



HRSD Commission Meeting Agenda
9:00 a.m. – July 28, 2026

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 entered 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.	Atlantic Treatment Plant Emergency Power Generation Capacity Improvements	Scarano
5.	Compost Facility Capacity Expansion	Abisaab
6.	Williamsburg Treatment Plant Service Area Offline Storage Tank Site Study	Scarano
7.	Saltwater Intrusion Reduction Program	Mitchell
8.	O&N Committee Report	Bernas
9.	Election of Officers	Committee Chair
10.	Commission Governance Guidelines	Bernas

<u>No.</u>	<u>Topic</u>	<u>Resource</u>
11.	Ethics Policy	Bernas
12.	Freedom of Information Act (FOIA) – Access to Public Records Policy	Bernas
13.	Remote Participation and All-Virtual Meetings Policy	Bernas
14.	Procurement Policy and Appendices	Scarano
15.	Appointment of Assistant Secretary to the Commission	Bernas
16.	Capital Improvement Program Update	Scarano
17.	New Business	Bernas
18.	Unfinished Business	Bernas
19.	Commissioner Comments	Chair
20.	Informational Items	Bernas

Next Regular Commission Meeting: August 28, 2026, in Virginia Beach

AGENDA ITEM 1. – July 28, 2026

Subject: Awards and Recognition

Recommended Action: No action is required.

Brief: HRSD is pleased to announce the following:

a. HRSD Chief Operating Officer Selected to Serve on Water Environment Federation Board of Trustees

Eddie M. Abisaab has been selected to serve on the Water Environment Federation (WEF) Board of Trustees. WEF is a global organization dedicated to advancing the water profession and protecting public health and the environment. His service on the WEF Board will bring HRSD's utility leadership and operational perspective to the broader water sector.

Mr. Abisaab joined HRSD in 2008 and currently leads more than 600 employees responsible for the operation, maintenance, and engineering of HRSD's treatment plants, interceptor systems, water technology and research, and supporting infrastructure. He previously served as Chief of Design and Construction, and as a Project Manager. Mr. Abisaab holds a Bachelor of Science in Civil Engineering from West Virginia University and a Master of Science in Engineering Management from Marshall University. He is a licensed Professional Engineer and certified Project Management Professional. He has been actively involved with WEF, NACWA, and the Virginia Water Environment Association (VWEA), previously serving as VWEA's President and currently as Treasurer. He is also a recipient of the WEF Arthur Sidney Bedell Award, which recognizes outstanding service to a WEF Member Association.

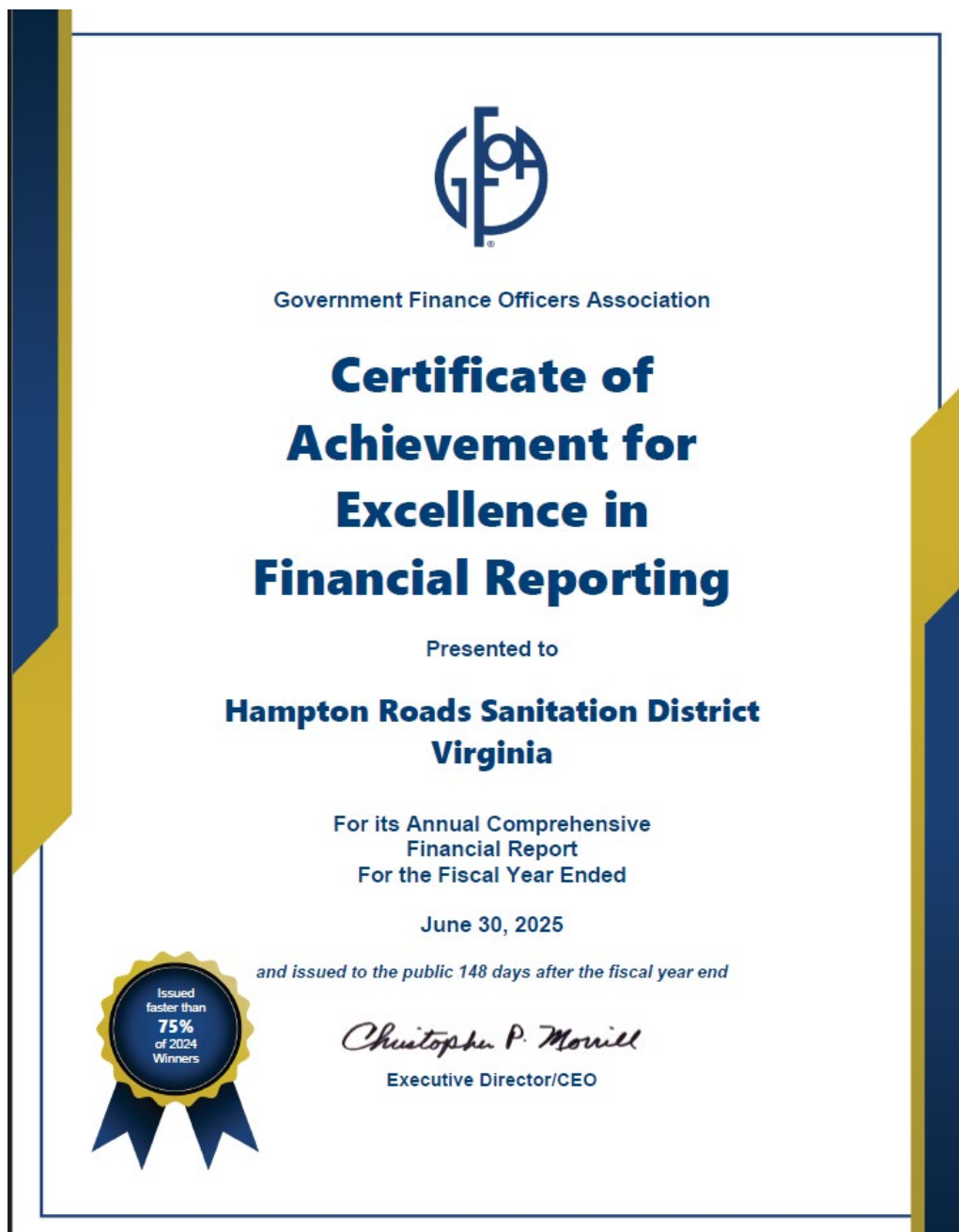
b. HRSD Signs Memorandum of Understanding (MOU) with PUB, Singapore's National Water Agency

HRSD signed an MOU with PUB, Singapore's National Water Agency, at Singapore International Water Week (SIWW). PUB is widely recognized as one of the most innovative water agencies in the world, known for its leadership in digital transformation, water reuse, and integrated water management. This partnership will bring the two organizations together to collaborate on innovation, technology, and shared learning to address future water challenges. Jay Bernas attended the signing on behalf of HRSD, along with Dr. Jeffrey Sparks, whose technical leadership in water treatment and Digital Water innovation helped make the partnership possible.



c. Awards

HRSD received the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2025. This marks the 43rd consecutive year that HRSD has earned this prestigious recognition. The Certificate of Achievement is the highest form of recognition in governmental financial reporting. To receive this award, an organization must publish an Annual Comprehensive Financial Report that is readily readable, well organized, and complies with generally accepted accounting principles and applicable legal requirements. This accomplishment reflects the Finance Department's continued commitment to excellence and would not have been possible without the dedication, professionalism, and hard work of its staff.



AGENDA ITEM 2. – July 28, 2026

Subject: Public Comments Not Related to Agenda

AGENDA ITEM 3. – July 28, 2026

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. [Premier Distributed Control Systems \(DCS\), Enterprise Data Servers \(EDS\) and Ovation Security Centers \(OSC\) SureServices Support Agreement](#) \$1,292,666
 - 2. [SEGRA E-LAN Circuits & Support](#) \$1,375,500
- c. Task Orders (>\$200,000)
 - 1. [King William Treatment Plant Improvements Phase II - Yard Piping Support](#) \$214,171
- d. Non-Regulatory Capital Improvement Project – Additional Appropriation <\$1,000,000
 - 1. [Great Bridge Interceptor Force Main Emergency Replacement \(SF-180\)](#)

Additional Funding	\$603,450
Rummel, Klepper, Kahl (RK&K)	\$417,168
- e. Regulatory Capital Improvement Project – Additional Appropriation <\$10,000,000
 - 1. [James River Treatment Plant Outfall Modifications](#)

Additional Funding	\$3,554,546
Ryan Marine Inc.	\$3,997,535

CONSENT AGENDA ITEM 3.b.1. – July 28, 2026

Subject: Premier Distributed Control Systems (DCS), Enterprise Data Servers (EDS) and Ovation Security Centers (OSC) SureServices Support Agreement Contract Award (>\$200,000)

Recommended Action: Award a contract to Emerson Process Management Power and Water Solutions, Inc. for Premier DCS, EDS, and OCS SureService support for HRSD Ovation Sites in the amount of \$222,800 for one year with four renewal options and an estimated cumulative value of \$1,114,000.

Regulatory Requirement: None

Type of Procurement: Sole Source

HRSD Estimate: \$222,800

Contract Description: This contract is an agreement for Emerson SureService support for HRSD's eight Emerson Ovation Distributed Control Systems and 10 Emerson Enterprise Data Servers. The current SCADA project will add three additional Ovation Distributed Control Systems and one Emerson Ovation Security Center. Support includes 24-hour telephone support, internet information/guardian support, scheduled on-site service, and software updates.

Analysis of Cost: Pricing structure includes 10 percent discount in accordance with the HRSD - Emerson Preferred Customer Agreement (PCA) and an additional five percent Annual Volume and Corporate discount.

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

CONSENT AGENDA ITEM 3.b.2. – July 28, 2026

Subject: SEGRA E-LAN Circuits & Support
Contract Award (>\$200,000)

Recommended Action: Award a contract to MTN Infrastructure TopCo Blocker, Inc/Lumos Networks 2 LLC, dba Segra in the amount of \$1,375,500 for five years.

