bill Gates funded startup that created the first non-petroleum-based acrylonitrile, which is the building block for polymers that are commonly used as a flocculant in water treatment. Their polymer breakthrough involved SNF, who recently won our polymer contract. We will be testing this new polymer, but it turns out that they are also looking to build a larger production facility, and we convinced them to look at Hampton Roads. Their tech is used by paper mills and the Navy, and they were looking at areas with a strong port and rail system.

Dr. Charles Bott and I provided the keynote at NACWA's webinar: "Unleashing the Power of Technology and AI to Meet Today's Clean Water Challenges" on September 10.

We had a great SWIFT tour on September 24 with Delegate Jackie Glass, Hampton Roads Chamber staff, and visitors from New Zealand. One of the Kiwis mentioned to Delegate Glass that HRSD is known throughout the world as being innovative, and she pulled out her phone and recorded him saying it.

On September 25, we presented all of our research and technology to a delegation from Singapore PUB, the national water agency that is well-known for being one of the most innovative utilities in the world. They were very impressed with our technologies and want to develop a formal collaboration with us. In fact, HRSD was the only utility in the US that they visited.

HRSD was mentioned in this viral international blog post on [Innovative startups getting lost in the maze of the water industry. And why water utilities hold the key](#). AM-Team is based in Belgium and one of the original startups that we've been working closely with on groundbreaking tech. This post gives good perspective on how startups see the water industry. This is exactly what HRSD is trying to do with our innovation ecosystem.

Dr. Jeff Sparks will be presenting on Reimagining Utility Management: AI's Role in the Future of Water sponsored by Xylem and Bluefield Research on October 15. HRSD was a key contributor to this white paper written by Bluefield Research.

Army Base staff successfully designed and installed the inDENSE system, all in-house. This is the gravimetric selector that is our most prolific patent with DC Water. This will be the first installation that will be combined with CREW Carbon's ocean alkalinity enhancement system. CREW is one of the startups in our innovation ecosystem.

I look forward to seeing you in Newport News at 9:00 a.m. on Tuesday, October 28, 2025.

Respectfully submitted,

Jay Bernas

Jay Bernas, P.E.
General Manager/CEO

TO: General Manager

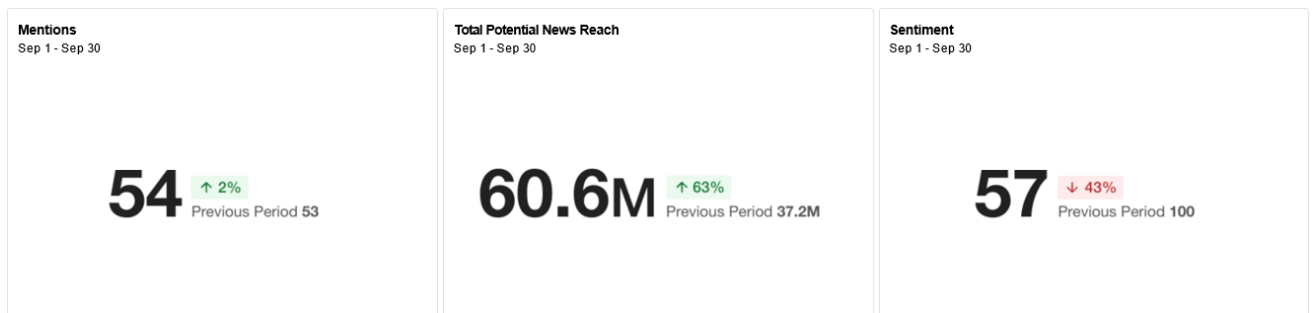
FROM: Chief Communications Officer

SUBJECT: Monthly Report for September 2025

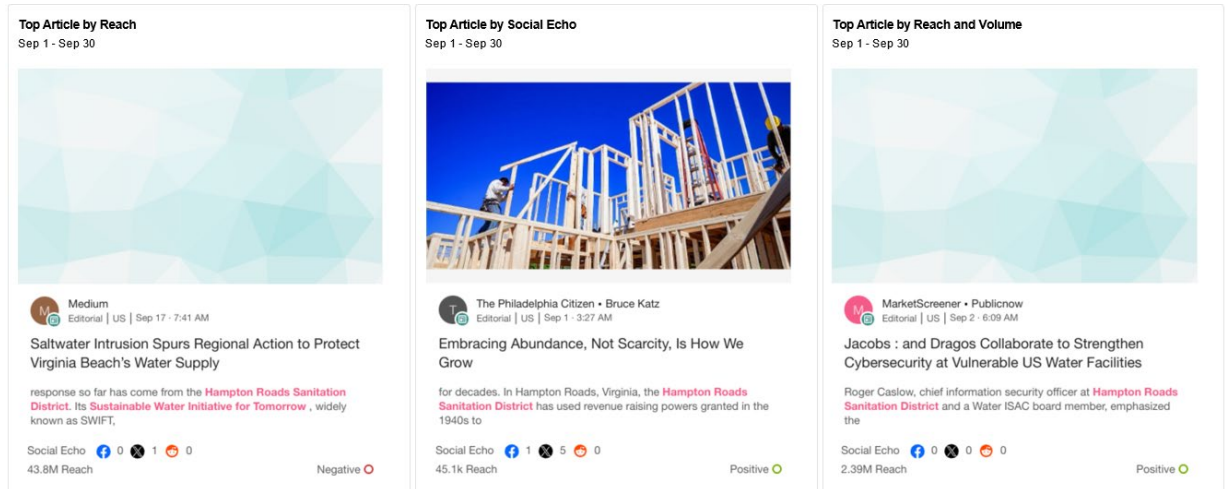
DATE: October 15, 2025

A. Publicity and Promotion

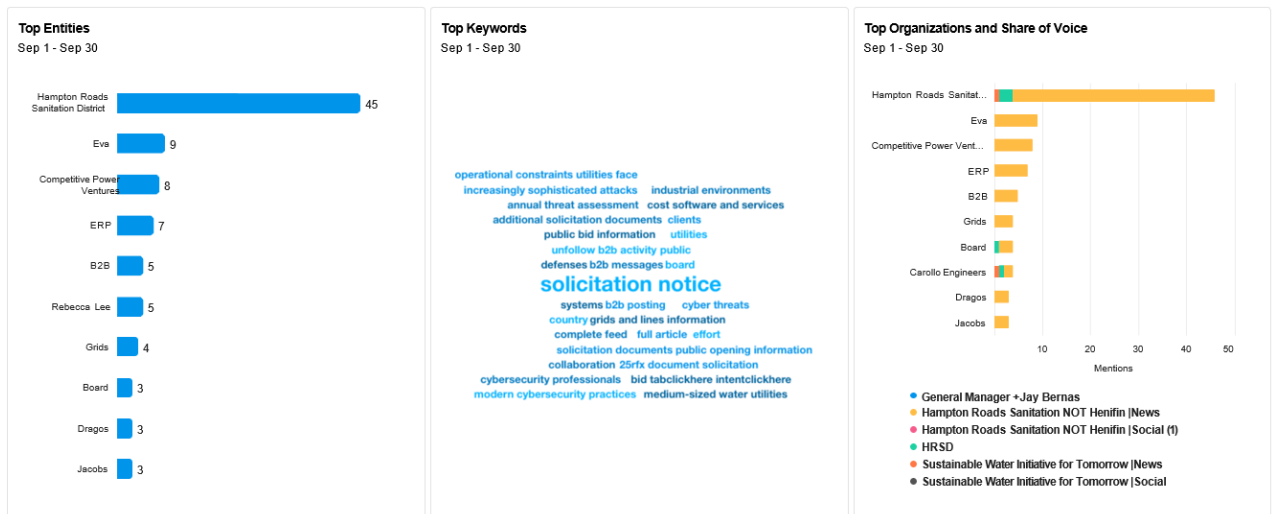
1. HRSD and the Sustainable Water Initiative For Tomorrow (SWIFT) were mentioned or featured in nine stories this month. Topics included:
 - a. HRSD mentioned in a story about advancing water technology and innovation
 - b. HRSD mentioned in a story about strengthening cybersecurity in water industry
 - c. “Saltwater Intrusion Spurs Regional Action to Protect Virginia Beach’s Water Supply”
 - d. Relating antimicrobial use to wastewater resistance gene patterns
2. Analysis of Media Coverage
 - a. Key results for September



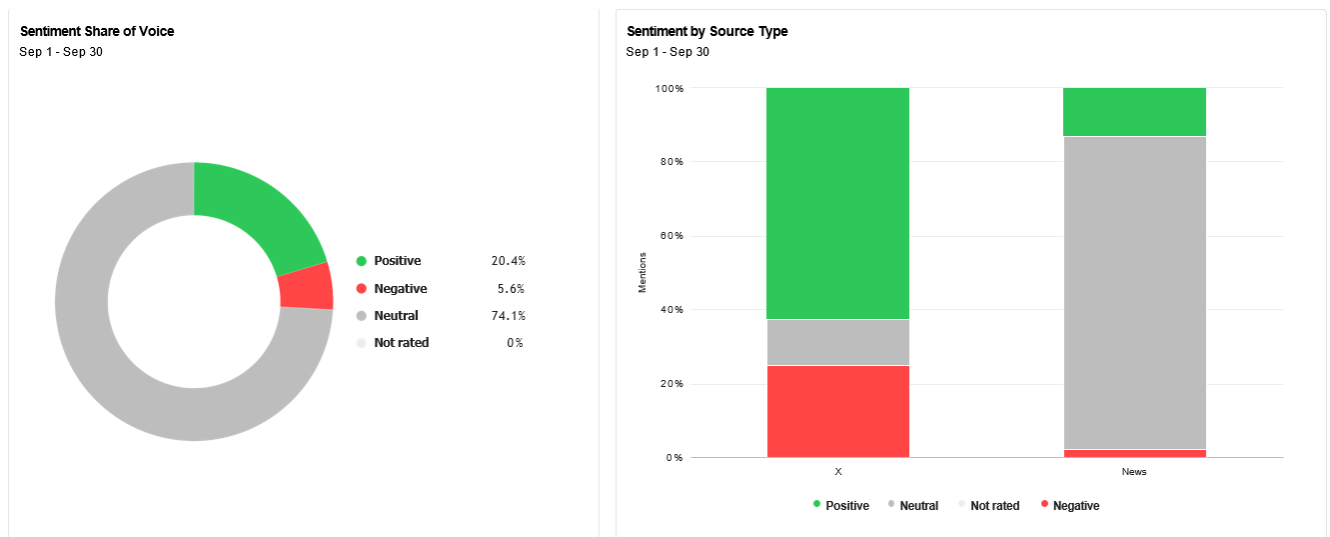
b. Top performing news content



c. Top entities and keywords

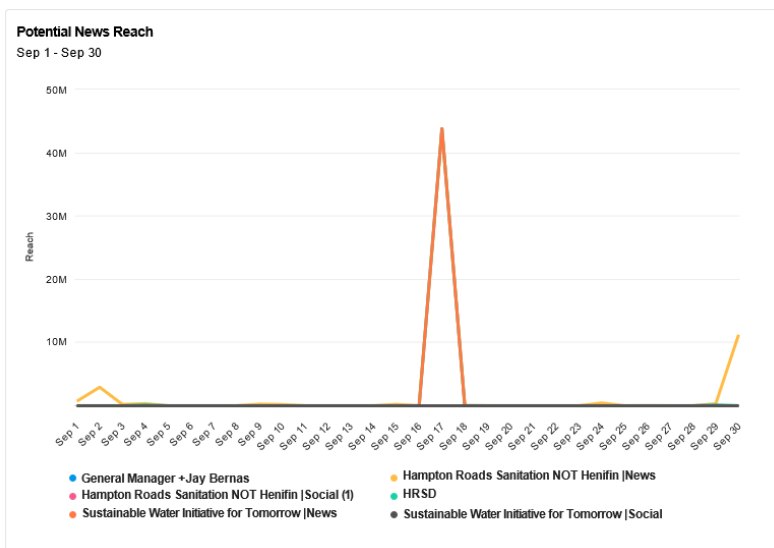
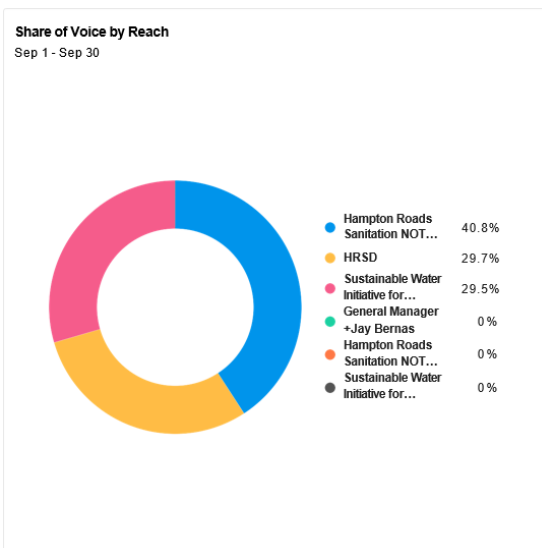


d. How favorable is the content?