Regulatory Requirement: None

Type of Procurement: Use of an Existing Contract Vehicle

Contract Description: This contract provides for Dedicated Internet Access (DIA), Ethernet Local Area Network (E-LAN) services, and DDoS Mitigation Services to support secure, high-capacity network connectivity and cybersecurity across multiple Hampton Roads Sanitation District (HRSD) facilities. The services include 10 Gbps DIA circuits with DDoS Edge Protection, multiple 1 Gbps and 10 Gbps E-LAN circuits for inter-site connectivity, and associated IPv4 addressing, delivering reliable bandwidth for operational technology, administrative, and field locations throughout HRSD's service area.

The Virginia Association of State College & University Purchasing Professionals (VASCUPP) competitively solicited this cooperative contract solution through James Madison University. As a public agency in the Commonwealth of Virginia, HRSD is eligible to participate in and utilize this contract.

Analysis of Cost: By utilizing the cooperative contract UCPJMU7261 with Lumos Networks, Inc. d/b/a Segra (now Lumos Networks 2, LLC), HRSD is receiving competitive pre-negotiated pricing for the DIA, E-LAN, and DDoS mitigation services.

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

CONSENT AGENDA ITEM 3.c.1. – July 28, 2026

Subject: King William Treatment Plant Improvements Phase II – Yard Piping Support Task Order (>\$200,000)

Recommended Action: Approve a task order with Bridgeman Civil Inc., in the amount of \$214,171.

CIP Project: MP013300

Regulatory Requirement: None

Contract Status with Task Orders:	Amount
Original Contract with Bridgeman Civil Inc.	\$
Total Value of Previous Task Orders	\$7,165,742
Requested Task Order	\$214,171
Total Value of All Task Orders	\$7,379,913
Revised Contract Value	\$7,379,913

Project Description: This project is intended to increase capacity for King William from 100,000 gallons per day (GPD) Average Daily Flow (ADF) to a firm capacity of 150,000 GPD ADF. Project includes site, civil, demolition, concrete pad, electrical and instrumentation as needed for installation, testing and start-up of pre-purchased Membrane System, as well as addressing known plant deficiencies needed to eliminate flow bottlenecks, improve plant reliability, and provide condition-based rehabilitation.

Project Justification: King William Treatment Plant (KWTP) can currently treat 100,000 GPD ADF. Development in King William County has been accelerating in recent years. New subdivisions are planned and construction has ramped up in existing subdivisions with projected flows exceeding 150,000 GPD in addition to current flow. Buildout of approved subdivisions will require an expansion of capacity beyond 100,000 GPD ADF.

Task Order Description: This task order will provide approximately fifty (50) concrete pipe support foundations across the KWTP site. The foundations are needed for the HRSD Special Projects Team to construct a series of above-grade process pipe runs. The piping will serve to connect the Package Membrane Filtration System to the plant's treatment process.

Analysis of Cost: The cost for this task order is based on the pre-negotiated rates under the annual Sewer Repair and Condition Assessment Services Agreement.

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

Schedule:	PER	July 2021
	Design	May 2023
	Bid	July 2025
	Construction	April 2024
	Project Completion	June 2027

CONSENT AGENDA ITEM 3.d.1. – July 28, 2026

Subject: Great Bridge Interceptor Force Main Emergency Replacement (SF-180)
Additional Appropriation - Non-Regulatory Capital Improvement Project
(<\$1,000,000) and Task Order (>\$200,000)

Recommended Actions:

- a. Appropriate additional funding in the amount of \$603,450.
- b. Approve a task order with Rummel, Klepper & Kahl, LLP (RK&K) in the amount of \$417,168.

CIP Project: AT016400**Regulatory Requirement:** None

	Project Cost & Appropriation Summary	CIP Project Summary
Capital Improvement Program Estimate (July 1, 2026)		\$7,872,810
Funds Appropriated to Date	\$6,732,548	
Expenditures and Encumbrances Already Incurred	(6,288,053)	
Available Balance	<u>444,495</u>	
Proposed Task Order to Engineer	417,168	
Proposed Contingency	<u>630,777</u>	
Revised Total Remaining Project Costs	<u>1,047,945</u>	
Expenditures and Encumbrances Already Incurred	(6,288,053)	
New Project Cost Estimate	<u>7,335,998</u>	<u>7,335,998</u>
Additional Appropriation Needed	<u>\$603,450</u>	
Favorable (Unfavorable) Variance to CIP		<u>\$536,812</u>

Contract Status with Task Orders:	Amount
Original Contract with Engineer	\$0
Total Value of Previous Task Orders	\$963,066
Requested Task Order	\$417,168
Total Value of All Task Orders	\$1,380,234
Revised Contract Value	\$1,380,234
Engineering Services as % of Construction	27%

Project Description: This project will replace the damaged 20-inch diameter, 1960s vintage ductile iron sanitary force main located within the Intracoastal Waterway via Horizontal Direction Drill (HDD) parallel to the existing in-service City of Chesapeake water main and remove the failed abandoned water main and sanitary force main underneath the Waterway. The attached map depicts the project location. The attached [map](#) depicts the project location.

Project Justification: The failure occurred on a 20-inch diameter, 1960s vintage ductile iron force main and was caused by a dredge vessel spud. An emergency declaration was authorized on March 13, 2023. Although the failure has been isolated, the project remains under an emergency declaration because the Elbow Road Pressure Reducing Station (PRS) must operate continuously. Additionally, construction of the Great Bridge Interceptor Extension 16-inch Replacement (CIP Project No. AT011900), a Rehabilitation Action Plan Phase 2 project, cannot begin until the damaged pipeline beneath the Intracoastal Waterway is replaced and returned to service.

Task Order Description: This task order will provide full-time archaeological monitoring services during construction, a historical and genealogical report on James Bass as a member of the Nansemond Indian Nation and his service at the Battle of Great Bridge, and an interpretive signage addressing the historic significance of the Albemarle and Chesapeake Canal Historic District. These are stipulations per the Memorandum of Agreement with the U.S. Army Corps of Engineers, Norfolk District (USACE) and the Virginia State Historic Preservation Office (SHPO) to take into account the effects of the project on historic properties. The task order will also include an updated survey as the previous survey was performed over three years ago.

Analysis of Cost: The proposed time-and-materials task order for the engineer (RK&K) has been reviewed and is reasonable. Although the fee of \$417,168 is less than the current balance available for this CIP project (\$444,495), other items will require additional funding including real estate acquisition and legal services. A 10% construction contingency is also being requested. Therefore, the project requires \$603,450 in additional funding.

<u>Schedule:</u>	Construction	September 2026
	Project Completion	May 2027



ATO 16400

- 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 55 110 220 330 440 Feet

ATO 16400

**Great Bridge Interceptor Force
Main Emergency Replacement
(SF-180)**



CIP Location



CONSENT AGENDA ITEM 3.e.1. – July 28, 2026

Subject: James River Treatment Plant Outfall Modifications
 Additional Appropriation - Regulatory Required Capital Improvement Project
 (<\$10,000,000), Contract Award (>\$200,000)

Recommended Actions:

- a. Appropriate additional funding in the amount of \$3,554,546.
- b. Award a contract to Ryan Marine Inc. in the amount of \$3,997,535.

CIP Project: JR013410

Regulatory Requirement: Integrated Plan – SWIFT

	Project Cost & Appropriation Summary	CIP Project Summary
Capital Improvement Program Estimate (July 1, 2026)		\$5,404,546
Funds Appropriated to Date	\$1,850,000	
Expenditures and Encumbrances Already Incurred (minus)	(\$310,811)	
Available Balance	<u>\$1,539,189</u>	
Proposed Task Order to Contractor	\$3,997,535	
Proposed Task Order to Engineer	\$187,066	
Proposed Contingency	\$909,134	
Revised Total Remaining Project Costs	<u>\$5,093,735</u>	
Expenditures and Encumbrances Already Incurred	(\$310,811)	
New Project Cost Estimate	<u>\$5,404,546</u>	<u>\$5,404,546</u>
Additional Appropriation Needed	<u>\$3,554,546</u>	
Favorable (Unfavorable) Variance to CIP		<u>\$0</u>

Type of Procurement: Competitive Bid

In accordance with HRSD's competitive sealed bidding procedures, the Engineering Division advertised and solicited bids directly from potential bidders. The project was advertised on May 21, 2026 and seven bids were received on June 11, 2026. The bids received are listed below:

Bidder	Bid Amount
Ryan Marine, Inc.	\$3,997,535.00
Seaward Marine Corporation	\$4,916,634.00
Kokosing Industrial, Inc.	\$5,046,225.00

Bidder	Bid Amount
Ballard Marine Construction, LLC	\$5,495,459.00
Garney Companies, Inc.	\$5,870,812.00
Bridgeman Civil, Inc.	\$6,127,761.82
McLean Contracting Company	\$7,300,000.00

HRSD/Engineer Estimate:

\$3,565,552

The design engineer, Collins Engineers, Inc. (Collins), evaluated the bids based upon the requirements in the Invitation for Bid and recommends award to the lowest responsive and responsible bidder Ryan Marine, Inc. in the amount of \$3,997,535.

Project Description: This project includes design and construction of modifications to the two existing outfall diffuser pipes within the James River. The project area is approximately 4,000 feet from the James River Treatment Plant (JRTP) shoreline. The project will now incorporate installation of riser piping and duckbill-style valves and replacement of the existing reinforced concrete pipe (RCP) outfall diffuser pipes with new high-density polyethylene (HDPE) outfall diffuser pipes. The attached [map](#) depicts the project location.

Project Justification: The JRTP outfall diffuser openings are located below the mudline allowing for sedimentation within the outfall diffuser pipe, especially under low effluent flow conditions. This project will provide long-term protection of existing assets necessary for operating JRTP's outfall diffusers at low effluent flow rates, which will occur upon completion of the James River SWIFT project.

Contract Description and Analysis of Cost: This a lump sum contract is for the demolition of the existing 30-inch and 48-inch reinforced concrete pipe (RCP) outfall diffuser pipes and supports, replacement with new 30-inch and 48-inch HDPE outfall diffuser pipes restrained by concrete ballast blocks on articulated concrete mats, cleaning of the upstream 36-inch and 60-inch RCP outfall pipes to the nearest manholes to remove sediment and debris, installation of Aid to Navigation (ATON) devices consisting of three 3-foot white diamonds with orange retroreflective borders for both headers, and incorporation of 7-inch risers and duckbills on the 30-inch outfall diffuser pipe and 12-inch risers and duckbills on the 48-inch outfall diffuser pipe.

The low bid submitted by Ryan Marine, Inc. exceeded the Engineer's estimate by 12 percent. The Engineer's estimate was updated in April 2026, prior to issuance of the Request for Proposals (RFP), and reflected known conditions at that time. The low bidder's proposal, submitted two months later, reflects the current project, market, and risk contingencies that the Contractor determined were appropriate based on its assessment of the project.

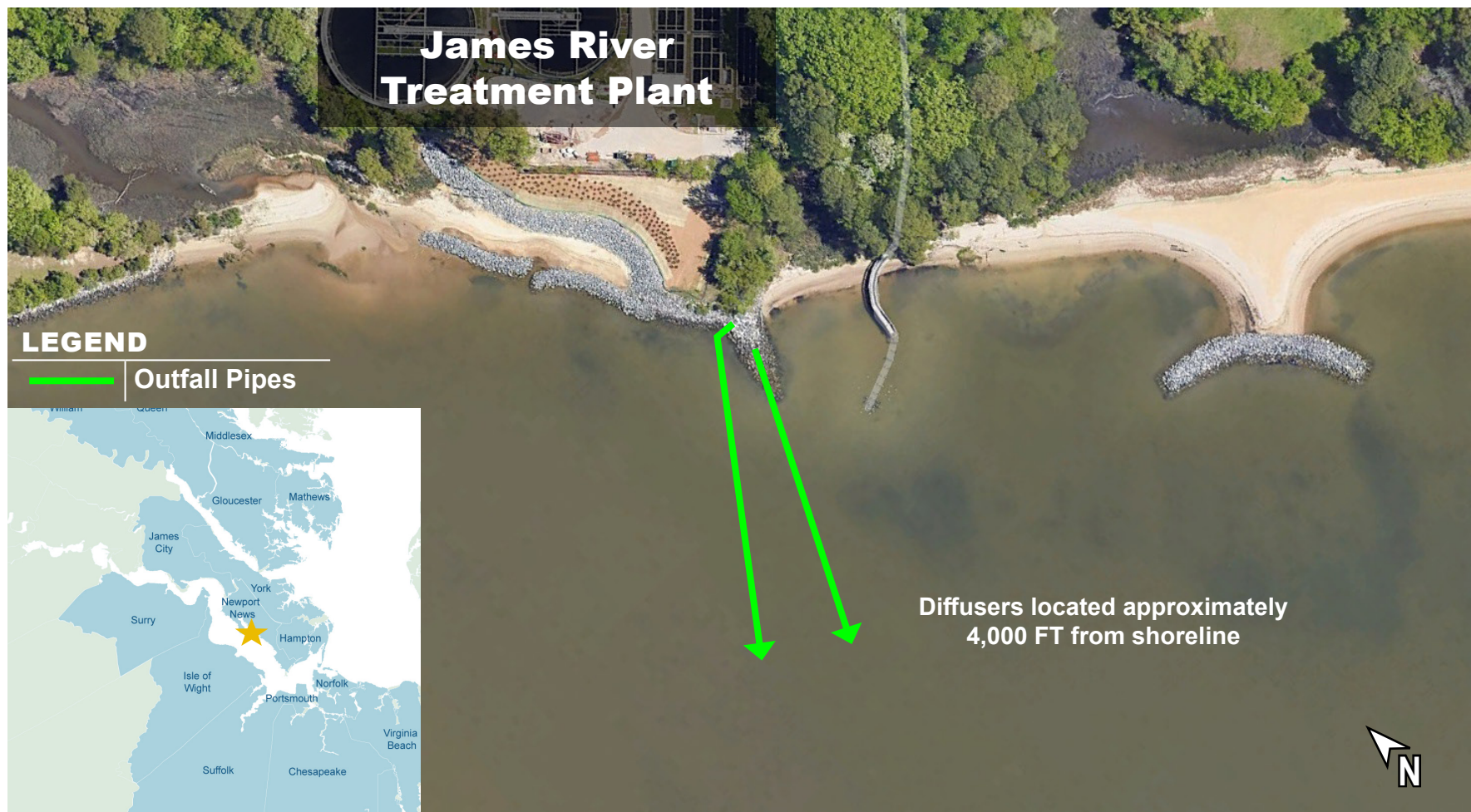
Funding Description: The initial appropriation documented in the FY 2024 CIP was based on a Class 5 cost estimate prepared during the project's preliminary phase in January 2023. The initial estimate was developed before inspections and design were completed, and therefore it included assumed costs for inspection, cleaning, design services, and the anticipated modification of the existing outfall diffuser pipes believed to be necessary to complete the project. However, this initial estimate and associated initial appropriation did not account for the subsequent recommendation by the Engineer to replace the outfall diffuser pipes or the need to fix defects that were found during inspection. In May 2024, Collins performed an inspection,

which provided information regarding the condition of the 48-inch reinforced concrete pipe (RCP) and better informed the design and approach for the project. The current FY 2027 CIP budget was established in January 2026. Collins completed the detailed design in April 2026.

The requested appropriation represents the total budget planned for this project in the FY 2027 CIP. This amount includes a contingency of approximately 23 percent of the construction contract value to account for potential additional work. This contingency reflects the uncertainty associated with the condition of the 30-inch diffuser, which could not be fully assessed during the investigation, and the limited information available regarding the existing structure, which has not previously been accessed or modified.

A task order will be issued for construction administration and inspection services as an Amendment to an existing Annual Services Contract with Collins. The cost for this task order is less than \$200,000 and is based on an estimate of labor hours and direct costs, which have been reviewed and are considered reasonable for the anticipated level of effort.

<u>Schedule:</u>	Construction	August 2026
	Project Completion	April 2027



James River Treatment Plant Outfall Modifications CIP JR013410



rev. June 2026

AGENDA ITEM 4. – July 28, 2026

Subject: Atlantic Treatment Plant Emergency Power Generation Capacity Improvements
Initial Appropriation – Non-Regulatory, Task Order (>\$200,000)

Recommended Actions:

- a. Appropriate project funding for preliminary engineering services in the amount of \$1,055,875.
- b. Approve a task order with Black & Veatch Corporation in the amount of \$844,700.

CIP Project: AT017300

Regulatory Requirement: None

Contract Status with Task Orders:	Amount
Original Contract with Engineer	\$0
Total Value of Previous Task Orders	\$0
Requested Task Order	\$844,700
Total Value of All Task Orders	\$844,700
Revised Contract Value	\$844,700

Project Description: This project will increase the overall emergency electrical power generating capacity at the Atlantic Treatment Plant (ATP) from 6000 kW to 9000 kW by replacing two of the three existing generators with 3500 kW models to improve the overall reliability of the treatment plant. Upgrades to the control system associated with the existing emergency generators to account for system obsolescence are included in the project.

Project Justification: ATP currently has three 2,000 kW generators; two have been in service since 2001 and the third since 2008. Based on current electrical loads, the existing system has less than six percent reserve capacity, compared with HRSD's standard of approximately 10 to 15 percent without load shedding. Current electrical demand does not include the significant additional loads associated with the upcoming ATP Reliability and Odor Control Improvements (ROCI) program (CIP No. AT016000). This project will increase emergency power generation capacity and reduce the need for load shedding during emergency power operations, thereby improving the reliability of new facilities installed through the ROCI program and other existing ATP systems.

Task Order Description and Analysis of Cost: This task order is an extension of professional services being provided under the Professional Services Agreement for the ATP ROCI program (AT016000) and will provide preliminary engineering services, project delivery evaluation, and procurement documents for accelerated acquisition of equipment. The current estimated lead time for the proposed generators is three years, necessitating streamlining of engineering and procurement assistance services to ensure reliability at the conclusion of the ROCI program. The cost is based on the anticipated labor hours to provide these services.

The fee proposal for preliminary engineering (excluding preparation of procurement documents and the budget for additional services) is 5.1% of the Class 5 Opinion of Probable Construction Cost (-20% to +100%) developed by Black & Veatch under the ATP ROCI project, which is in line with budgeting guidance of 5% in the Design and Construction Standards. As such, the estimate provided is justified.

Funding Description and Analysis of Cost: This requested initial appropriation of \$1,055,875 includes \$844,700 for the proposed task order and an owner-controlled contingency of \$211,175, or 25 percent of the task order value.

<u>Schedule:</u>	PER	August 2026
	Design	April 2027
	Bid	January 2028
	Construction	March 2028
	Project Completion	January 2031

AGENDA ITEM 5. – July 28, 2026

Subject: Compost Facility Capacity Expansion
Additional Appropriation – Non-Regulatory (≥\$1,000,000)

Recommended Action: Appropriate additional funding in the amount of \$2,708,150.

CIP Project: GN022000

Regulatory Requirement: None

	Project Cost & Appropriation Summary	CIP Project Summary
Capital Improvement Program Estimate (July 1, 2026)		\$10,000,000
Funds Appropriated to Date	\$10,000,000	
Expenditures and Encumbrances Already Incurred	(235,000)	
Available Balance	9,765,000	
Proposed Task Order to Contractor	11,273,150	
Proposed Contingency	1,200,000	
Revised Total Remaining Project Costs	12,473,150	
Expenditures and Encumbrances Already Incurred	235,000	
New Project Cost Estimate	12,708,150	12,708,150
Additional Appropriation Needed	\$2,708,150	
Favorable (Unfavorable) Variance to CIP		(\$2,708,150)

Project Description: This project will fund the expansion of a composting facility in Waverly, VA to ensure adequate reserved capacity for HRSD’s wastewater solids supporting a loading rate of 90,200 wet tons per year for at least 10 years.