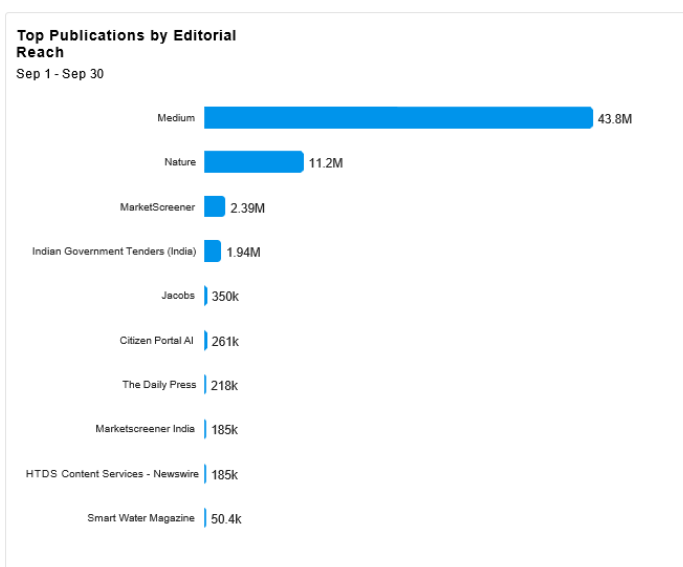
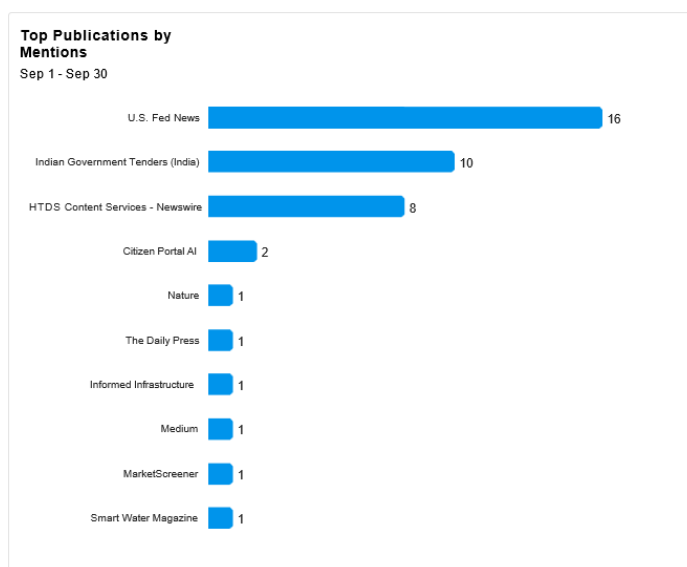


(Negative sentiment associated with potential saltwater intrusion of regional water supply, not HRSD/SWIFT. Story credits HRSD as acting against saltwater intrusion.)

e. What is the potential reach?



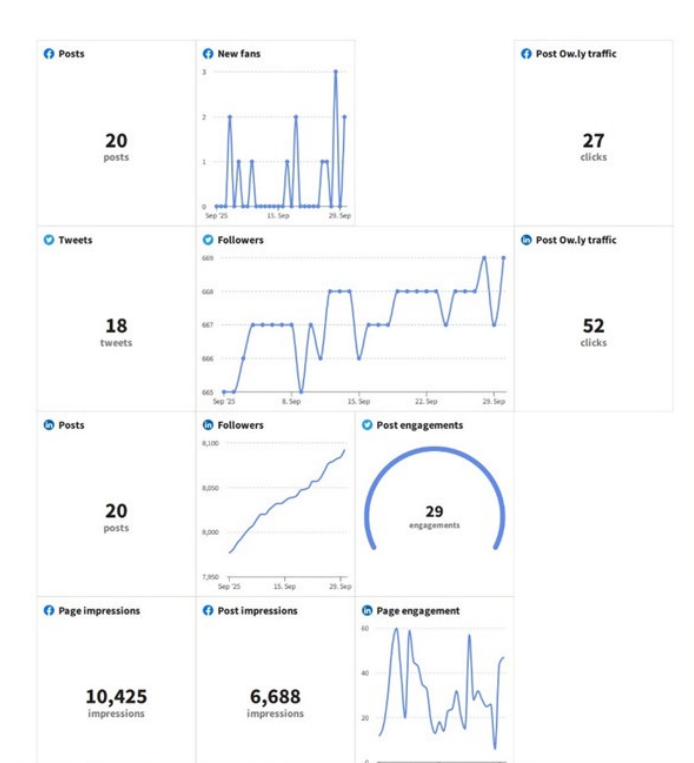
f. Top publishers



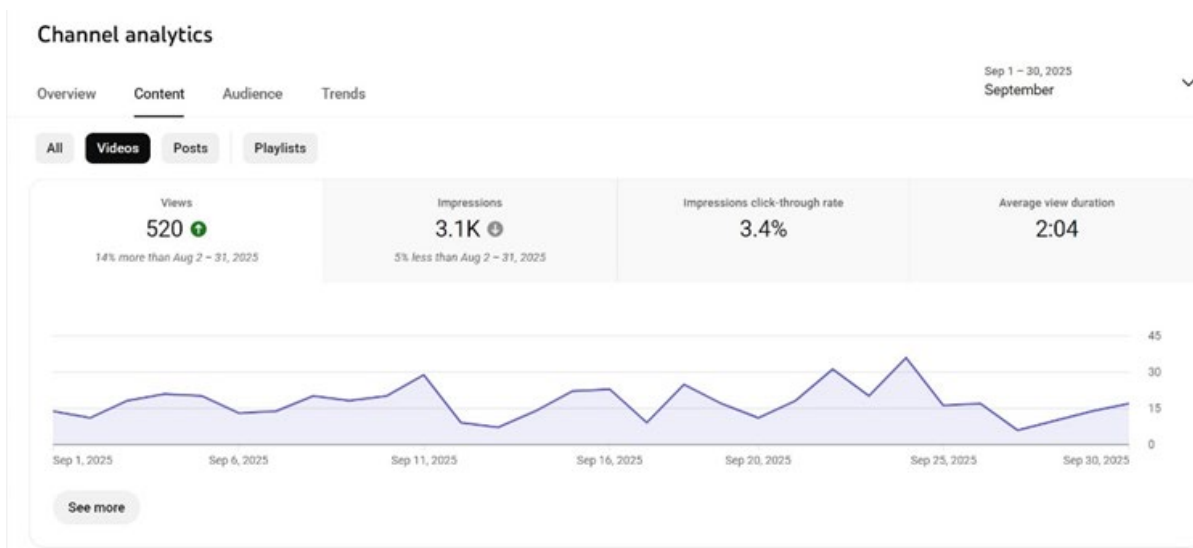
Community Engagement

B. Social Media and Online Engagement

1. Metrics – Facebook, X and LinkedIn



2. YouTube

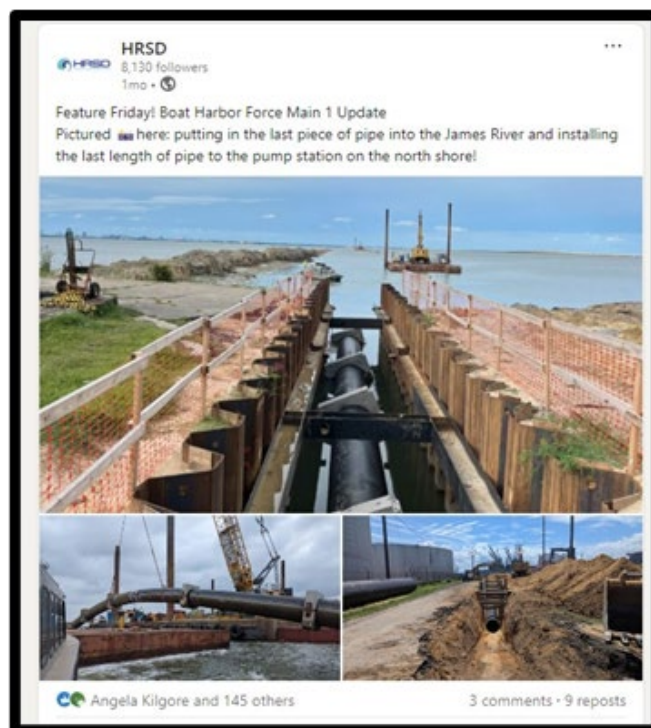


3. Top posts on Facebook, Twitter, and YouTube

a. Top Facebook post



b. Top LinkedIn Post



c. Top X Post



d. Top YouTube Videos (based on views in the month)

- (1) [The Wastewater Treatment Process](#)
- (2) [SWIFT Research Center: What is the Potomac Aquifer](#)
- (3) [Atlantic Treatment Plant Cambi Tour](#)
- (4) [Why SWIFT Matters](#)
- (5) [Horizontal Directional Drilling Under the James River](#)

4. Website and Social Media Impressions and Visits

a. Facebook:

- (1) 10,425 page impressions
- (2) 6,688 post impressions reaching 5,891 users.
- (3) Facebook Engagement of 212 (186 reactions, 12 shares, and 14 comments)

b. X: 4.76% engagement rate

c. HRSD.com/SWIFTVA.com: 895 page visits

- d. LinkedIn Impressions:
 - (1) 28,034 page impressions
 - (2) 24,540 post impressions
- e. YouTube: 520 views
- f. NextDoor unique impressions: 11,059 post impressions from 19 targeted neighborhood postings and one regionwide postings.
- g. Blog Posts (1): [Leave the Leaves](#) (Hunter White)
- h. Construction Project Page Visits – 1,731 total

C. Education and Outreach Activity Highlights

- 1. 9/10/25 -- Canon Health and Environmental Fair (P3 Partner)
- 2. 9/14/25 -- 2025 Crabtown Shellabration Seafood Festival in downtown Hampton
- 3. 09/17/25 – SWIFT RC Tour for NASA Langley
- 4. 9/18/25 -- SWIFT RC Tour for Garney PM training event
- 5. 9/23/25 -- SWIFT RC Tour and Activity | Poquoson High School
- 6. 9/24/25 – SWIFT RC Tour for WQIF Legislators
- 7. 9/29/25 -- HRSD booth at WEFTEC 2025
- 8. 9/30/25 -- HRSD booth at WEFTEC 2025
- 9. Project notices distributed to 2,771 customers for 11 projects across the service area
- 10. Newsroom postings:
 - a. Construction notices – 10
 - b. News releases – one
 - c. Traffic Advisories – 0

D. Internal Communications

CCO participated in the following internal meetings and events:

- 1. SWIFT Community Commitment Plan steering committee meeting

2. HRSD.com refresh project kick-off meeting & workshops
3. Industry Day 2026 planning meeting
4. Social media content development meeting
5. Bi-weekly General Manager (GM) briefings
6. Discharge Monitoring Report (DMR), SWIFT Quality Steering Team (QST), and HRSD QST meetings
7. Check-in meetings with Deputy General Manager (DGM)
8. CCO conducted biweekly Communications department status meetings and weekly one-on-one check-in meetings.
9. Staff participated in 26 project progress and/or construction meetings in addition to communication planning meetings with various project managers, plant staff, internal and external stakeholders.



Talent

Professional development activities and pursuits for September:

- CCO is continuing a multi-part certificate course titled, “Professional Development: Ai Tools for the Modern Communicator”

Respectfully,

Leila Rice, APR

Chief Communications Officer

TO: General Manager

FROM: Chief Engineer

SUBJECT: Monthly Engineering Report for September 2025

DATE: October 15, 2025



Environmental Responsibility

- HRSD's treatment plants ultimately discharge treated water back to the environment. Typically, this discharge is accomplished through an outfall pipe and diffuser system. The diffuser is designed to limit impacts on the receiving waters and environment. When improvements are made to the treatment process, the dilution at the diffuser must be reviewed. This is the case at both the James River Treatment Plant and the Chincoteague Treatment Plant. A sophisticated computer model is used to anticipate the impacts to the environment as part of the plant improvements. This model is used to ensure we meet all federal and state water quality requirements. This modeling effort is underway and will be used to address local water quality issues and make any needed diffuser improvements.
- The Tidewater Community College property in Suffolk was a former Military Ordnance Depot during World Wars I and II. This property has known contamination that is being remediated and has even had documented cases of unexploded ordinance found on the site in past years. As part of the construction efforts at the Nansemond Treatment Plant, the contractor has been briefed on how to be vigilant for possible munitions and what precautions to take if a possible suspected item is found. The contractor is taking the proactive step to use ground penetrating radar (GPR) to check for any possible munitions in the work zone. To date no suspected items have been found, but the Project Team will continue to watch for objects that are of concern.



Financial Stewardship

- Capital Improvement Program (CIP) spending for the second month of FY2026 was slightly below the planned spending target although we are still ahead of plan for the FY.

CIP Spending (\$M):

	Current Period	FYTD
Actual	55.34	101.12
Plan	59.90	83.50

- HRSD's High-Priority Infiltration & Inflow (I&I) Reduction Program is focused on finding cost-effective methods to reduce I&I in the regional sewer system. There are many

techniques to reduce I&I, and many places where this work can occur. The Project Team is working to estimate the I&I reduction at each site and the relative cost to make the repairs needed to the sewer system. With this information, various improvements can be suggested and a plan can be created to begin the proposed field work. This plan will be used as a starting point and then actual I&I reductions will be constructed and measured to verify plan vs. actual flow reductions. This effort will give HRSD the most cost-effective solution and limit unnecessary work that would have limited benefits.



Talent

- Staff retention and recruitment remain significant priorities for the Engineering Division. Two open positions are needed to fully staff the Engineering Division including:
 - Chief Engineer
 - Hydraulic Analysis Manager

These positions are due to promotion and retirement. We expect to fill these open positions before the end of 2025.

- Training is always an important part of professional growth and enthusiasm for staff within the Engineering Division. Each Fall both the local WaterJAM and the National WEFTEC Conferences are held. These conferences allow staff to learn and share knowledge through the many technical sessions at these events. Staff is also able to network with the many consultants, contractors and vendors who attend these conferences. Each conference also has a significant Exhibition Area where numerous vendors share their latest equipment and devices that are used in the wastewater industry. HRSD is well represented at these conferences and Engineering Division Staff actively engage the industry at these events.