Project Justification: With the closure of the Chesapeake-Elizabeth Treatment Plant (CETP), the Boat Harbor Treatment Plant (BHTP), along with the closure of the multiple hearth incinerator at the Army Base Treatment Plant (ABTP), and the unplanned, but necessary cessation of land application of solids from the Atlantic Treatment Plant (ATP), the need for beneficial management of HRSD’s wastewater solids through composting will increase from approximately 40,000 wet tons per year to 90,200 wet tons per year.

Since 2005, HRSD has used a third-party contractor to produce a Class A biosolids compost product from its wastewater solids; however, the existing capacity of that privately-owned facility is insufficient to meet HRSD’s projected needs following the closure of BHTP in 2026.

This project compensates the contractor for expanding its composting facility to meet HRSD’s stated needs and reserves adequate composting production capacity up to 90,200 wet tons per year for a period of ten years with two optional five-year renewal periods following the initial project term.

Analysis of Cost: The original total project estimate of \$10,000,000 included \$235,000 in design services, \$8,300,000 in construction costs, and \$1,465,000 of project contingency based on a Class 5 cost estimate provided by the contractor.

The updated total design services is \$307,760, which includes \$231,260 in design fees and \$76,500 in permitting fees. The updated construction cost is \$11,200,390, which includes the addition of bay heaters, a dedicated project manager on behalf of the commercial composting contractor, and an approximately 6% increase in building material pricing effective July 17, 2026. The estimate represents the design-builder's best assessment based on the current level of design, quantity takeoffs, subcontractor quotations, and current market pricing. A construction contingency of approximately 11% to be reserved by HRSD is also being requested.

According to the Agreement with the contractor, construction of the facility expansion may be cancelled by HRSD prior to the acceptance of a bid if (a) the Class 1 engineer's opinion of probable cost or (b) the lowest responsive and responsible contractor exceeds \$8,300,000. In case of cancellation of the facility expansion, the contract composter will continue to receive and process HRSD solids up to a loading rate of 40,000 wet tons per year.

Although the cost estimate has increased, staff assesses that biosolids composting by the existing third-party contractor is the most cost-effective and timely solution for managing HRSD's wastewater solids for the following 10 years.

Staff will provide a briefing during the meeting.

<u>Schedule:</u>	Design	January 2026
	Construction	August 2026
	Project Completion	July 2027

AGENDA ITEM 6. – July 28, 2026

Subject: Williamsburg Treatment Plant Service Area Offline Storage Tank Site Study
Initial Appropriation – Non-Regulatory

Recommended Action: Appropriate total project funding in the amount of \$200,000.

CIP Project: WB014710

Regulatory Requirement: None

Project Description: This project is for a study to plan and begin the initial design efforts, including land siting and acquisition, for at least one storage tank to reduce upstream pressures in the Williamsburg Treatment Plant (WBTP) Service Area. Initial location is assumed to be on Interceptor Force Main (IFM) NF-001 near Longhill Road. The Study will determine the project locations; therefore, a map is not available.

Project Justification: James City Service Area (JCSA) is experiencing high pressures in the Interceptor system during wet-weather events, contributing to Sanitary Sewer Overflows (SSO) within the locality-owned collection system. In addition, significant differences between dry and wet-weather operating conditions create a wide range of system pressures, making it challenging to design upstream pump stations that can reliably operate under these varying conditions. The proposed offline storage tank would temporarily store excess wet-weather flows, reducing upstream system pressures and helping to mitigate SSOs in the upper portions of the WBTP Service Area. This tank would also reduce the range of operating pressures experienced by upstream locality pump stations, improving overall system operations and reliability.

Analysis of Cost: The initial appropriation of \$200,000 is based on estimates for similar projects and professional engineering services for study-related efforts.

<u>Schedule:</u>	Preplanning	July 2026
	Project Completion	July 2027

AGENDA ITEM 7. – July 28, 2026

Subject: Saltwater Intrusion Reduction Program
Initial Appropriation – Non-Regulatory

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

CIP Project: GN023100

Regulatory Requirement: None

Project Description: HRSD staff have identified localized areas of elevated conductivity with HRSD and locality-owned collection systems, indicating that infrastructure in these areas may be compromised and allowing saltwater to enter the system. This project will provide funding to further investigate these areas using methods such as CCTV, dye testing, and conductivity monitoring to identify specific sources of saltwater-related Inflow and Infiltration (I/I), and then the necessary point repairs will be performed. Similar to the High Priority Inflow and Infiltration Program, a Memorandum of Agreement (MOA) will be executed with each participating locality to authorize HRSD to perform the repairs.

Project Justification: Saltwater intrusion adversely affects wastewater treatability by increasing chemical demand for settling and disinfection. Saltwater-related I/I also consumes available capacity and can contribute to Sanitary Sewer Overflows (SSO). Point repairs will be prioritized based on the anticipated return on investment associated with reduced treatment impacts and recovered system capacity.

Schedule:	PER	September 2026
	Design	February 2027
	Construction	September 2027
	Project Completion	September 2029

AGENDA ITEM 8. – July 28, 2026

Subject: O&N Committee Report
Briefing

Recommended Action: No action is required.

Brief: The O&N Committee Chair will provide a report on the committee's activity.

AGENDA ITEM 9. – July 28, 2026

Subject: Election of Officers

Recommended Action: Elect a Chair and Vice-Chair of the Commission for the coming fiscal year.

Brief: The Commission is required by the Enabling Act to elect a Chair and Vice-Chair each year. The Commission Chair appointed Commissioners Glenn, Levenston, and Stern to the Operations and Nominations Committee in June.

The Committee will make its nominating report at the July meeting.

AGENDA ITEM 10. – July 28, 2026

Subject: Commission Governance Guidelines
Revisions

Recommended Action: Approve revised policy.

Brief: The Commission Governance Guidelines are one of several policies specifically identified as requiring periodic review by the Operations & Nominations (O&N) Committee.

Staff presented changes to the Operations & Nominations Committee at their June 23, 2026, meeting as follows:

- Section 1.D.2 – clarification of final actions taken on items added to the agenda after the meeting commences

In addition, minor housekeeping edits have been made throughout the policy.

Staff is not aware of any additional changes to be made at this time. The revised [policy](#) has been reviewed by legal counsel, Sands Anderson.



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

The Commission is charged with managing and controlling the functions and affairs of Hampton Roads Sanitation District (HRSD). HRSD's operations are accomplished by its employees under the supervision of the General Manager/CEO.

These governance guidelines are intended to support the Commission in its oversight role, which is set forth in the Acts of Assembly 1960, as amended (the Enabling Act). Some additional Commission responsibilities are specified in HRSD's Trust Agreements or required by federal or state laws.

The Commission and HRSD's management recognize that the interests of HRSD are advanced by responsibly addressing the concerns of constituencies, including employees, customers and the communities in which HRSD provides services. The Commission will review these Guidelines regularly in its continuing effort to achieve this goal.

SECTION 1. ROLE AND FUNCTION OF THE COMMISSION

A. Composition

1. The Commission consists of eight members appointed by the Governor of Virginia to four-year terms.
2. At the time of their appointment and throughout their term of appointment, Commissioners must reside in the territory within the District from which they were appointed. Moving from this territory terminates that Commissioner's appointment.
3. Unless otherwise terminated in accordance with the Enabling Act, a Commissioner's term continues until the successor is appointed. Any person appointed to fill a vacancy shall serve for the unexpired term.
4. Commissioners ~~are~~ *shall be* eligible for reappointment without limitation to the number of terms. Members may be suspended or removed at the Governor's pleasure.
5. Commissioners *shall* receive no salary but ~~are~~ *shall be* compensated for travel and expenses associated with meeting attendance or while



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 202~~6~~5

otherwise engaged in the discharge of their duties at the rate paid to members of the Commonwealth Transportation Board.

6. Each Commissioner shall be covered by a public official's liability policy paid for by HRSD.

B. Commissioner Principles

1. Commissioners ~~are expected to~~ *shall* devote as much time and attention as necessary to discharge their duties. This includes attending monthly Commission meetings and the meetings of any committees on which they may serve. Commissioners ~~should~~ *must* notify the Commission Secretary whenever they are unable to attend a scheduled meeting. Commissioners may participate remotely in accordance with the Policy on Remote Participation and All-Virtual Meetings. Commissioners must notify the Chair of their desire to participate remotely prior to the meeting. Commissioners also may be asked to participate in special events and to represent HRSD at public meetings.
2. Commissioners shall be mindful of the best interest of the HRSD service area at large, as opposed to those of the localities in which they reside.
3. Individual Commissioners may serve as liaisons to officials in the communities in which they reside or other localities within HRSD's service area.
4. Commissioners ~~are expected to~~ *shall* recuse themselves from discussion and abstain from voting on matters in which they may have a personal or professional conflict, and to announce the recusal or abstention in advance.

C. Structure

1. The Commission shall annually elect one of its members as Chair and another as Vice-Chair.



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

2. The Commission's ~~A~~advisory ~~C~~committees are (1) Finance and (2) Operations and Nominations (O&N). These ~~C~~committees report to the Commission as needed. The Commission may elect to form a new standing or special ~~C~~committee or to disband an existing ~~C~~committee. The Commission Chair annually appoints the members and chairs of these ~~C~~committees. Committees are composed of three Commissioners and two are required for a quorum. All Commissioners are invited to participate in Committee meetings.
3. Committee meetings shall be scheduled as needed. The Commission Chair shall be an ex-officio member of all committees, with voice and vote. However, the Commission Chair shall not be counted in determining the number required for a Committee quorum or in determining whether or not a quorum is present.
 - a. The Finance Committee shall:
 - Review the financial forecast, annual operating and capital budgets, and rate schedules and report to the Commission prior to adoption;
 - Select both internal and external auditors;
 - Review the work plan and receive reports from the internal auditor;
 - Ensure the audit of the financial statements is completed and receive the audit report from the external auditor;
 - Receive the Annual Comprehensive Financial Report; and
 - Review other financial related matters as may be referred to the Finance Committee by the Commission Chair.
 - b. The O&N Committee shall:
 - Nominate officers for consideration annually; and
 - Review Commission policies as required or directed by the Commission, including, but not limited to:
 - (1) Commission Governance Guidelines;
 - (2) Ethics;
 - (3) Virginia Freedom of Information Act compliance; and
 - (4) Remote Participation and All-Virtual Meetings.



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

D. Operation

1. The Commission ~~has the authority~~ *is authorized* to adopt bylaws and to make rules and regulations for the management of its affairs and the conduct of its business.
2. Unless otherwise announced, the Commission *shall* meet~~s~~ on the fourth Tuesday of each month January through October and on the third Tuesday of November and December. Special meetings ~~are~~ *shall be* held when necessary. The General Manager/CEO *shall* set~~s~~ the meeting agendas with advice from the Division Chiefs and the Chair. Agendas, with any relevant accompanying information or reports, are distributed to the Commissioners prior to meetings for review. When circumstances require, items may be added to the agenda after it has been distributed. *However, in accordance with VA Code §2.2-3707(G), no final action may be taken on items added to the agenda after the meeting commences unless they are time-sensitive or are the subject of a closed meeting properly identified in a motion in accordance with VA Code §2.2-3711.*
3. Four members shall constitute a quorum and the affirmative vote of four members shall be necessary for any action taken by the Commission. No vacancy in the membership of the Commission shall impair the right of a quorum to exercise all the rights and perform all the duties of the Commission.
4. The rules contained in the current edition of ***Rosenberg's Rules of Order*** shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with state law or any special rules of order the Commission may adopt.
5. The Commission reserves the right to place time limits on public comments. Reservations to make public comments~~s~~ must be received by noon one business day prior to the meeting at which public comment will be made.
6. Reservations are required to receive a link to attend a meeting virtually (except for all-virtual meetings), address the Commission, submit



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

written comments to be ~~entered~~^{read} into the minutes, or ~~to~~ request accommodations to attend a meeting in-person. Reservations, other than requests for reasonable accommodation under the Americans with Disabilities Act, must be submitted by noon one business day prior to the meeting.

7. All meetings of the Commission, including Committee Meetings and Workshops, are public meetings and shall be held in conformance with the Virginia Freedom of Information Act. Remote participation in public meetings shall be in accordance with the Policy on Remote Participation and All-Virtual Meetings.
8. Workshops shall be scheduled as needed to allow informal dialogue on a topic or narrow range of topics. Appropriate staff shall be available to brief and facilitate as well as provide subject matter expertise. No official actions shall be taken during ~~W~~^{workshops}.

E. Enabling Act Authorizations

The Acts of Assembly authorize and empower the Commission to perform a variety of specified acts by means of its own officers, agents and employees or by contracts with any persons~~s~~. Some of the most significant authorizations are:

1. To construct, improve, extend, enlarge, reconstruct, maintain, equip, repair, and operate a sewage disposal system or systems, with or without associated water systems~~s~~;
2. To issue revenue bonds, notes, or other obligations~~s~~;
3. To fix and collect rates, fees, and other charges for HRSD services and facilities~~s~~;
4. To acquire land, structures, property, rights, rights-of-way, easements, and other property interests by purchase, lease, grant, or the exercise of the right of eminent domain in connection with sewage disposal systems or associated water systems~~s~~;



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

5. To employ, at its discretion, consulting engineers, attorneys, accountants, construction, and financial experts, managers, and other such officers, employees, and agents as may be necessary, and to fix their compensation;
6. To sue and to be sued;
7. To prevent any person, jurisdiction, or corporation from discharging into District waters any sewage, industrial wastes, or other refuse that would pollute these waters;
8. To seek civil penalties or civil charges against owners in violation of pretreatment standards in permits or other requirements of HRSD's approved industrial waste control program; and;
9. To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and execution of its powers.

The Commission does not have the power to mortgage, pledge, encumber, or otherwise dispose of any part of the sewerage system or associated water systems, except that which may no longer be necessary or useful for the Commission's purposes.



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026

SECTION 2. HRSD MANAGEMENT AND THE COMMISSION

Newly appointed Commissioners ~~will~~ *shall* receive a briefing from the General Manager/CEO and Division Chiefs regarding matters related to HRSD's mission and core services. At a minimum, Commissioners ~~are~~ *must be* briefed on Commission adopted policies, operations, financial matters, and strategic directions. The Commission Secretary will provide information related to the [Virginia Freedom of Information Act](#) and Commission membership. In addition, new Commissioners may tour HRSD facilities as their schedules permit and be introduced to the chief elected officials of their localities, as appropriate and practical, to facilitate effective working relationships.

Commissioners *shall* have complete access to the General Manager/CEO and the Deputy General Manager, who each may refer them to Division Chiefs or other appropriate resources for assistance. The Secretary and Assistant Secretary, *if an Assistant is appointed*, of the Commission shall assist Commissioners with matters related to scheduling, expense reimbursement, access to information, and meeting attendance.

A. Staff Relations

1. The Commission *shall* appoints a General Manager/CEO, who serves at the pleasure of the Commission. As the chief executive officer, the Commission delegates day-to-day operations to the General Manager/CEO within the broad framework of Commission established policies, budget, and strategies. The Commission shall review the General Manager/CEO's performance and set compensation at least annually.
2. The Commission *shall* appoints a Secretary, ~~who may or may not be a member of the Commission and who serves in this role at the pleasure of the Commission. The Commission shall also appoint Assistant Secretary, and a~~ Treasurer who *shall not be a member of the Commission and who* serves ~~in these roles~~ at the pleasure of the Commission. ~~These appointments are shall be made from existing staff positions.~~ The Commission *shall* fixes their compensation through the annual budget process. ~~as these positions are in the HRSD position classification and compensation system.~~



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026

3. The Commission *shall* periodically review~~s~~ and assess~~es~~ the compensation paid to all HRSD employees as part of the annual budget process.
4. The Commission has delegated to the General Manager/CEO the responsibility to establish and maintain appropriate human resource policies.

B. Financial Oversight

1. The Commission *shall* approve~~s~~ HRSD's Financial Policy.
2. The Commission *shall* approve~~s~~ the Annual Operating and Capital Budgets, Capital Improvement Program (CIP), Financial Forecast, and Rate Schedules. HRSD's CIP is the result of significant work by all the departments in evaluating and recommending Capital Improvement Projects that ensure regulatory compliance, provide for adequate infrastructure reinvestment, and meet the future growth needs of Hampton~~s~~ Roads.
3. The Finance Committee *shall* meet~~s~~ as required to perform their financial oversight duties, including overseeing ~~its~~ *Commission* auditors, and reports to the Commission regarding these activities.

C. Signatory Authorization

Documents requiring the signature of HRSD shall be signed by such officer or officers as the Commission may from time to time designate. If signature is authorized by a vote of the Commission, the authorization ~~should~~ *shall* also include the identification of the officer~~;~~ or officers permitted to sign the approved document on behalf of HRSD. The General Manager/CEO and the Deputy General Manager/CFO are authorized to sign on behalf of HRSD, in the ordinary course of business, any and all documents not requiring specific Commission approval. Additionally, the Commission has authorized the General Manager/CEO to delegate formal signatory authority to Senior



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

Management and their staff as necessary for the effective operations of HRSD.

The Commission Secretary shall maintain a record of all specific signatory authorizations.

SECTION 3. COMMISSION MEETINGS

A. Commission Meeting Agenda

1. The Commission shall approve policies that govern HRSD business processes, significant financial practices, or service to localities, except for those policies specifically delegated to the General Manager/CEO.
2. The Commission ~~m~~Meeting agenda shall be structured to ensure efficient and effective use of Commissioner's' time and expertise.
3. The Commission ~~m~~Meeting agenda shall be prepared by the General Manager/CEO and distributed to the Commission ~~typically~~ three business days prior to the meeting. Public notice of the meeting shall be ~~provided~~ in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et. ~~s~~Seq. of the Code of Virginia). The General Manager/CEO shall review the agenda with the Commission Chair prior to the meeting.
4. The Commission ~~m~~Meeting agenda is comprised of ~~the~~ Regular Agenda, Consent Agenda, and Informational Items.
 - Regular Agenda ~~i~~tems each require an individual vote by the Commission.
 - Consent Agenda ~~i~~tems generally reflect more routine business items and are grouped and may be voted on by the Commission in a singular vote. Consent Agenda items shall be limited to items meeting the requirements for Commission approval as detailed herein but not ~~typically~~ warranting a full briefing due to the nature of the action or previous communication with the Commission. Any item may be moved from the Consent Agenda to the Full Agenda



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026

when determined by the General Manager/CEO or any Commission member to be significant or warrant a discussion.

- Informational items are for information purposes and do not require any action by the Commission.