Community Engagement

- The SWIFT Program continues to be a significant area for community engagement. In the past month several presentations and tours have been given to the following groups:
 - Virginia Water Environment Association (WaterJAM Conference)
 - Society of Military Engineers – Hampton Roads Post
 - Legislators from the Hampton Roads Area
 - Delegation from New Zealand
 - VDEQ and William & Mary University Professors
 - NASA Langley
 - Singapore Public Utilities Board
- The Engineering Division has begun a partnership with the City of Chesapeake Public Schools. Last Spring we provided a mentorship opportunity to a High School Senior interested in Engineering. We provided time with specific staff members for this individual

to learn about HRSD and how Engineer's work within the organization. This Fall we plan to work with two more student interns. This program includes a 40-hour commitment and the student must prepare a final report documenting their experiences.



Innovation

- We continue to look for innovative ways to conduct non-invasive internal inspections of the force main sewer system. One vendor, Insights, has provided a device used to measure wall thickness and deficiencies within pressurized pipes. We unfortunately have not had success with this technology after two attempts. With any new technology, initial failures are expected. Meetings are underway with this vendor to determine other ways to use their device and ensure success.
- HRSD conducts an annual meeting with the Condition Assessment Consultant, Hazen & Sawyer, to review past pipe failures and the root cause of these events. This meeting is an excellent way to see trends and determine if changes are needed to design, construction, operation or maintenance efforts. We continue to see issues with third-party firms accidentally hitting our pipes. Trends are also observed related to corrosion of metallic pipe that limit the service life in certain locations. This meeting is an excellent way to learn from past mistakes and look for innovative ways to improve standards that will add value to critical infrastructure.

Bruce W. Husselbee

Bruce W. Husselbee, PhD, P.E., BCEE, DBIA

TO: General Manager/CEO

FROM: Deputy General Manager and Chief Financial Officer

SUBJECT: Monthly Report for September 2025

DATE: October 15, 2025



Financial Stewardship

Debt and Grants Management

Staff finalized the Chesapeake-Elizabeth Conveyance WQIF grant with the Department of Environmental Quality (DEQ) and received new grant and loan agreements from the Virginia Department of Conservation and Recreation (VDCR) and DEQ totaling more than \$434 million.

Accounting & Interim Financial Reports

Despite the apparent decline in billed consumption when compared to last fiscal year, wastewater revenues are tracking budgetary expectations. To date, all indications are that the decline in billed consumption should be temporary and is mainly attributable to meter reading staffing

Summary of Billed Consumption (,000s ccf)							
Month	FY2025 Cumulative Budget Estimate	% Difference		% Difference		% Difference	
		FY2026 Cumulative Actual	From Budget	Cumulative FY2025 Actual	From FY2024	Cumulative 3 Year Average	From 3 Year Average
July	4,723	4,536	-3.9%	4,630	-2.0%	4,605	-1.5%
Aug	9,735	9,205	-5.4%	9,518	-3.3%	9,534	-3.4%
Sept	14,331	13,682	-4.5%	14,223	-3.8%	14,132	-3.2%
Oct	18,841	-	N/A	18,870	N/A	18,801	N/A
Nov	22,973	-	N/A	23,421	N/A	23,067	N/A
Dec	27,367	-	N/A	27,666	N/A	27,309	N/A
Jan	31,942	-	N/A	32,016	N/A	31,835	N/A
Feb	35,907	-	N/A	35,801	N/A	35,861	N/A
March	40,149	-	N/A	40,246	N/A	39,959	N/A
Apr	44,110	-	N/A	44,404	N/A	44,064	N/A
May	48,484	-	N/A	48,830	N/A	48,554	N/A
June	53,000	-	N/A	53,606	N/A	53,120	N/A

shortages with some of our largest locality partners and locality projects to either upgrade or replace defective meters across the service area.

Strong investment performance and the availability of invested bond proceeds continue to drive interest income, which has reached 52 percent of budget. Capital spending remains active with nearly \$205 million spent this fiscal year.

Customer Care

Primarily due to the end of the summer disconnection moratorium, past due account balances declined significantly, particularly among accounts 30–60 days and over 90 days

past due. There was a 383 percent increase in disconnection and payment arrangement activity. Staff delivered 4,875 warning door tags and performed 2,819 water service disconnections, plus 901 remote disconnects, and customer interactions rose to more than 5,000 per week, with most customers continuing to favor online chats for quicker responses. Staff also sent more than 10,000 text reminders to past-due customers, resulting in a 50 percent payment response rate, while customer satisfaction remained strong (favorable) at 82 percent.

A. Entity Wide Interim Financial Report & Summary of Reserves

Hampton Roads Sanitation District Interim Financial Report Funds Analysis For the Period Ending September 30, 2025

	Operating Fund	Capital Fund	Total
Inflows			
Wastewater Treatment Charges	\$ 130,009,268	\$ -	\$ 130,009,268
Interest Income	5,152,621	755,643	5,908,264
Debt Issuances	-	287,392,188	287,392,188
Transfers-In	-	43,275,336	43,275,336
Total Inflows	135,161,889	331,423,167	466,585,056
Outflows			
Operational	58,376,345	-	58,376,345
Debt Service	24,548,443	-	24,548,443
Capital	-	204,928,255	204,928,255
Transfers-Out	43,275,336	-	43,275,336
Total Outflows	126,200,124	204,928,255	331,128,379
Net Change in Reserves	8,961,765	126,494,912	135,456,677
Beginning Reserves	287,822,081	315,786,765	603,608,846
Ending Reserves	\$ 296,783,846	\$ 442,281,677	\$ 739,065,523
Ending Reserves Summary			
Unrestricted			
General	\$ 254,275,291	\$ -	\$ 254,275,291
Risk	4,799,555	-	4,799,555
PayGo	-	170,054,731	170,054,731
Total Unrestricted Reserves	259,074,846	170,054,731	429,129,577
Restricted			
Debt Service	37,709,000	-	37,709,000
Bond Proceeds	-	272,226,946	272,226,946
Total Ending Reserves	\$ 296,783,846	\$ 442,281,677	\$ 739,065,523

Notes to Entity Wide Interim Financial Report and Summary of Reserves

The Entity Wide Interim Financial Report and Summary of Reserves summarizes the results of HRSD's operations and capital improvements on a basis of accounting that differ from generally accepted accounting principles. Revenues are recorded when received and expenses are generally recorded when paid. No provision is made for non-cash items such as depreciation and bad debt expense.

Reserves represent the balance of HRSD's cash and investments classified into functional purposes.

B. Operating Fund Interim Financial Report - Budget to Actual

Hampton Roads Sanitation District Operating Fund Interim Financial Report Budget to Actual For the Period Ending September 30, 2025

	Amended Budget	Current YTD	Current YTD as % of Budget (25% Budget to Date)	Prior YTD as % of Prior Year Budget
Operating Revenues				
Wastewater	\$ 486,718,000	\$ 122,656,946	25%	26%
Surcharge	1,568,000	344,698	22%	32%
Indirect Discharge	3,526,000	1,285,072	36%	27%
Fees	4,560,000	1,252,566	27%	27%
Municipal Assistance	734,000	188,341	26%	17%
Miscellaneous	808,000	61,559	8%	29%
Total Operating Revenue	497,914,000	125,789,182	25%	27%
Non Operating Revenues				
Facility Charge	6,620,000	2,217,800	34%	31%
Interest Income	11,500,000	5,992,064	52%	96%
Other	1,545,000	47,092	3%	36%
Total Non Operating Revenue	19,665,000	8,256,956	42%	65%
Total Revenues	517,579,000	134,046,138	26%	28%
Transfers from Reserves	26,039,871	6,509,968	25%	25%
Total Revenues and Transfers	\$ 543,618,871	\$ 140,556,106	26%	28%
Operating Expenses				
Personal Services	\$ 86,931,718	\$ 19,376,843	22%	22%
Fringe Benefits	31,351,107	7,205,609	23%	21%
Materials & Supplies	16,542,501	2,687,974	16%	19%
Transportation	2,679,992	466,829	17%	14%
Utilities	18,037,260	3,322,140	18%	21%
Chemical Purchases	19,158,847	3,327,359	17%	19%
Contractual Services	62,040,179	10,477,133	17%	16%
Major Repairs	18,968,701	1,705,536	9%	6%
Capital Assets	2,280,197	214,645	9%	7%
Miscellaneous Expense	4,527,025	1,307,320	29%	45%
Total Operating Expenses	262,517,527	50,091,388	19%	19%
Debt Service and Transfers				
Debt Service	108,000,000	24,548,443	23%	21%
Transfer to CIP	173,101,344	43,275,336	25%	25%
Total Debt Service and Transfers	281,101,344	67,823,779	24%	24%
Total Expenses and Transfers	\$ 543,618,871	\$ 117,915,167	22%	21%

Notes to Operating Fund Interim Financial Report – Budget to Actual

The Operating Interim Financial Report – Budget to Actual is intended to summarize financial results on an accounting basis similar to the Annual Operating Budget. The basis of accounting differs from generally accepted accounting principles and from the Entity Wide Interim Financial Report. Revenues are recorded on an accrual basis, whereby they are recognized when billed, and expenses are generally recorded on a cash basis. No provision is made for non-cash items such as depreciation and bad debt expense.

C. Capital Fund – Project Length Summary of Activity

HRSD - PROJECT ANALYSIS September 30, 2025

Classification/ Treatment Service Area	Appropriated Funds	Project to Date Expenditures	Encumbrances	Available Funds
Administration	\$ 130,531,101	\$ 50,610,671	\$ 67,854,200	\$ 12,066,230
Army Base	171,571,945	130,232,028	8,787,721	32,552,196
Atlantic	226,701,479	48,950,649	54,160,666	123,590,164
Boat Harbor	506,389,299	341,180,069	110,842,028	54,367,202
Ches-Eliz	29,279,118	13,235,048	2,550,463	13,493,607
Eastern Shore	63,870,076	46,163,216	2,008,157	15,698,703
James River	365,414,716	289,866,450	42,683,875	32,864,391
Middle Peninsula	98,199,389	22,717,469	7,015,171	68,466,749
Nansemond	525,419,275	346,979,736	127,630,794	50,808,745
Surry	57,978,543	50,428,896	2,801,819	4,747,828
VIP	321,078,690	128,332,922	98,313,480	94,432,288
Williamsburg	104,425,475	8,434,359	6,276,291	89,714,825
York River	115,439,557	70,034,794	13,110,616	32,294,147
General	1,681,261,072	566,627,183	734,138,782	380,495,107
Total	\$ 4,397,559,735	\$ 2,113,793,490	\$ 1,278,174,063	\$ 1,005,592,182

D. Summary of Debt Activity

HRSD- Debt Analysis September 30, 2025

(in thousands)	Fixed Rate	Variable Rate	Line of Credit	Total
Beginning Balance 7/1/25	\$ 1,757,251	\$ 50,000	\$ 92,462	\$ 1,899,713
Add:				
Principal Draws	282,956	-	-	282,956
Capitalized Interest	2,304	-	-	2,304
Less:				
Principal Payments	(11,848)	-	-	(11,848)
Ending Balance 9/30/25	\$ 2,030,663	\$ 50,000	\$ 92,462	\$ 2,173,125
FY26 YTD Interest Payments	\$ (11,542)	\$ (283)	\$ (875)	\$ (12,700)

	SIFMA Index	HRSD Series 2016VR	Deviation to SIFMA
Maximum	4.71%	4.95%	0.24%
Average	1.55%	1.05%	-0.50%
Minimum	0.01%	0.01%	0.00%
As of 09/26/25	2.89%	3.10%	0.21%

Since October 20, 2011 HRSD has averaged 105 basis points on Variable Rate Debt

Subsidised Debt Activity						
Source	Funder	Loan Amount		Current Drawn Total	% Remain	Initial Draw Date - Projected
WIFIA Tranche 3	EPA	\$	346,069,223	\$	-	100%
Clean Water Program 2024	DEQ	\$	80,000,000	\$	80,000,000	0%
						July 2026
						Completed August 2025

E. Cash and Investment Summary

Operating Liquidity Accounts	Beginning Market Value July 1, 2025	YTD Contributions	YTD Withdrawals	YTD Income Earned	Ending Market Value Sep 30, 2025	Allocation of funds	Current Mo Avg Yield
BOA Corp Disbursement Account	\$ 43,574,043	\$ 358,583,301	\$ 389,653,918	\$ 100,708	\$ 12,604,134	1.9%	0.80%
BOA Operating Accounts	14,339,684	300,040,550	300,806,496	69,571	13,643,309	2.0%	0.51%
BNY Mellon Account	7,892,401	12,738,157	14,070,980	21,631	6,581,209	1.0%	0.33%
SNAP Accounts	143,929,872	228,294,383	100,752,952	755,644	272,226,947	40.7%	0.28%
VIP Stable NAV Liquidity Pool	324,275,659	155,096,072	120,000,000	4,263,067	363,634,798	54.4%	4.37%
Operating Liquidity Accounts	\$ 534,011,659	\$ 1,054,752,463	\$ 925,284,346	\$ 5,210,621	\$ 668,690,397	100.0%	

Total Return Account	Beginning Market Value July 1, 2025	YTD Contributions	YTD Withdrawals	YTD Income Earned & Realized G/L	Ending Market Value Sep 30, 2025	Allocation of funds	Yield to Maturity at Market
VIP 1-3 Year High Quality Bond Fund	69,597,188	-	3,504	697,643	70,375,126	70,841,873	
Total Return Account	\$ 69,597,188	\$ -	\$ 3,504	\$ 697,643	\$ 70,375,126	\$ 70,841,873	

	Total	Fund Alloc
Operating Liquidity Accounts	\$ 668,690,397	90.5%
Total Return Account	\$ 70,375,126	9.5%
TOTAL	\$ 739,065,523	100.0%

F. Financial Performance Metrics Adjusted Days Cash on Hand

HRSD - UNRESTRICTED CASH

September 30, 2025

Can be used for any purpose since it is not earmarked for a specific use.