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

B. Commission Meeting Format

Item (In alphabetical order)	Regular Agenda	Consent Agenda	No Action Required/ Informational/ Recognition
Agreements*	• Design or Construction >\$50,000 • Real property - Permanent use of • Real property - Temporary use of >1 year • HRSD Assets use of >\$200,000 • Multiple years and >\$200,000 • Obligates financial or personnel resources >\$200,000 • Intellectual Property Rights, Royalties, and Licenses • Service Area Expansion • Sewer Service Agreements • Transfer of Assets to other entity • Transfer of Assets to HRSD		
Agreements*	• Cost Sharing or Reimbursement Agreements > \$200,000	<\$200,000 if required by other party	
Agreements – Grants or contributions of value (Receipt and Award)*	>\$200,000	<\$200,000 if required by granting agency	
Agreements – Nutrient Trading Agreements*	>\$200,000 per year		
Agreements – Purchasing* • Contract Awards • Task Orders		>\$200,000 or initial award when future awards are expected to exceed \$200,000	



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

Item (In alphabetical order)	Regular Agenda	Consent Agenda	No Action Required/ Informational/ Recognition
Change Orders		>25% of original contract value or \$50,000, whichever is greater	
Alternative Project Delivery Methods	• Use of Delivery Method • Comprehensive Agreement • Guaranteed Maximum Price • Stipulated Price • Proposal Compensation >\$200,000 (Approval and Payment)		
Audit Reports and Updates			✓
Awards and Recognition Earned or Granted			✓
Budget	• Operating Budget • Capital Budget • Capital Improvement Program – 10-year program without authorization of specific projects • Financial Forecast • Rate Schedule		
Capital Improvement Project – Non-Regulatory	• New CIP • Initial Appropriation • Additional Appropriation ≥\$1,000,000 • Reduction in Scope and/or Appropriation >25%	Additional Appropriation <\$1,000,000	
Capital Improvement Project – Regulatory	• New CIP • Initial Appropriation ≥\$10,000,000 • Additional Appropriation ≥\$10,000,000 • Reduction in Scope and/or Appropriation >25%	Initial or Additional Appropriation <\$10,000,000	
Debarment of a Vendor	✓		
Emergency Declaration			✓



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

Item (In alphabetical order)	Regular Agenda	Consent Agenda	No Action Required/ Informational/ Recognition
Monthly Reports			✓
Personnel	• Selection of General Manager/CEO, Secretary, Treasurer		• Employee length of service ≥ 20 years • Employee promotion (E1, L3, L4, P4, P5) • New employee (E1, L3, L4, P4, P5)
Policies – New, Modified, Amended or Reissued	✓		
Real Property	• Public Hearing for Acquisition by Condemnation or other means • Easement Acquisition, Dedication or Disposition $> \\$50,000$	Vacation of Easement	
Real Property – Sale, Lease or Conveyance of HRSD property	✓		
Regulations	• HRSD Enforcement Response Plan • HRSD Industrial Wastewater Discharge Regulations		
Rejection of Bids	$> \$200,000$		
Selection of Commission Consultants	• Auditors • Legal Counsel		

* Addendums or other changes where the Commission has authorized the General Manager/CEO to execute same, substantially as presented, together with such changes, modifications, and deletions as the General Manager/CEO may deem necessary, will not be presented for Commission approval unless recommended by legal counsel.



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 2026⁵

SECTION 4. ANNUAL CALENDAR OF COMMISSION TOPICS (As needed)

Topic	Schedule	Frequency
EPA Consent Decree Update	January	Annually
Capital Improvement Program Update	January	Quarterly
Evaluation of General Manager/CEO's Performance	January	Annually
Commission Work Session to Review Budget	February	Annually
Finance Committee Meeting to Review CIP	March	Annually
Commission Work Session to Review Budget	March	Annually
Capital Improvement Program Update	April	Quarterly
Finance Committee Meeting to Review Budget	April	Annually
Receive Finance Committee Report on Budget	April	Annually
Appoint Operations & Nominations (O&N) Committee	May	Annually
Approve Annual Operating and Capital Budgets, Capital Improvement Program, Financial Forecast, and Rate Schedules	May	Annually
O&N Committee Meeting After Regular Meeting	May	Annually
O&N Committee Meeting Before Regular Meeting	June	Annually
Election of Officers	June	Annually
Appointment of Finance Committee	June-July	Annually
Capital Improvement Program Update	July	Quarterly
Commission Work Session – Ethics, FOIA, and Governance Guidelines Training	August	Annually
Water Technology and Research Update	August	Annually
Finance Committee Meeting to Review Annual Comprehensive Financial Report (ACFR)	October	Annually
Capital Improvement Program Update	October	Quarterly
Diversity Procurement Report	October	Annually
Receive Finance Committee's Report on ACFR	October	Annually



Commission Governance Guidelines
Adopted May 22, 2007
Effective August 1, 202⁶⁵

SECTION 5. ADVISORY ROLE OF FORMER COMMISSIONERS

So as not to lose the benefit of the insights gained during their years of service, former Commissioners may be asked to serve in an advisory role following the end of their term. Equipment required to facilitate communications with the General Manager/CEO and Commission officers may be provided to those serving in an advisory role.

Approved: _____
Stephen C. Rodriguez
Commission Chair
Date _____

Attest: _____
Elizabeth I. Scott
Commission Secretary
Date _____

Commission Seal

AGENDA ITEM 11. – July 28, 2026

Subject: Ethics Policy
Revisions

Recommended Action: Approve revised policy.

Brief: The Ethics Policy is one of several policies specifically identified as requiring annual review by the Operations and Nominations (O&N) Committee in the Commission Governance Guidelines. The Commission approved the original Ethics Policy in October 2015 in response to the Ethics Reform Bill passed during the 2015 session. An argument could be made (and has in the past) that Chapter 31 of Title 2.2, the State and Local Government Conflict of Interests Act does not apply to HRSD as we fall somewhere between a state agency and a local government. Despite this ambiguity, HRSD desires to continue to operate as a model governmental entity, so staff proposed the policy, and the Commission adopted it.

Minor housekeeping edits have been made throughout the policy.

The revised [policy](#) has been reviewed by legal counsel, Sands Anderson.

1.0 Purpose and Need

As a public body, gaining and keeping the trust of the public is paramount. HRSD Commissioners and employees are committed to maintaining high ethical standards in every aspect of their business as members of a public body. As a political subdivision of the Commonwealth, HRSD Commissioners and employees are committed to complying with all applicable laws and regulations governing ethics and conflicts of interest. **This policy is applicable to all HRSD Commissioners and employees.**

2.0 Definitions

Conflict of Interest – A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

Gift – Any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having a monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.

Not a Gift – For the purposes of this policy the following are not considered gifts:

- Gifts with a value of less than \$20;
- Offer of a ticket, coupon, admission, or pass if such item is **not** used;
- Honorary degrees;
- Food or beverage consumed, and mementos received at an event at which an individual is performing official duties or is a speaker;
- Registration or attendance fees (not travel costs) at an event at which individual is a speaker or event coordinator;
- Unsolicited awards of appreciation or recognition (plaque, trophy, wall or desk memento);
- Gifts from relatives or Personal Friends;
- A devise or an inheritance;
- Travel paid for by the United States government or any of its territories, or any state or political subdivision of such state;
- Travel, meals, and activities directly associated with and paid for by a professional association that HRSD pays dues to on behalf of the agency or individual as part of their official duties;
- Scholarships awarded competitively;
- Travel related to an official meeting of HRSD; and

COMMISSION ADOPTED POLICY
Ethics



Adopted: October 27, 2015

Revised July 28, 2025
Effective: August 1, 2025

Page 2 of 6

- Travel, lodging, meals, activities, and logo clothing and related similar items associated with recruitment activities for permanent employment outside of HRSD while employed in an ~~intern~~ ~~position~~

HRSD Commissioner – A non-salaried citizen member of the HRSD Commission.

Immediate Family – Includes spouse, children, parents, brothers, ~~and~~ sisters, and any other person living in the same household as the employee. (~~Code of~~ Virginia ~~Code~~, § 2.2-4368).

Intern Positions – On-the-job experience for high school students, college and university students, or post-graduate adults, hired on a part-time seasonal or part-time temporary basis.

Official Responsibility - Administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove, or otherwise affect a ~~P~~rourement ~~T~~ransaction, or any claim resulting therefrom.

Pecuniary Interest Arising from the Procurement - A personal interest in a contract as defined in the State and Local Government Conflict of Interests Act (~~Virginia Code~~ § 2.2-3100 et seq.).

Personal Friend – An individual whose relationship with an HRSD employee or HRSD Commissioner pre-dates employment/appointment with HRSD and the relationship has a history of gift exchange or with whom a personal relationship developed totally unrelated to the employee's or HRSD Commissioner's position with HRSD.

Procurement Transaction - All functions that pertain to the obtaining of any goods, services, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Public ~~E~~mployee - Any person employed by a public body, including elected officials or appointed members of governing bodies.

Widely Attended Event – An event to which at least 25 persons have been invited or there is a reasonable expectation that at least 25 persons will attend the event and the event is open to individuals (i) who are members of a public, civic, charitable, or professional organization; (ii) who are from a particular industry or profession; or (iii) who represent persons interested in a particular issue. Golf outings are never considered a widely attended event or a part of a widely attended event.

3.0 Guiding Principles

All HRSD employees ~~having~~ *who have* Official Responsibility for Procurement Transactions shall conduct business in a fair and impartial manner, ~~with the avoidance of~~ *avoiding* any impropriety or appearance of impropriety. Transactions relating to the expenditure of public funds require the highest degree of public trust.

Except as may be specifically allowed by ~~the Code of~~ Virginia Code § 2.2-3112, subdivisions (B)-(1), (B)-(2), and (B)-(3), no HRSD employee having Official Responsibility for a Procurement Transaction shall participate in that transaction on behalf of HRSD when the employee knows that:

- The employee is contemporaneously employed by a bidder, offeror, or contractor involved in the Procurement Transaction; or
- The employee, the employee's partner, or any member of the employee's immediate Family holds a position with a bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the Procurement Transaction, or owns or controls an interest of more than five percent; or
- The employee, the employee's partner, or any member of the employee's immediate Family has a Pecuniary interest Arising from the Procurement Transaction; or
- The employee, the employee's partner, or any member of the employee's immediate Family is negotiating or has an arrangement concerning prospective employment with a bidder, offeror, or contractor.

No HRSD employee having administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove, or otherwise affect a Procurement Transaction, or any claim resulting therefrom:

- Shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor, or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value present or promised, unless consideration of substantially equal or greater value is exchanged; (~~Code of~~ Virginia Code, § 2.2-4371)
- Shall accept employment from any bidder, offeror, or contractor with whom the employee dealt in an official capacity concerning Procurement

COMMISSION ADOPTED POLICY
Ethics



Adopted: October 27, 2015

Revised July 28~~2~~, 202~~6~~5
Effective: August 1, 202~~6~~5

Page 4 of 6

Transactions for a period of one year from the cessation of employment by HRSD, unless the employee or former employee provides written notification to HRSD prior to commencement of employment by that bidder, offeror, or contractor. (~~Code of Virginia~~ ~~Code~~, § 2.2-4370)

HRSD Commissioners and employees shall conduct themselves beyond reproach. Improprieties or the appearance of improprieties ~~will~~*shall* not be tolerated. The following prohibitions apply to HRSD Commissioners, employees, and their Immediate Families:

- Soliciting, accepting, or receiving any single Gift with a value in excess of \$100 or any combination of Gifts with an aggregate value in excess of \$100 within any calendar year from any entity or person seeking to contract with HRSD. Gifts with a value of less than \$20 are not subject to aggregation for purposes of this prohibition; ~~;~~
- Having a ~~p~~*P*ersonal ~~i~~nterest in or benefiting from any contract with HRSD other than the employee's own employment contract. Where such interest pre-exists, it shall be disclosed and the HRSD Commissioner or employee shall refrain from voting on or acting on behalf of HRSD in any manner in relation to the contract; ~~;~~
- Participating in a transaction with HRSD where the employee has a ~~p~~*P*ersonal ~~i~~nterest in or may benefit from the transaction. Such interest shall be disclosed and the HRSD Commissioner or employee shall refrain from voting on or acting on behalf of HRSD in any manner in relation to the transaction; ~~and~~ *and*.
- For a period of 12 months post-employment or appointment, HRSD Commissioners and ~~e~~*E*mployees at the Director-~~L~~Level or above are prohibited from engaging in transactions for compensation with HRSD. All other former employees must provide a written notification to HRSD prior to any such engagement.

Food, beverages, mementos, entertainment, ~~and~~*or* the cost of admission may be accepted when such a Gift is accepted or received while in attendance at a Widely Attended Event and is associated with the event.

No person shall be in violation of this ~~P~~*P*olicy if the Gift is not used by such person and the Gift is returned to the sender or delivered to a charitable organization within a reasonable period of time.

HRSD Commissioners and employees shall not engage in any prohibited conduct described in Virginia Code § 2.2-3103, as amended.

No member, officer, agent, or employee of the Commission shall contract with the Commission or be interested, either directly or indirectly, in any contract with the Commission, or in the sale of any property, either real or personal, to the Commission. This section shall not prevent any member, officer, agent, or employee of the Commission from granting to the Commission, for a nominal consideration, any right of way, easement, or lease. (Enabling Act § 44).

4.0 Procedures

This Policy shall be communicated and provided to all HRSD Commissioners and employees upon commencement of appointment/employment and an acknowledgement of such shall be retained permanently in each employee's personnel file [Enterprise Resource Planning (ERP) System]. HRSD Commissioners' acknowledgements shall be retained by the Commission Secretary.

HRSD Commissioners or employees who have a Personal Interest in a company doing business with HRSD, or believe they have any other conflict requiring disclosure, shall disclose those interests immediately upon discovery of the personal interest in a company doing business with HRSD or other potential conflict. The Conflict of Interest Disclosure Form will-shall include the name and address of company doing business with HRSD, name and position of person at the company, as well as the start and end date of the conflict.

HRSD Commissioners or employees who receive Gifts at Widely Attended Events that exceed \$100 in value shall disclose those gifts within 60 days of receiving a gift. The Gift Disclosure Form will-shall include the name of the company/vendor giving the gift, estimated value, and date received.

Employee Disclosure Forms will-shall be available in the ERP system. HRSD Commissioner Disclosure Forms shall be obtained through, filed with, and retained by the Commission Secretary. All Disclosure Forms may be reviewed by legal counsel.

Training on the Ethics Policy shall be provided to all HRSD employees on a biannual basis, with records of attendance maintained in the ERP system. Training on the Ethics Policy will-shall be provided to HRSD Commissioners at the time of their appointment, and periodically thereafter.

COMMISSION ADOPTED POLICY
Ethics



Adopted: October 27, 2015

Revised July 28², 2026⁵
Effective: August 1, 2026⁵

Page 6 of 6

5.0 Responsibility and Authority

This ~~P~~olicy shall be reviewed annually by the Operations and Nominations Committee and revised as required to conform to current law and regulations.

Approved:

Stephen C. Rodriguez
Commission Chair

Date

Attest:

Elizabeth I. Scott
Commission Secretary

Date

Commission Seal

AGENDA ITEM 12. – July 28, 2026

Subject: Freedom of Information Act (FOIA) – Access to Public Records Policy Revisions

Recommended Action: Approve revised policy.

Brief: Staff recommends the following changes to the FOIA Policy:

- Section 2.1 added definitions for accounting numbers or routing information
- Section 3.1 added that requestors shall not be denied access to account numbers or routing information if the person is the subject of the information
- Section 3.2.3 added responsive records regarding account numbers or routing information
- Section 3.5 clarification on portions of records containing credit card, debit card information
- Section 3.3.6 updated fee schedule for FY-2027 rates

Minor housekeeping edits have been made throughout the policy.

The revised [policy](#) has been reviewed by legal counsel, Sands Anderson.

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~⁵
Effective: August 1, 202~~6~~⁵

Page 1 of 12

1.0 Purpose and Need

HRSD is occasionally requested to provide records in accordance with the Virginia Freedom of Information Act (FOIA), found in [Va. Code §§ 2.2-3700 through 2.2-3715](#) ~~of the Code of Virginia~~. FOIA guarantees the citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth access to public records. All public records are presumed open unless an exemption is invoked or otherwise prohibited by law.

2.0 Definitions (See also [Virginia Code § 2.2-3701](#))

2.1 [Accounting numbers or routing information](#) – as used in [Va. Code § 2.2-3705.1\(13\)](#), means account numbers or routing information for any credit card, debit card, or other account information associated with HRSD, and shall not include the telephone number of HRSD.

~~2.1.2~~ [Information](#) – as used in the exclusions established by ~~Code of Virginia~~ [Va. Code §§ 2.2-3705.1 through 2.2-3705.7](#), means the content within a public record that references a specifically identified subject matter, and shall not be interpreted to require the production of information that is not embodied in a public record.

~~2.2.2~~ [Public Records](#) (also referred to herein as “Records”) – all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, Photostatting, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.

~~2.3~~ [2.4 Working Papers](#) – records prepared by or for the HRSD General Manager for their personal or deliberative use.

3.0 FOIA Rights and Responsibilities

In an effort to increase awareness of the public’s right to information, Virginia requires all public agencies to make their FOIA compliance doctrine “*FOIA Rights and Responsibilities: The Rights of the Requesters and the Responsibilities of HRSD*” available. This section includes:

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~⁵
Effective: August 1, 202~~6~~⁵

Page 2 of 12

- A “plain language” explanation of the rights of the requester under FOIA, the procedure to obtain records, and the responsibilities of HRSD in complying with FOIA;
- Information on how to reach HRSD’s designated FOIA Officer;
- A general description of the types of public records maintained by HRSD and exemptions in law that permit or require such public records to be withheld from release;~~and~~
- HRSD’s policy on records it routinely withholds as permitted by FOIA~~;~~ *and*
- Policies explaining how HRSD assesses, *and* charges for accessing or searching for requested records, including the current fees charged for accessing and searching for requested records, and *HRSD’s* compliance with ~~Virginia~~. Code § 2.2-3704.1(A)(6), quoted below:

“A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of § 2.2-3704 of the Code of Virginia.”

3.1 The Rights of Requesters

- Requesters have the right to request to inspect or receive copies of public records, or both. Only HRSD employees ~~will~~*shall* access information and public records stored electronically.

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28², 202⁶⁵
Effective: August 1, 202⁶⁵

Page 3 of 12

- HRSD may, and routinely does, require the requester to provide their name and legal address.
- Requesters have the right to request that any charges for the requested records be estimated in advance. HRSD ~~must~~*shall* notify the requester in writing that it may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records, and inquire if the requester would like to request a cost estimate in advance of supplying the requested records. If a cost estimate is requested, the period of time for HRSD's response to the records request ~~does~~*shall* not begin until it receives a response regarding the estimate. If there is no response from the requester within 30 days following provision of the estimate, HRSD ~~will~~*shall* consider the request withdrawn.
- *In compliance with Va. Code § 2.2-3705.1(13), requesters shall not be denied access to account numbers or routing information if the requester is the person who is the subject of the information, provided HRSD may take reasonable steps to verify the requester's identity and authority to receive the information.*
- Records may be requested by U.S. Mail, fax, email, in person, or over the phone; FOIA does not require the use of any particular method to convey the request. FOIA also does not require that the request be in writing, nor does the request need to state that the records are being requested pursuant to FOIA. From a practical perspective, it is helpful, for all parties, for requests to be submitted in writing to create a record of the request and provide HRSD with a clear statement of what records are being requested. This helps to prevent misunderstanding over a verbal request. However, HRSD cannot refuse to respond to a FOIA request if the requester elects not to submit it in writing.
- Requesters ~~must~~*shall* identify the records they are seeking with reasonable specificity. This is a common-sense standard. It does not refer to or limit the volume or number of records requested; instead, it requires the requester to be specific enough to allow HRSD to identify and locate the records being sought.
- HRSD is only required to provide existing public records. FOIA ~~gives~~*authorizes* requesters ~~a right~~ to inspect or receive a copy of records; ~~i-~~It does

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~
Effective: August 1, 202~~6~~⁵

Page 4 of 12

not apply to a situation where general questions about the work of HRSD are asked, nor does it require HRSD to create a record that does not exist.