		Days Cash on Hand	Adjusted Days Cash on Hand
Total Unrestricted Cash	\$ 429,129,577		597
Risk Management Reserve	(4,799,555)	(7)	590
Capital (PAYGO only)	(170,054,731)	(236)	354
Adjusted Days Cash on Hand	\$ 254,275,291		354

Risk Management Reserve as a % of Projected Claims Cost is 25% YTD compared to 25% Policy Minimum

Adjusted Days Cash on Hand Policy Minimum is 270-365 days.

G. Summary of Grant Applications, Awards and Activity

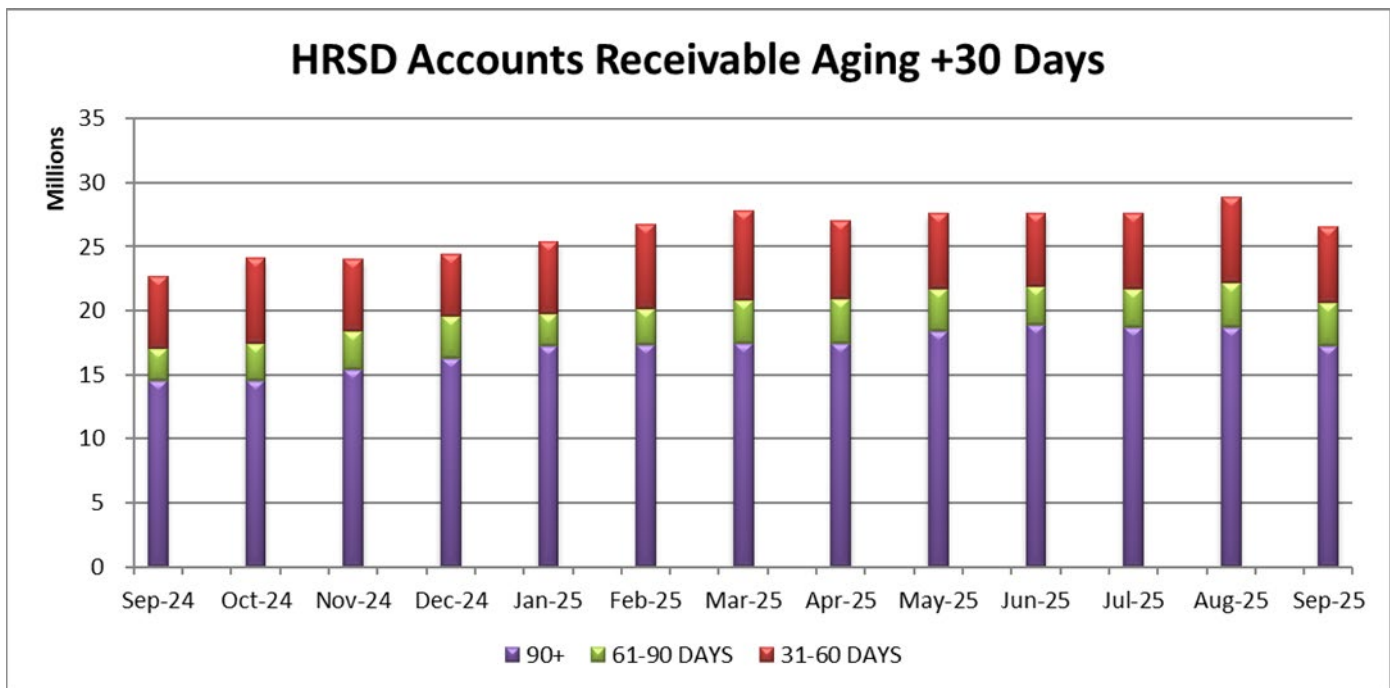
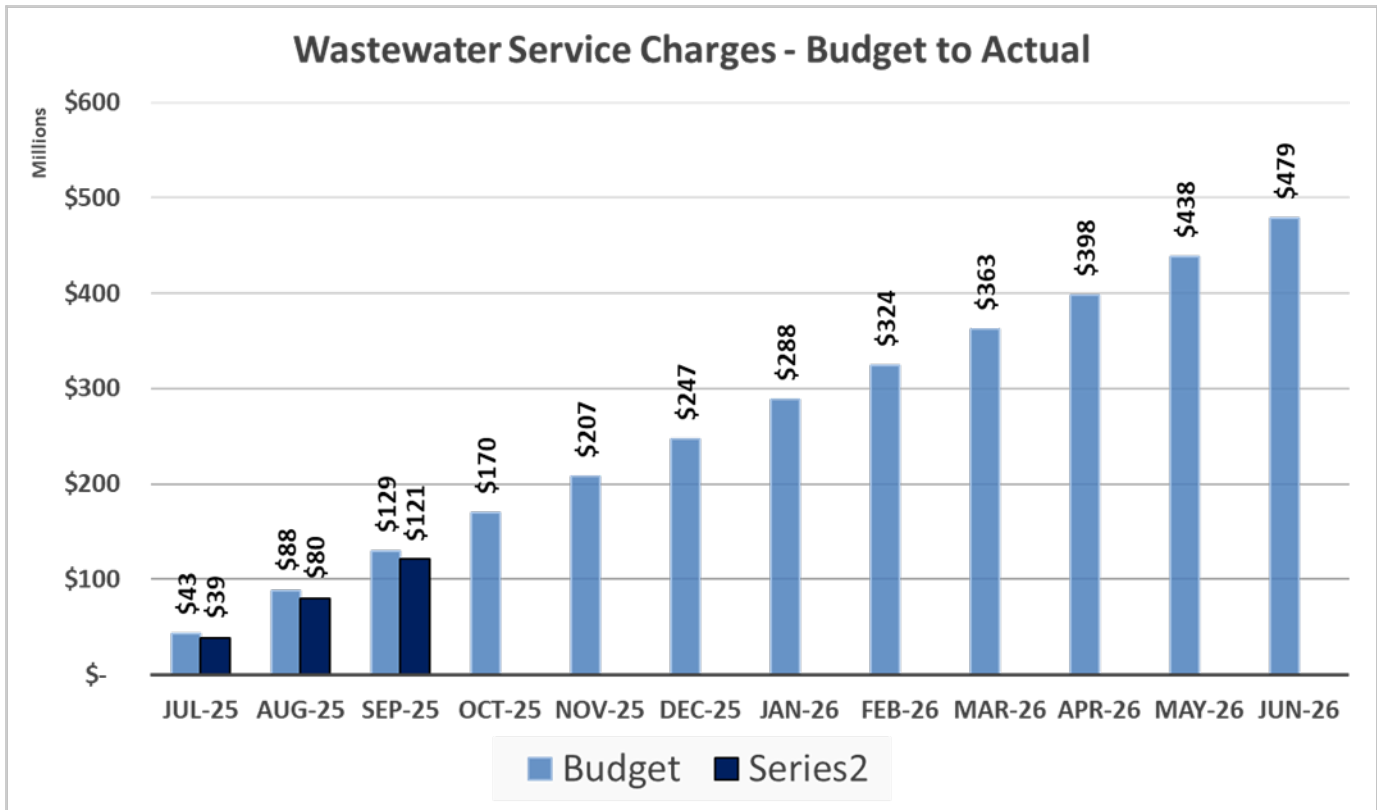
Active Capital Grants

Grant Name	Funder	Project	CIP#	Application Submitted	Amount Requested	HRSD Award Amount	Reimbursement Rcvd 9/30/25
FY24 Community Projects Funding	Congress EPA	Eastern Shore Wastewater Improvements Chincoteague	ES010500	3/7/2023	\$ 9,677,112	\$ 1,250,000	\$ -
FY26 Community Projects Funding	Congress EPA	Onancock Pump Stations	ES01100	4/7/2025	\$ 2,880,000	\$ -	\$ -
State Economic and Infrastructure Development Grant Program	SCRC	Design for Force Main Segmental Replacement in Portsmouth	NP015800	7/15/2025	\$ 350,000	\$ -	\$ -
Community Flood Preparedness Fund	VDCR	Dozier's Corner Pump Station Replacement	AT015400	12/4/2024	\$ 6,265,669	\$ 6,265,669	\$ -
Community Flood Preparedness Fund	VDCR	Onancock Treatment Plant Administrative Building Design	ES010300	10/30/2024	\$ 374,400	\$ 374,400	\$ -
Community Flood Preparedness Fund (Loan)	VDCR	Army Base Treatment Plant Generator Controls Replacement	AB012100	1/22/2025	\$ 5,473,498	\$ 6,439,410	\$ -
Water Quality Improvement Fund	VDEQ	Chesapeake-Elizabeth Treatment Plant Conveyance	CE010400 CE011820 - CE011829 CE011850 CE012200 CE012400 AT012910 AT013500 AT013900 AT014500 GN016700	2/7/2023	\$ 100,647,746	\$ 95,976,774	\$ 95,976,774
Water Quality Improvement Fund	VDEQ	Boat Harbor Pump Station and Conveyance	BH015700 BH015710 BH015720 BH015730	3/4/2024	\$ 311,286,392	\$ 294,300,592	\$ -
					\$ 436,954,817	\$ 404,606,845	\$ 95,976,774

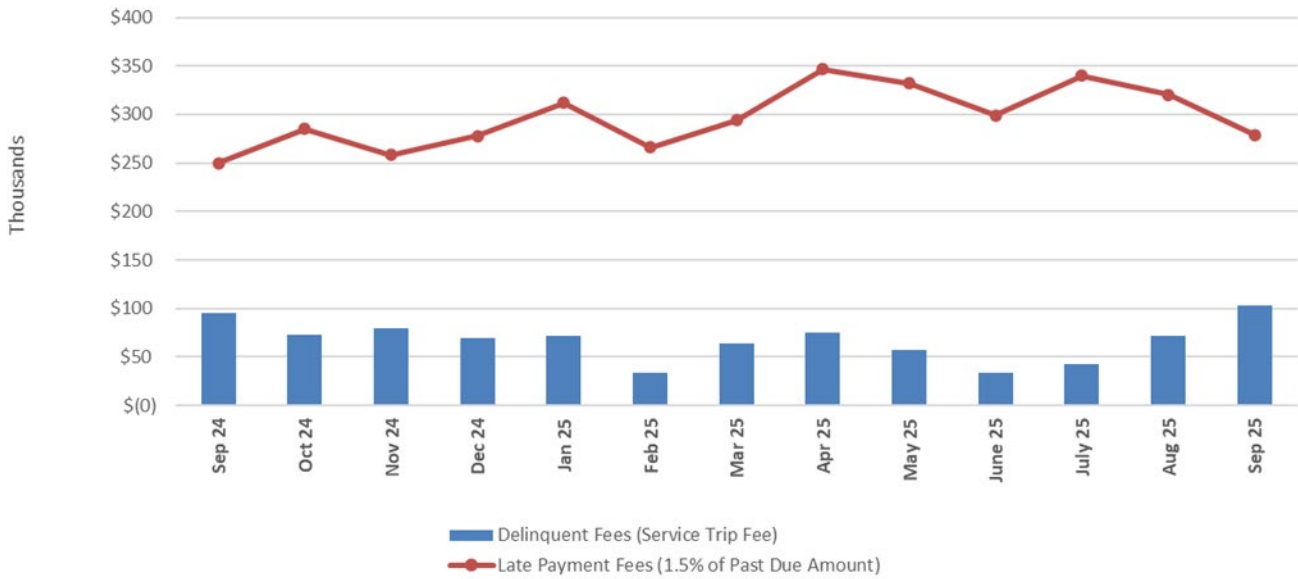
Active Non-Capital Grants (excludes research and boater pump-out funding)

Grant Name	Funder	Project	CIP#	Application Submitted	Amount Requested	HRSD Award Amount	Reimbursement Rcvd 9/30/25
Non-Point Source Funding	VDEQ	Gloucester Septic to Sewer (Pay for Performance)	n/a	2/3/2024	\$ 1,180,000	\$ 1,180,000	\$ -
					\$ 1,180,000	\$ 1,180,000	\$ -

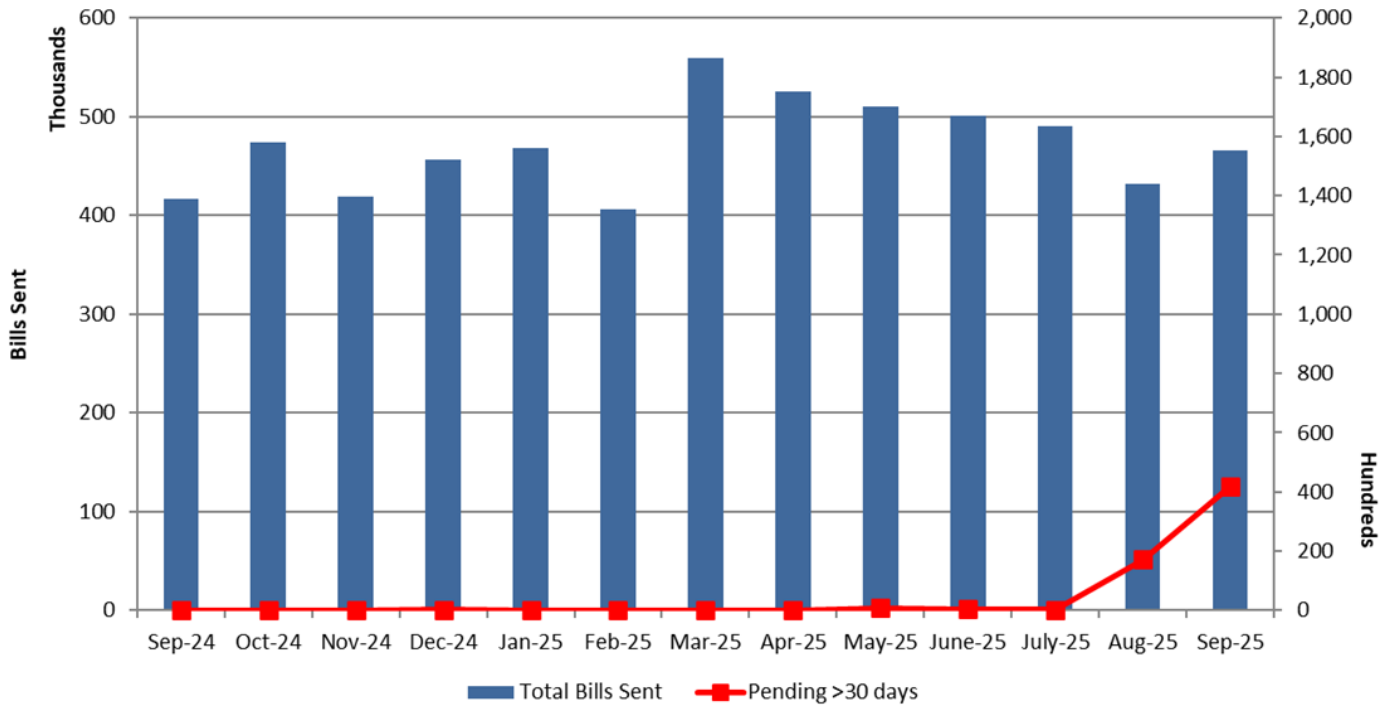
H. Customer Care Center – Key Statistics



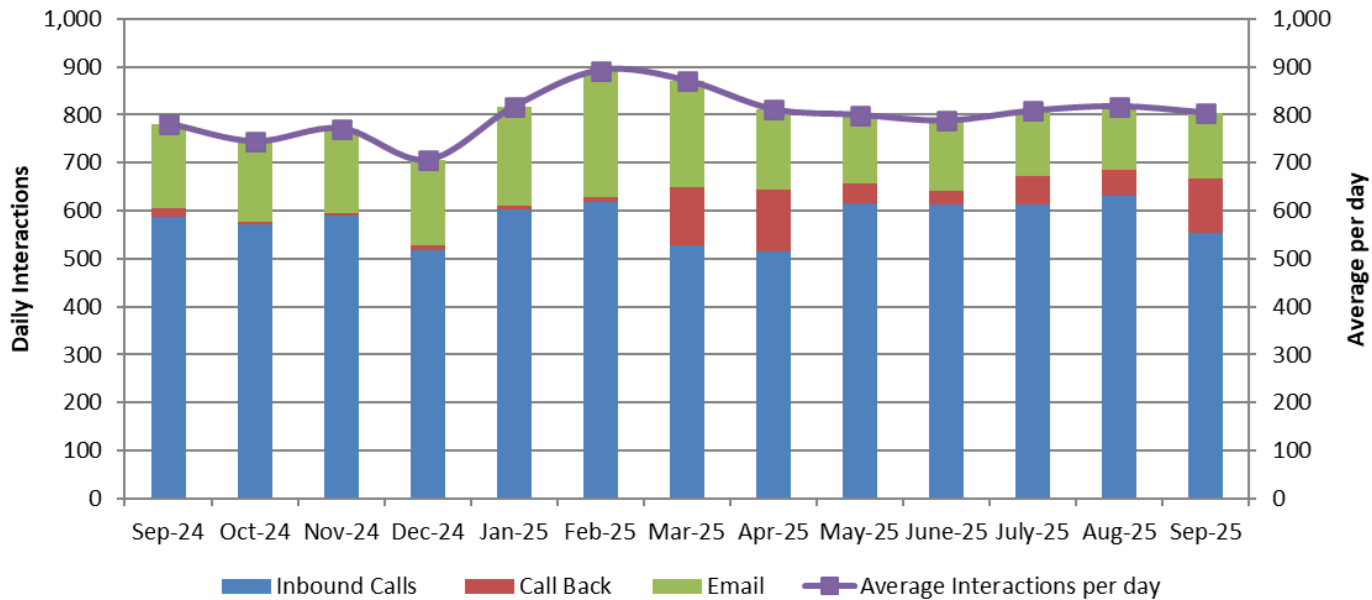
Delinquent & Late Payment Fees



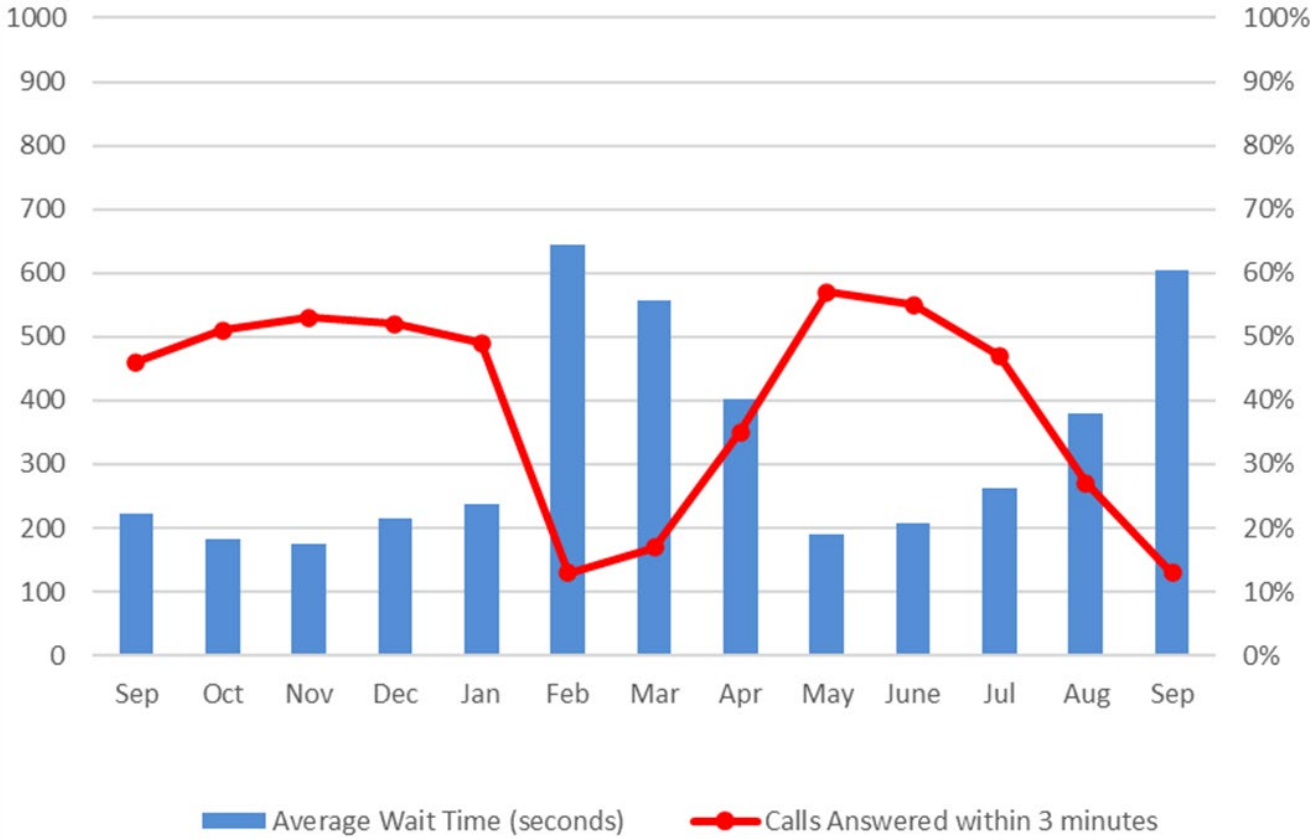
Billing Summary



Call Center Interactions (per day)



Customer Interaction Statistics

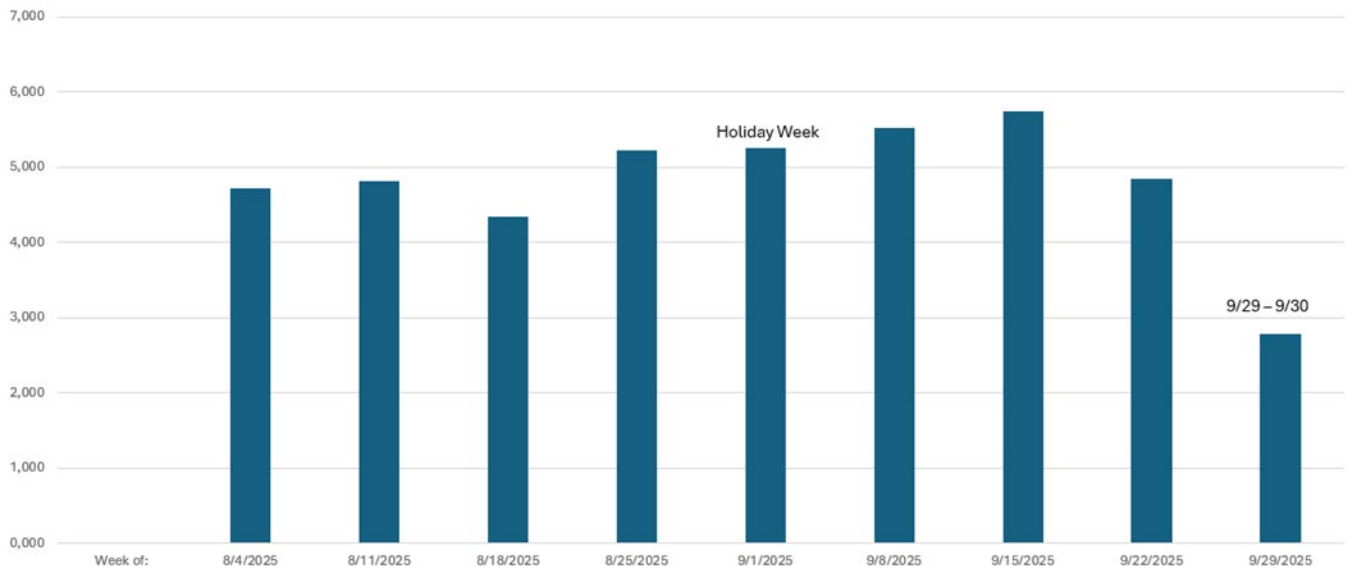


Customer Interaction

Statistics

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep
Calls Answered within 3 minutes	46%	51%	53%	52%	49%	13%	17%	35%	57%	55%	47%	27%	13%
Average Wait Time (seconds)	222	183	176	214	237	643	556	403	190	208	262	379	604
Calls Abandoned	18%	16%	16%	19%	21%	45%	44%	30%	16%	19%	22%	28%	42%

Total Calls Received by Week

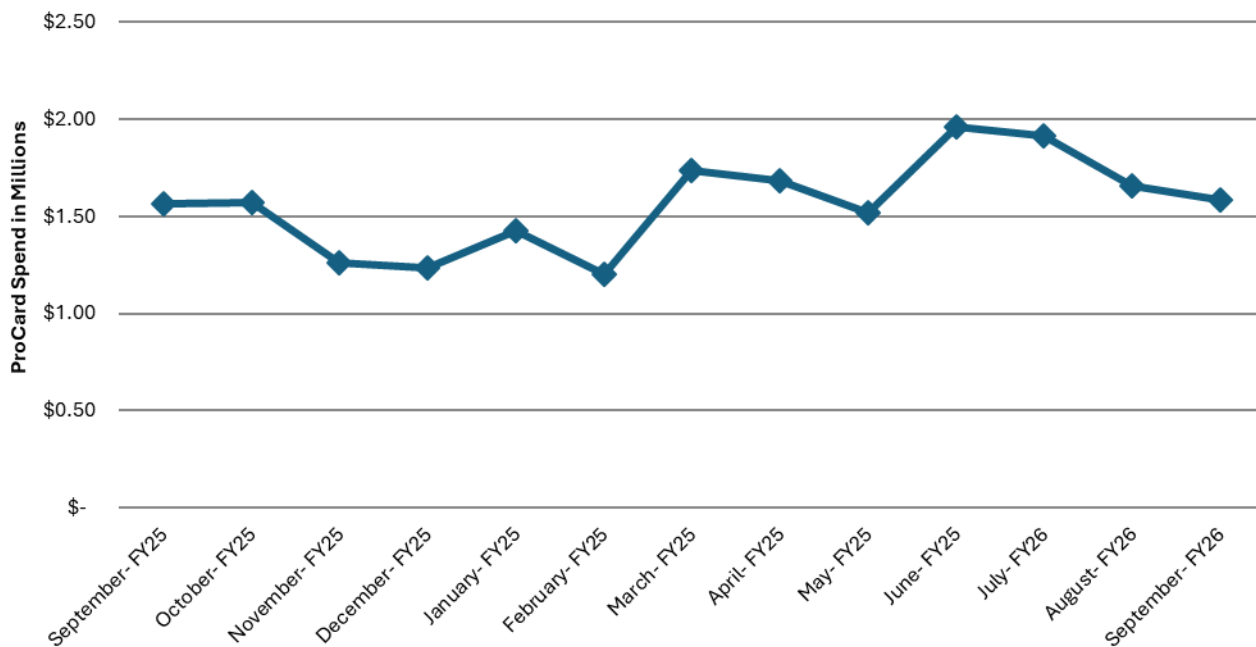


Item #	Strategic Planning Measure	Unit	September 2025
	Accounts Receivable (HRSD)	Dollars	\$52,988,793
	Aging Accounts Receivable	Percentage of receivables greater than 90 days	33.1%

I. Procurement Statistics

Savings	Current Period	FYTD
Competitive Savings ¹	\$307,507	\$1,197,045
Negotiated Savings ²	\$60	\$4,234
Salvage Revenues	\$10,112	\$11,043
Corporate VISA Card - Estimated Rebate	\$23,632	\$76,789

ProCard Spend FY26



Respectfully,

Steven G. de Mik

Steven G. de Mik
Deputy General Manager/Chief Financial Officer

TO: General Manager/ Chief Executive Officer

FROM: Chief Information Officer

SUBJECT: Information Technology Division (ITD) Report for September 2025

DATE: October 15, 2025



Innovation

The IT Help Desk processed 399 work orders and requests for assistance in August.

Senior Systems Engineers worked on additional capacity expansion of HRSD's main backup storage system. Expansion is expected to be completed in October.

Senior Systems Engineers continued working on data storage system replacements, Cisco equipment refreshes, Firewall replacements and retiring of old network hardware infrastructure.

Senior Systems Engineers continue to work with the Safety department on refinement of processes for the Emergency Management Notification System (EMNS).

Senior Systems Engineers participated in planning meetings related to various construction projects at HRSD treatment plants and pump stations to provide input on technology items.

Cybersecurity staff and Senior System Engineers continue to work on efforts to enhance security on technology systems at HRSD plants.

IT staff have been participating in ServiceNow project implementation workshop. Workshops are expected to last through October.

IT Project Managers have been coordinating efforts with IT staff, several vendors and other HRSD divisions to kick off several software project implementations.

Programming staff continues to work with Customer Care staff and the City of Portsmouth staff in post-go-live stabilization of data being received from the City of Portsmouth's new billing system.



Community Engagement

Information Technology's Chief Information Security Officer (CISO) attended the WEFTEC conference and participated in a high-profile cybersecurity panel with representatives from Xylem, Department of Homeland Security (DHS), Cybersecurity and Infrastructure Security Agency (CISA), and Jacobs Cybersecurity. The panel addressed four key security tenets essential to modern critical infrastructure protection: Secure by Demand, Secure by Design, Secure by Default and Secure by Direction. This collaboration emphasized the shared accountability among utilities, integrators, vendors, and regulators to build secure, resilient water sector systems.

CISO, Roger Caslow co-facilitated a SCADA cybersecurity workshop at the WaterJAM Conference. The workshop focused on practical aspects of planning, requirements development, functional cybersecurity design, and effective system operationalization across various SCADA environments. The session reinforced the importance of secure architecture and operational resilience in critical control systems.

CISO, Roger Caslow worked with the All-Hazards Advisory Committee Cybersecurity Sub-Committee of the Hampton Roads Planning District Commission (HRPDC). He is helping define the scope for a regional cyber and physical security vulnerability assessment across all Hampton Roads water and wastewater utilities. HRSD provides subject matter expertise to ensure the project's scope meets federal funding requirements and addresses both operational technology and enterprise security risks. This assessment will serve as a foundation for regional cybersecurity enhancement and infrastructure protection.



Talent

Cybersecurity staff and Jacobs Cybersecurity hosted a day-long Operational Technology (OT) Risk and Cybersecurity Workshop for HRSD's Operations staff.

The session provided targeted knowledge sharing, risk identification, and roadmap development to strengthen HRSD's OT cybersecurity posture. Participants evaluated existing controls, identified vulnerabilities, and outlined practical improvement initiatives. Follow-up sessions will occur as these projects advance and mature.

Cybersecurity staff participated in briefings with the FBI, CISA, and the U.S. Coast Guard, focused on current threat intelligence and risk indicators specific to the water/wastewater sector and the Hampton Roads region. Insights gained from these sessions are being incorporated into HRSD's threat monitoring, incident response, and risk management strategies to better protect operational and enterprise environments.

Programming Development staff participated in Oracle Apex and Microsoft Power BI training to enhance their skillsets.

Interviews were conducted for two vacant positions. External candidate Mr. Abi Duggal was selected the vacant Oracle Developer – ERP position. External candidate Ms. Michelle San Anton was selected for the vacant IT Senior Project Manager position. Both candidates will begin their new positions in October.

Recruiting efforts continue for the Senior Programmer Analyst and Senior Systems Engineer – Systems Administration positions.

Respectfully,

Mary Corby

Chief Information Officer

TO: General Manager/Chief Executive Officer

FROM: Chief Operating Officer

SUBJECT: Operations Monthly Report for September 2025

DATE: October 15, 2025



Community Engagement

South Shore (SS) Interceptor Operations held a locality collaboration meeting with the City of Portsmouth Operations staff to discuss operational issues, initiatives, and projects.



Environmental Responsibility

Treatment and Interceptor System Reportable Items:

There were multiple events reported this month. Additional details are available in the Air and Effluent Summary in the Water Quality monthly report.

Internal Air and Odor Compliance:

There were multiple events reported this month. Additional details are available in the Air and Effluent Summary in the Water Quality monthly report.

1. The Williamsburg Treatment Plant (WBTP) had two odor scrubber exhaust exceptions for scrubber hydrogen sulfide (H₂S) levels above five parts per million. Both were due to high odor scrubber influent H₂S levels, requiring an adjustment to the pH setpoint and thus increased chemical feed. The York River Treatment Plant (YRTP) also had an odor scrubber exhaust exception that occurred after cleaning of a pH probe used to control odor scrubber chemical feed. Adjustments were made to the pH setpoint which increased chemical feed.
2. All three ABN plants experienced extreme flows because of upwards of eight inches of rain within the service area. All plants responded as needed to maintain permit compliance, despite seeing peak flows more than double daily flowrates.

Additional Topics of Interest:

1. At the James River Treatment Plant, work continues for the Advanced Nutrient Removal Improvements and SWIFT Projects, as well as work on the punch list items for the new administration building.
2. HRSD's project team completed installation of pumps and piping for the supplemental carbon feed system at WBTP. HRSD electricians provided power to the pumps and other components of the system. Operation from the Distributed Control System needs to be completed for startup. This project is needed to meet stricter 2026 nutrient removal requirements.

3. Alum continues being fed at higher dosages to secondary treatment at the YRTP to lower effluent phosphorus so that York River basin annual phosphorus loading requirements can be met.
4. Material Transportation & Logistics (MTL) Staff have hauled 38 loads of Ash for a total of 295.18 dry tons. Staff have hauled 133 loads of PCS, in addition to 79 loads of TWAB for a total of 4992.03 wet tons. Staff have also hauled 80 loads from Atlantic Treatment Plant (ATP) to McGill for the month of September, for a total weight of 1810.16 wet tons.
5. Electrical and Instrumentation staff worked with contractors and maintenance personnel to transfer the existing generators and generator controls to the temporary generator system, allowing the contractors to retrofit the existing generator switchgear at Nansemond Treatment plant. They also tested the temporary generator system to ensure it could assume the plant load during a utility outage.
6. On September 4, SS Interceptor Operations assisted the contractor, MEB, with a critical situation at the Washington District Pump Station Replacement (AT013000) project. MEB was installing a cofferdam to begin construction on the new pump station and inadvertently hit a, what was supposed to be abandoned, pipeline in the pump station yard. SS Interceptor Operations then worked with MEB to correct the situation in a timely fashion to keep the important work moving preventing a spill, unsafe situation, and costly change order.
7. On September 13, SS Interceptor Operations supported Naval Air Station Oceana and the Navy Facilities Engineering Systems Command (NAVFAC) Utilities and Energy Management (UEM) with a system valve replacement. Staff operated a system branch valve allowing the base staff to complete their work.



Financial Stewardship

1. SCD staff transported the dewatering trailer from West Point to Onancock and then back to West Point in the month of September. Eastern shore staff did an outstanding job getting digester waste dewatered in record time and were able to take BIO reactor #1 out of service for cleaning and inspection for the first time in many years. BIO reactor #2 will be taken out of service for cleaning and inspection in late October.
2. CST - At WBTP, the Carbon Feed Project reached mechanical completion, with all chemical piping systems, storage tanks, and metering pump skids installed, and hydrostatic leak testing. The system is now ready for startup in coordination with plant operations. The Big Bubble Project is completed, including the installation, pressure testing, and functional verification of the air-diffused mixing system. At ATP, the Clarifier #3 Scum Trough Raising was also completed, raising the trough by 2.5 inches to improve skimming efficiency. All demolition, installation, and alignment checks were finished without issue.
3. The Machine Shop (MS) had 17 work orders during the month of September. Work includes three total pump rebuilds with two being from South Shore Operations Center and one from Virginia Initiative Plant. A new Vactor truck access and support bracket was designed and installed, significantly reducing maintenance downtime while performing PM's that used to require the front of the Vactor truck to be disassembled. Additionally, the team fabricated obsolete draft tube mixer caps for the Atlantic Plant.



Innovation

1. Virginia Natural Gas (VNG) and Johnson Controls will build, own, and operate a renewable natural gas (RNG) facility at Atlantic Treatment Plant, which will allow HRSD to sell the raw digester gas to be upgraded and injected into the Virginia Beach natural gas grid. HRSD and VNG have signed agreements, and VNG is awaiting approval from their Public Utility Commission. Once approved, construction is expected to take two years with an anticipated completion date of Fall 2027. The RNG facility is expected to supply enough energy gas to power 1,765 homes for one year and offset about 8,500 metric tons of CO2 equivalent by replacing fossil fuel.
2. ABTP staff successfully started up the inDENSE system, which was designed and installed completely in-house. This installation will be a huge benefit to process to eliminate sludge bulking caused by filamentous bacteria seasonally at the plant.



Talent

1. Mr. Bruce Lamm has been hired as the new Facilities Foreman.
2. On September 8, Mr. Brandan Hupman, System Supervisor in SS Interceptor Operations graduated from the Virginia Section of the American Water Works Association (VA AWWA) and the Virginia Water Environment Association (VWEA) Leadership Academy program at the WaterJAM Conference.
3. From September 8 -11, Ms. Mackenzie Rickard, Engineering Specialist and Mr. Shawn Heselton, Director of SS Interceptor Operations organized and facilitated the VA AWWA and VWEA Introducing Future Leaders to Opportunities in Water (InFLOW) program that introduces the water sector to college students.
4. From September 9 -11, Mr. Pat Porto, Inspector in SS Interceptor Operations helped organize the first Virginia Operations Challenge competition at the WaterJAM Conference.
5. On September 27, Mr. Shawn Heselton presented on The Importance of Networking to the Water Environment Federation (WEF) InFLOW STEMPath cohort at the WEFTEC Conference in Chicago, Illinois.

Respectfully submitted,

Eddie M. Abisaab, PE, PMP, ENV SP
Chief Operating Officer

[Attachment: MOM Reporting](#)

MOM Reporting Numbers

[illegible]

TO: General Manager

FROM: Chief People Officer

SUBJECT: Talent Management Monthly Report for September 2025

DATE: October 15, 2025



Talent

Talent Management Division – September Highlights

Human Resources (HR)

Team Update

- HR team is now fully staffed, with the final new staff member joining this month.

ERP Project Roadmap

- Collaborated with the Business Intelligence Group and IT Division to develop a roadmap for 2026 ERP projects.

New Implementation Projects

System	Rationale
Awardco	Modernization and streamlining of employee recognition and rewards
First Choice	Improve post-offer process efficiency

Wellness Program

- Continued growth in participation through HRSD's Wellness Program.
- Ongoing offerings include:
 - Plan education and wellness presentations
 - Individual and group coaching
 - Virtual guided meditation sessions

Learning and Development (L&D)

Apprenticeship Program

- Welcomed 132 apprentices for the 2025–2026 academic year (start date: September 3).
- Demonstrates HRSD's commitment to building internal talent pipelines and career pathways.

Professional Conferences	
WaterJAM	L&D team gained insights into operations and workforce trends to inform training initiatives
Administrative Professionals	L&D administrative staff enhanced skills in productivity, communication, and support services

LAMA Cohort Training

- Focused on equipping participants with tools for navigating change and interpersonal challenges.
- Completed sessions with Sentara EAP on:
 - Conflict Management
 - Change Management

Civility and Respect in the Workplace

- Facilitators and Unified Council members participated in a train-the-trainer session to launch this new program for future organizational training offerings.
- Designed to:
 - Promote healthy communication
 - Encourage professionalism
 - Reinforce behavioral accountability

Safety and Security

Safety Inspections and Training	
Count	Event
9	Comprehensive safety inspections across HRSD work centers
17	• Weekly construction safety walks
11	Safety training sessions, including: • CPR/First Aid/AED/Stop the Bleed • Asbestos Training • Telehandler Training

Audiometric Testing

- Annual testing began for employees in the Hearing Conservation Program (exposed to ≥85 dBA noise levels).
- 10 work centers completed testing in September; remaining scheduled for October.

Safety Recognition

- Best Safety Inspection Awards presented to sites with outstanding safety performance and culture
 - Atlantic Treatment Plant

- SWIFT Research Center
- Boat Harbor Treatment Plant

Training Development

- Continued creating new safety modules within Cornerstone Learning Management System (LMS).
- Initial online course testing underway; pilot launch planned following internal review.

Security Initiatives

- Held meetings with Legal Department on use of body-worn cameras.
- Collaborated with DC Water on emergency management coordination.
- Drafted Badging Policy for contractors and visitors; currently under Security Team review.
- Participated in key events:
 - BHPS Security Proposal Meeting
 - CISA Cyber/Physical Emerging Threats Meeting
 - Global Security Exchange (GSX) Conference

Infrastructure & Grant Efforts

- Continued efforts to secure grant funding for Juvare software to enhance emergency management and security capabilities.
- Partnered with Pavion on infrastructure upgrades:
 - Transition from Windows 10 to Windows 11
 - NVR system upgrades at select sites
 - Broader security framework improvements

Incident Summary	
Event	Count
Auto accident/property damage incident	1
Work-related injuries requiring medical attention	2
Lost time due to accident/injury	0 Days

Respectfully submitted,

Christina Gibson

Chief People Officer

TO: General Manager/ Chief Executive Officer
FROM: Chief of Water Quality (CWQ)
SUBJECT: Monthly Report for September 2025
DATE: October 15, 2025



Environmental Responsibility

HRSD's Regulatory Activities:

- Monthly Discharge Monitoring Report (DMR) Summary and Items of Interest: [Effluent and Air Emissions Summary](#).
- 5 Permit Exceedances out of 13,966 Total Possible Exceedances to date in FY2026.
- 45.2 million pounds of pollutants removed to date in FY2026.
- HRSD responded to the West Point NOV findings. A DEQ reply is pending.
- Provided comment on draft James River VPDES permit, which includes SWIFT.

Pretreatment and Pollution Prevention (P3) Program Highlights:

- One civil penalty was issued in September to Fred Lee's Elite Seats, a portable toilet waste hauler located in Virginia Beach.
 - An Enforcement Order was issued in August 2025 for a technical and an administrative violation.
 - In May 2025, the Permittee removed approximately 317 gallons of non-potable water (NPW) from HRSD's Atlantic Treatment Plant and was issued a violation for this act.
 - HRSD issued a violation for removing NPW from HRSD facilities – first occurrence. Removing NPW is prohibited and is outlined in the Discharger's permit.
 - Permittee provided a late response to the violation, leading to an administrative violation.
 - During the June 2025 Show Cause Meeting, the Permittee attributed the cause of the removal of the NPW due to a new employee on staff.
 - The permittee trained the employee about the prohibition on the removal of NPW and the owner took responsibility for the late response to the violation.
 - An Enforcement Order with a Civil Penalty of \$2,000 was issued and accepted. The civil penalty was paid in full.

- Operations staff notified P3 of elevated pH (> 11) in the influent of the Central Middlesex treatment plant.
 - The cause was a dishwasher system malfunction at the Middle Peninsula Regional Security Center, resulting in the discharge of a slug of high pH detergent.
 - The Security Center discontinued using the dishwasher until the contractor could have it repaired.
 - The high influent pH repeated later in the month after the dishwasher system repair had failed and overfed the detergent.
 - The system was repaired and influent pH returned to normal.
 - Treatment at Central Middlesex was not impacted.

Environmental and Regulatory Advocacy

Chief participated in the following advocacy and external activities:

- Chesapeake Bay Program (CBP) Water Quality Implementation Team (WQGIT) meeting.
 - Discussions centered on Phase 7 model and the new Chesapeake Bay Watershed Agreement.
- CBP Wastewater Treatment Workgroup.
 - Co-chaired meeting, focus on incorporating Combined Sewer Overflow loads in the Phase 7 model.
- Virginia Association of Municipal Wastewater Agencies (VAMWA).
 - Quarterly Board Meeting.
 - Quarterly membership meeting, with presentation on Virginia's Water Quality Standards Triennial Review.
 - Proposed updates to the Water Quality Standards are not anticipated to be impactful for HRSD.
- Potomac Aquifer Recharge Oversight Committee (PAROC).
 - Greg Connock, from USGS, presented on the vertical land motion observation network and apparent inverse correlation between aquifer water levels and aquifer compaction.
- Virginia Forever Executive Board Meeting.
 - Preparation for the annual Bridge Builder event and discussion of revenues.
- Virginia Water Environment Association (VWEA) and Virginia American Waterworks Association (VA-AWWA) WaterJAM.

- Discussions of shellfish management, groundwater management, and the Water Quality Improvement Fund (WQIF).
- Attended the USGS outreach event for the James River extensometer.



Financial Stewardship

- HRSD's Municipal Assistance Program (MAP)
 - Provided sampling and analytical services on a cost-reimbursement basis to the following:
 - Dale City
 - Northumberland County
 - Westmoreland County
 - [MAP Billed Reimbursements](#) for service provided from July 1 to September 30, 2025.
 - [MAP Invoice Summary](#) for the third Quarter 2025 calendar year.
- Met with DEQ staff to discuss the James River WQIF grant agreement.



Talent

- Retirement: Veronica Gantley, a P3 Technician on South Shore retired with 31 years of service.



Community Engagement

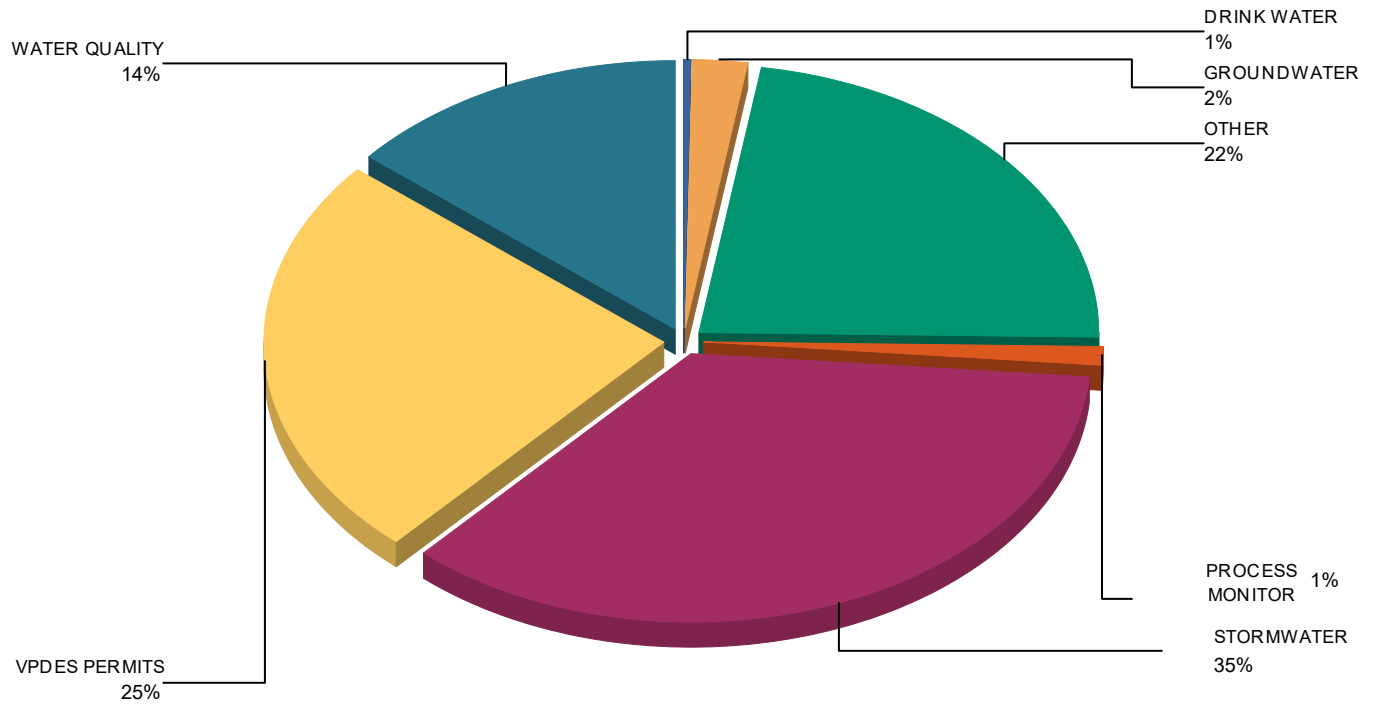
- Microbial Source Tracking (MST) partnering localities and projects.
 - City of Chesapeake (Southern Branch)
 - City of Newport News (Hilton Beach)
 - City of Hampton (southeast)
 - City of Suffolk (downtown)
 - City of Virginia Beach (Thalia Creek, Wolfsnare Neighborhood)
 - James City County

Respectfully submitted,

Jamie Heisig-Mitchell
Chief of Water Quality

Municipal Assistance Billed Reimbursements per Service From 07/01/2025 to 09/30/2025

Attachment 1



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

Municipal Assistance Invoice

From 7/1/2025 - 9/30/2025

Municipality	Reimbursements
Accomack County	\$4,037.01
Buckingham County	\$259.47
City of Chesapeake Utilities	\$1,739.76
City of Chesapeake	\$882.46
City of Emporia	\$291.90
City of Franklin	\$4,061.67
City of Hampton	\$11,708.14
City of Norfolk	\$9,623.31
City of Norfolk-Dept of Utilities	\$4,003.62
City of Portsmouth	\$5,695.11
City of Roanoke	\$975.00
City of Suffolk	\$6,613.14
City of Virginia Beach	\$9,842.73
HRPDC	\$65,250.00
Henrico County	\$2,159.59
Lynnhaven River NOW	\$381.81
New Kent County	\$12,011.60
Northampton County WWTP	\$3,190.10
Northumberland County - Callao WWTP	\$2,597.82
Rivanna Water and Sewer Authority	\$1,937.37
St Brides Correctional Ctr WWTP	\$370.52
St Brides Corr Ctr WWTP	\$2,295.26
Town of Cape Charles-VAW	\$14,573.09
Town of Round Hill	\$202.71
Virginia Department of Health	\$21,337.49
Westmoreland County	\$1,943.29
Totals:	<u>\$187,983.97</u>

EFFLUENT SUMMARY FOR SEPTEMBER 2025

PLANT	FLOW mgd	% of Design	BOD mg/l	TSS mg/l	FC #/UBI	ENTERO #/UBI	TP mg/l	TP CY Avg	TN mg/l	TN CY Avg	CONTACT TANK EX
ARMY BASE	8.87	49%	1	2.5	2	6	0.84	0.38	5.0	5.0	32
ATLANTIC	45.70	85%	11	14	36	2	NA	NA	NA	NA	6
BOAT HARBOR	10.73	43%	4	3.7	8	3	0.33	0.76	10	21	7
CENT. MIDDLESEX	0.015	59%	<2	2.7	<1	<1	NA	NA	NA	NA	NA
JAMES RIVER	12.94	65%	6	7.4	3	1	0.68	0.72	5.6	7.5	21
KING WILLIAM	0.100	100%	<2	0.54	NA	1	0.10	0.15	1.9	3.2	NA
NANSEMOND	16.59	55%	4	5.2	10	1	0.78	1.5	4.7	5.2	6
ONANCOCK	0.267	36%	<2	<1.0	<1	2	0.20	0.19	2.3	2.8	NA
CHINCOTEAGUE (SB)	0.019	49%	<2	<1.0	6	>10	NA	NA	NA	NA	0
URBANNA	0.045	45%	2	11	3	3	5.9	4.7	23	18	NA
VIP	26.22	66%	2	2.4	3	2	1.2	0.61	4.4	4.8	5
WEST POINT	0.336	56%	12	7.5	1	2	1.5	2.4	15	15	0
WILLIAMSBURG	8.83	39%	7	3.1	2	3	0.72	0.62	2.8	2.9	29
YORK RIVER	13.02	87%	0	0.40	2	1	0.064	0.46	2.7	4.1	25
	<u>143.70</u>										

% of
Capacity

North Shore	55%
South Shore	69%
Small Communities	44%

AIR EMISSIONS SUMMARY FOR SEPTEMBER 2025

	No. of Permit Deviations below 129 SSI Rule Minimum Operating Parameters							Part 503e Limits		
	Temp 12 hr ave (F)	Venturi(s) PD 12 hr ave (in. WC)	Precooler Flow 12 hr ave (GPM)	Venturi Flow 12 hr ave (GPM)	Tray/PBs Flow 12 hr ave (GPM)	Scrubber pH 3 hr ave	Any Bypass Stack Use	THC Mo. Ave (PPM)	THC DC (%)	BZ Temp Daily Ave Days >Max
MHI PLANT										
BOAT HARBOR	0	0	0	0	0	0	0	64	90	0
VIP	0	0	0	0	0	1	1	17	99	0
WILLIAMSBURG	0	0	0	0	0	0	1	27	94	0

ODOR COMPLAINTS

ARMY BASE	0
ATLANTIC	1
BOAT HARBOR	0
JAMES RIVER	0
NANSEMOND	0
VIP	0
WILLIAMIBURG	0
YORK RIVER	0
NS OPS	0
SS OPS	0
SCD	0
NON-HRSD	0

Items of Interest – September 2025

MULTIPLE HEARTH INCINERATION (MHI)

Total Hydrocarbon (THC) monthly averages (not to exceed 100 ppm) were met by all three MHI plants (Boat Harbor, Virginia Initiative, and Williamsburg). The THC continuous emissions monitoring (CEM) valid data capture was 90% or more.

The three operating MHI plants had one (1) 129 operating parameter deviation and two (2) minor uses of the emergency bypass stack (<60 minutes), and no (0) reportable uses of the MHI bypass (>60 minutes).

AIR PERMITS and ODOR CONTROL

On 9/2/25 DEQ was given the 2nd notification regarding the anticipated start-up date of JRTP's new diesel emergency generators. Final DEQ notification of actual start-up is expected to be sent out during the week of 10/20/2025 based on the most recent contractor generator testing schedule.

WBTP completed a particulate matter (pm) only stack test on 9/25/25. Final analytical results are pending, but field results indicated they will pass.

There was one (1) odor complaint reported this month.

Atlantic Plant received one (1) complaint from an Ocean Lakes neighbor. Plant staff responded to this complaint and took corrective action as needed. Communications personnel provided a response to this neighbor. TSD recorded the complaint in the air permit-required odor complaint log.

TREATMENT

Nansemond

On September 10, a low chlorine residual of 0.06 mg/L was recorded following a power loss to the disinfection building. Plant Effluent had been diverted to the emergency effluent holding pond during the outage. When power was restored, erroneous readings caused effluent flow to be diverted back to the plant effluent from the holding pond, discharging the low residual. The plant operator started the emergency sodium hypochlorite pump, allowing the 30-Minute residual to come back into range.

On September 26, four chlorine residual samples were invalid from 0400-1000 when the online Cl-17 (#2) started giving erroneous readings. The operator began troubleshooting the analyzer but was unsuccessful. They then switched to the offline Cl-17 (#1), but this meter did not pass verification. The operator on the next shift was able to get #2 back online but failed to properly perform and record the required calibration. Plant operators were provided with the corrective actions that should have been taken.

Nansemond

On September 29, a contractor hit a non-potable water (NPW) line while excavating by the final effluent pump building. Approximately 2,700 gallons of chlorinated NPW were released to the ground and storm water drain.

On September 30, a seal water line on a standby pump broke releasing NPW into the pump room and out to the sidewalk and ground. The line was secured with only 50 gallons of chlorinated NPW being unrecoverable.

SYSTEM

On September 16, the standpipe at Bridge Street Pump Station overflowed due to increased system flow from wet weather and significant rag and debris accumulation on the barscreen. North Shore personnel verified the station was running properly, removed rags from the wet well barscreen, and removed solids and spread lime to the affected area. Approximately 12,300 gallons of raw wastewater were released.

SYSTEM/TREATMENT, SMALL COMMUNITIES, AND EASTERN SHORE

Dendron

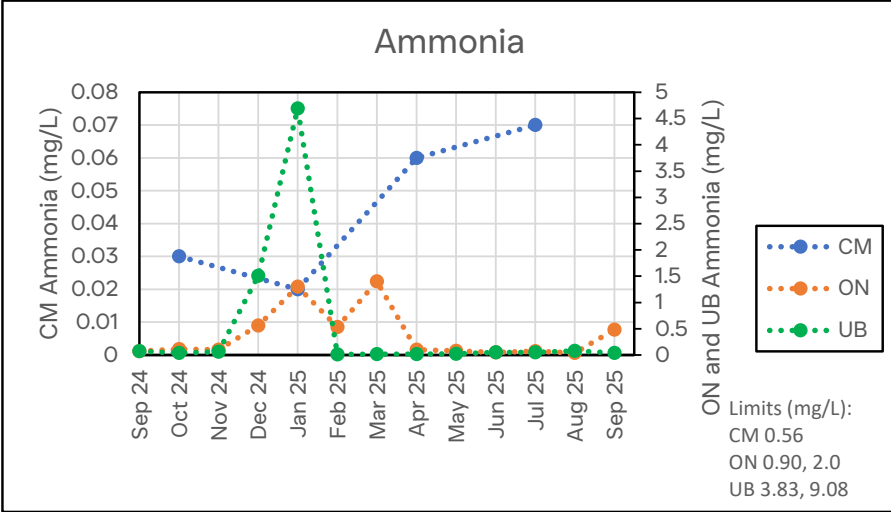
On September 27, a National Weather Service flood advisory with heavy rainfall inundated the Dendron PS service area. SSA responded and confirmed the station pumps were running properly. Solid debris was removed and lime spread to affected areas. Approximately 750 gallons of raw wastewater were released to the ground.

King William

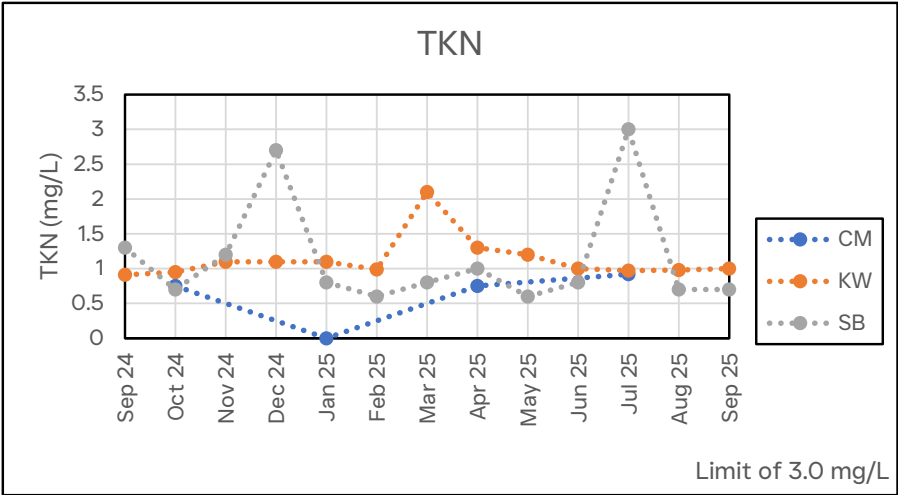
HRSD received a warning letter for the King William TP and collections system on September 11. The warning letter covered low volume discharges occurring from 8/17/2024 – 6/29/2025 and the June 8 event.

On September 27, staff responded to an overflow alarm at Acquinton Church PS and observed an overflow at low rim manhole KW-MH-C20. A flood watch was in effect due to heavy rainfall inundating the collection system area. Staff confirmed the station pumps were operating as intended. Solid debris was removed, and lime applied to the affected area. Approximately 10,000 gallons of raw wastewater were released to the ground and Moncuin Creek.

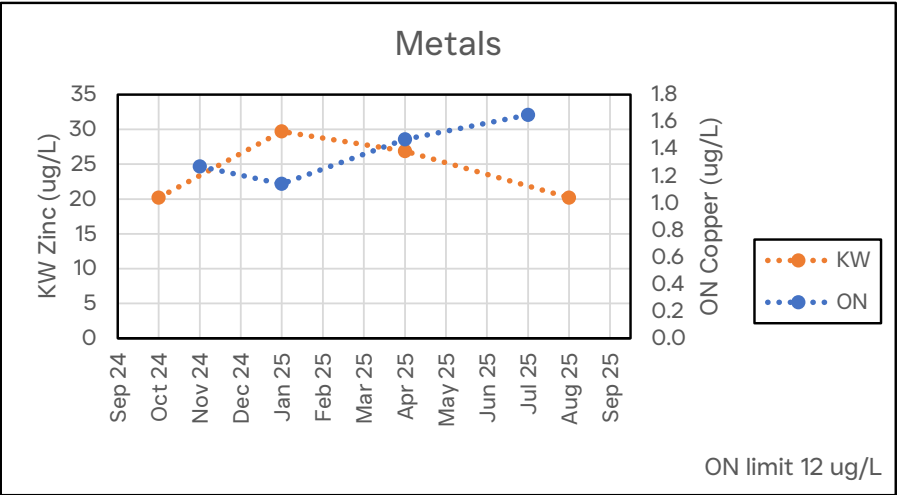
	Ammonia		
	CM	ON	UB
Sep 24		0.07	0.07
Oct 24	0.03	0.11	0.04
Nov 24		0.10	0.06
Dec 24		0.56	1.5
Jan 25	0.02	1.3	4.7
Feb 25		0.53	0.01
Mar 25		1.4	0.02
Apr 25	0.06	0.10	0.02
May 25		0.08	0.02
Jun 25		0.05	0.05
Jul 25	0.07	0.07	0.05
Aug 25		0.04	0.08
Sep 25		0.48	0.04



	TKN		
	CM	KW	SB
Sep 24		0.91	1.3
Oct 24	0.75	0.95	0.70
Nov 24		1.1	1.2
Dec 24		1.1	2.7
Jan 25	<0.50	1.1	0.80
Feb 25		0.99	0.60
Mar 25		2.1	0.80
Apr 25	0.75	1.3	1.0
May 25		1.2	0.60
Jun 25		1.0	0.80
Jul 25	0.92	0.97	3.0
Aug 25		0.98	0.70
Sep 25		1.0	0.70



	Zinc	Copper
	KW	ON
Sep 24		
Oct 24	20	
Nov 24		1.3
Dec 24		
Jan 25	30	1.1
Feb 25		
Mar 25		
Apr 25	27	1.5
May 25		
Jun 25		
Jul 25		1.7
Aug 25	20	
Sep 25		



SC&H prepared the following Internal Audit Status document for the HRSD Commission. The status includes a summary of projects in process, upcoming projects, and management action plan updates.

I. Projects in Process

Bid Assessment

- **Completed Tasks (September 2025)**
 - Prepared draft deliverables.
- **Upcoming Tasks (October 2025)**
 - Finalize assessment (results approved on 10/3).

Aging and Arrears Assessments

- **Completed Tasks (September 2025)**
 - Provided HRSD with draft report/results (9/24).
- **Upcoming Tasks (October 2025)**
 - Review draft with HRSD (10/8)
 - Finalize assessment and prepare for Commission presentation.

IT Governance

- **Completed Tasks (September 2025)**
 - Issued final report (9/25).
- **Upcoming Tasks (October 2025)**
 - Discuss next steps for submission to Commission.

Operational Technology Security and Resilience

- **Completed Tasks (September 2025)**
 - Issued final report (9/9).
- **Upcoming Tasks (October 2025)**
 - Discuss next steps for submission to commission.

II. Upcoming Internal Audits

- Grants Management (October 2025)
- ProCards and Employee Expenses (February 2026)

III. Management Action Plan Status

SC&H performs on-going management action plan (MAP) monitoring for completed internal audits/projects.

- SC&H begins MAP follow-up approximately one year following the completion of each audit and periodically follows up until conclusion.
- 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 / Project	Next Follow-up	Recommendations		
		Closed	Open	Total
Safety Division	October 2025	2	1	3
Personally Identifiable Information (PII)	October 2025	0	3	3
AP, ProCard	October 2025	1	2	3
Closed Audit/Projects (x22)	Closed	136	0	136
Totals		139	6	145

Strategic Measures
September 2025

Strategic Planning Measure	Aug-25	Sep-25	FY-26
Educational and Outreach Events	10	9	51
Number of Community Partners	16	9	46
Number of Technical Presentations	1	1	3
Number of Technical Publications	0	0	1
Revenue vs. Budget	17%	26%	26%
Wastewater Expenses vs. Budget	12%	19%	19%
Accounts Receivable (HRSD)	\$58,474,448	\$52,988,793	\$55,654,780
Aging Accounts Receivable	32.40%	33.10%	33.23%
Turnover Rate wo Retirements	0.67%	0.33%	1.22%
Turnover Rate w Retirements	0.78%	0.55%	1.88%
Avg Time to Hire (Posting to Acceptance)	3 months 5 days	2 months 29 days	3 months 2 days
Number of Vacancies	73	65	296
Average number of applicants per position	6.3	5.8	6.2
Percentage of positions filled with internal applicants	21.9%	20.0%	26.9%
Recruitment source Return on Investment	*	*	*
Avg Time to Hire (Acceptance to NEO)	49.25	46.00	*
Customer Call Wait Time (mins)	6.19	6.32	5.58
Capacity Related Overflows with Stipulated Penalties (Reported Quarterly)	*	*	*
Non-Capacity Related Overflows with Stipulated Penalties (Reported Quarterly)	*	*	*
TONS OF CARBON: Tons of carbon produced per million gallons of wastewater treated Energy consumed (gas (scfm) and electricity (kWh)) per million gallons of wastewater treated.	N/A	N/A	0
GAS CONSUMPTION: Tons of carbon produced per million gallons of wastewater treated Energy consumed (gas (scfm) and electricity (kWh)) per million gallons of wastewater treated.	N/A	N/A	*
ELECTRICITY CONSUMPTION: Tons of carbon produced per million gallons of wastewater treated Energy consumed (gas (scfm) and electricity (kWh)) per million gallons of wastewater treated.	N/A	N/A	0
Cumulative CIP Spend	\$101,120,000		\$101,120,000

*Not currently tracking due to constraints collecting the data.

** Updated after EPA Quarterly Report submittal.

***Billing is one month behind

Strategic Measures
September 2025

Technical Presentations			
Date	Division	Presentation	Presenter
9/11/2025	Operations	"A week becomes a day: New ideas and O&M collaboration led to shortest THP shutdown on record"	David Ewing and James Elder

Education Outreach			
Date	Division	Event	Community Partner
9/3/2025	Operations	Site Visit - Hopewell Water Renewal Facility	Hopewell Water Renewal Facility
9/10/2025	Water Quality	Canon Health and Environmental Fair	Canon Virginia
9/10/2025	Communications	Canon Health and Environmental Fair	Canon Virginia
9/12/2025	Water Quality	SWIFT RC tour - USGS Extensometer event	USGS
9/13/2025	Water Quality	Crabtown Shellabration Seafood Festival	City of Hampton
9/14/2025	Communications	Crabtown Shellabration Seafood Festival	City of Hampton
9/18/2025	Communications	SWIFT RC tour - Garney PM Training event	Garney Construction
9/23/2025	Communications	SWIFT RC tour and activity - Poquoson High School	Poquoson City Public Schools
9/30/2025	Operations	VIP Tour - Virginia Wesleyan Environmental Chemistry students	Virginia Wesleyan

Community Partners		
Date	Division	Event
09/01/2025	Operations	Virginia Wesleyan
09/01/2025	Operations	Hopewell Water Renewal Facility
09/10/2025	Communications	Canon Virginia
09/12/2025	Water Quality	USGS
09/13/2025	Water Quality	City of Hampton
09/14/2025	Communications	City of Hampton
09/18/2025	Communications	Garney Construction
09/23/2025	Communications	Poquoson City Public Schools

AGENDA ITEM 18. – October 28, 2025

Subject: Closed Meeting

Recommended Actions:

- a. Approve a motion to go into closed meeting to consider legal matters, and briefings by staff concerning actual litigation and consultation with legal counsel concerning specific legal matters requiring the provision of legal advice as provided for in Code of Virginia §2.2-3711A7 and A8.
- b. Approve a motion to go into closed meeting for briefing by staff and/or auditors on plans to protect public safety, specific threats and/or vulnerabilities as provided for in Code of Virginia §2.2-3711A19.

Exemption Descriptions:

A7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

A19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § [2.2-3705.2](#), where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

AGENDA ITEM 19. – October 28, 2025

Subject: Reconvened Meeting

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