- Requesters may choose to receive electronic records in any format used by HRSD in the regular course of business. For example, requesters may elect to receive ~~those~~-responsive records electronically, via email, on a computer disk or flash drive, or to receive a printed copy of ~~these~~ records.
- If HRSD has questions about a records request, ~~please cooperate with staff's efforts~~ staff shall communicate with the requester to clarify the type of records being sought, or to attempt to reach a reasonable agreement about a response to a large or complex request. Making a FOIA request is not an adversarial process, but discussion may be needed to understand what records are being sought in the request.
- To request records from HRSD or ask questions about requesting records, please contact the designated FOIA officer:

Elizabeth I. Scott
FOIA Officer
HRSD
PO Box 5911
Virginia Beach, Virginia 23471-0911
757.460.7003
foia@hrsdc.com

- In addition, the Freedom of Information Advisory Council (FOIA Council) is available to answer any questions about FOIA. The FOIA Council was created in the legislative branch of state government to issue opinions on the operation and application of FOIA, to publish educational materials, and to provide training about FOIA. However, ~~please be aware~~ it should be noted that the FOIA Council is not a records repository-and, it does not process records requests on behalf of other public bodies, nor is ~~the FOIA Council~~ it an investigative or enforcement agency. The FOIA Council may be contacted by ~~or by~~ phone at 804-698-1810 ~~or or~~ toll free at 866-448-4100, or by email at foiacouncil@dls.virginia.gov.
- If the requester believes that their FOIA rights have been violated, they may file a petition in district or circuit court to compel compliance with FOIA.

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~⁵
Effective: August 1, 202~~6~~⁵

Page 5 of 12

Alternatively, the requester may contact the FOIA Council for a nonbinding advisory opinion.

- The FOIA Council also accepts comments on the quality of assistance provided to the requester by HRSD. The comment form is available online at <http://foiacouncil.dls.virginia.gov/sample%20letters/welcome.htm>.

3.2 The Responsibilities of HRSD in Responding to Requests

- HRSD ~~must~~^{shall} respond within five working days of receiving a valid request under FOIA. "Day One" is considered the working day after a request is received. The five-day period does not include weekends, state holidays, or when HRSD is closed for business.
- The reason for the request for public records is irrelevant, and the requester is not obligated to state why they want the records.
- FOIA requires HRSD to make one of the following responses to a valid request within the five working day time period:
 - (1) The requested records are provided in their entirety;~~;~~
 - (2) The requested records are withheld in their entirety because they are subject to a specific statutory exemption. If all of the records are being withheld, HRSD ~~must~~^{shall} send a written response identifying the volume and subject matter of the records being withheld and stating the specific section of the Code of Virginia that authorizes withholding the records;~~;~~
 - (3) The requested records are provided in part but are withheld in part. HRSD cannot withhold an entire record if only a portion of it is subject to an exemption. In ~~this-such a situation~~^{instance}, HRSD ~~sh~~^{will} redact the portion of the record that may be withheld and provide the remainder of the record. *When responsive records contain account numbers or routing information excluded from mandatory disclosure under Va. Code § 2.2-3705.1(13), HRSD shall redact such information and provide the non-exempt portions of the record, unless another exemption applies.* HRSD ~~must~~^{shall} provide a written response stating, with reasonable particularity, the subject matter of the

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~⁵
Effective: August 1, 202~~6~~⁵

Page 6 of 12

withheld portions and the specific section of the Code of Virginia that authorizes the withholding of the records;~~;~~

- (4) The requested records cannot be found or do not exist. Only documents that exist ~~will~~^{shall} be made available for inspection or produced. It is not the responsibility of HRSD to create any documents to respond to a request.~~;~~ However, if HRSD knows that another public body has the requested records, contact information for the other public body ~~will~~^{shall} be included in the response; ~~or~~[;]
 - (5) If it is not practically possible for HRSD to provide the requested records or to determine whether they are available within the five working^{ing} -day period. ~~In such a situation,~~[;] HRSD ~~must~~^{shall} ~~also~~[;] notify the requester and include an explanation of the conditions that make the response impossible. Thereafter, HRSD shall have seven additional working^{ing} days, for a total of 12 working days, to respond to the request.
- If the request is for a very large number of records, or the request is complex, and HRSD believes that it cannot provide the records within 12 working days without disrupting ~~other~~ operational responsibilities, HRSD may petition the circuit court for the City of Virginia Beach, or other circuit court having proper venue, for additional time to respond to the request. However, HRSD ~~will~~^{shall} make a reasonable effort to reach an agreement with the requester concerning the production ~~of~~^f the records before petitioning the court for additional time.
 - The time periods and responses described above may be tolled or adjusted, consistent with the cost-related provisions of FOIA and this Policy.
 - The FOIA Officer shall take all necessary precautions for preservation and safekeeping of ~~the~~^{HRSD} records.
 - If HRSD receives a request for records related to public safety that are excluded under clauses (a) or (b) of ~~Code of Virginia~~^{Va. Code} § 2.2-3705.2(14), HRSD shall notify the Secretary of Public Safety and Homeland Security, or their designee, of such request and ~~provide~~^{provide} the response made by HRSD to the request.

3.3 Costs

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~⁵
Effective: August 1, 202~~6~~⁵

Page 7 of 12

FOIA allows HRSD to charge for the actual costs of responding to FOIA requests. ~~This would~~ include items ~~like such as~~ staff time spent searching for the requested records, copying costs, ~~and/or~~ any other costs directly related to supplying the requested records. No charges ~~wi~~shall include general overhead costs and HRSD ~~wi~~shall not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of HRSD. Any duplicating fee charged by HRSD shall not exceed the actual cost of duplication.

If HRSD estimates that it will cost more than \$200 to respond to a request, a deposit, not to exceed the amount of the estimate, shall be required before proceeding with the request. The period for providing a response to the request ~~does~~shall not include the time between when a deposit is requested and when a requester responds.

All deposits shall be paid by credit card, check, or money order payable to HRSD and mailed or delivered to HRSD's office at 1434 Air Rail Avenue, Virginia Beach, Virginia 23455. Any outstanding balance ~~will~~shall be immediately due and payable by the requester upon providing the requested records. Any balance remaining from the deposit shall be returned to the requester.

If a requester owes HRSD money from a previous FOIA request that has remained unpaid for more than 30 days, HRSD may require payment of the past-due bill before responding to a new FOIA request.

- 3.3.1 Labor Costs: Time necessary to respond to the request, including to locate, retrieve, and/or reproduce records, will be charged at the hourly rate for the staff person responding to the request, as listed in the fee schedule below.
- 3.3.2 Paper Copies: Cost for providing paper copies ~~wi~~shall be based on prices established in HRSD's copier (machine usage fee) and paper supply contracts, as listed in the fee schedule below. Larger drawings and blueprints ~~wi~~shall be copied by outside contractors and charged at their usual rate. Postage and other material fees ~~wi~~shall be charged at their actual costs.
- 3.3.3 Electronic Records: Costs for providing electronic records ~~wi~~shall be charged at the hourly rate as listed in the fee schedule below. Any materials, such as flash drives, provided to the requester ~~sha~~will be charged at their actual costs.

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~⁵
Effective: August 1, 202~~6~~⁵

Page 8 of 12

3.3.4 There ~~shall~~^{will} be no mark-up or profit charged to the above-mentioned costs, nor shall HRSD charge any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the business ~~of~~^{for} HRSD. HRSD ~~shall~~^{will} make all reasonable efforts to supply the requested records at the lowest possible cost, including utilizing the appropriate staff person to respond to the request.

3.3.5 Charges may be waived if the request is specific and limited such that responsive electronic records can be found and produced for less than \$200. However, HRSD maintains the right to recover all costs incurred consistent with FOIA.

3.3.6 Fee Schedule

- Paper Copies:

Size	Cost per Page
8 1/2" x 11"	\$0.13
8 1/2" x 14"	\$0.14
11" x 17"	\$0.15

- Rate of person searching for records:

<u>Grade</u>	<u>Hourly Rate</u>	<u>Title (Examples, not inclusive)</u>
4	\$2 6 ⁴	Administrative Assistant
5	\$29 7	Accounts Payable Coordinator Accounts Receivable Technician
6	\$31 29	Accounts Receivable Specialist Coordinator Technician
7	\$3 6 ⁴	Customer Care Supervisor ProCard and Contract Administrator Procurement Specialist Public Information Specialist
8	\$42 39	Accounts Payable Supervisor Commission Secretary/FOIA Officer Contract Specialist Data Analyst Specialist Real Estate Manager Senior Procurement Specialist

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~5
Effective: August 1, 202~~6~~5

Page 9 of 12

<u>Grade</u>	<u>Hourly Rate</u>	<u>Title (Examples, not inclusive)</u>
9	\$48 5	Analyst Chief Systems Operator Chief Maintenance Management Occupational Health & Safety Professional Supervising Specialist Planning Engineer Senior Programmer Analyst
10	\$55 4	Administrator Engineer Human Resources Business Partner Programmer Senior Data Analyst Senior Real Estate Manager Superintendent
11	\$64 59	Cybersecurity Analyst Hydrogeologist Manager Procurement Analyst Scientist Senior Systems Engineer
12	\$73 68	Process Engineers Senior Project Manager
13	\$85 78	Director Oracle Developer Programming Development Manager Security Manager
14	\$102 93	Chief

3.4 Types of Records

Records maintained by HRSD include, for example, HRSD Commission meeting minutes, record drawings, and contracts into which HRSD has entered. If *staff is* unsure as to whether HRSD has the record(s) being sought, ~~please~~ *they should* contact the HRSD FOIA Officer directly.

3.5 Commonly Used Exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure in its discretion. For a full list of exemptions, see ~~the Code of Virginia~~. *Code* § 2.2-3705.1 *et seq.* Exemptions HRSD may use include, but are not limited to, the following:

- Personnel records **§ 2.2-3705.1 (1)**;
- Records subject to attorney-client privilege **§ 2.2-3705.1 (2)**;

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~⁵
Effective: August 1, 202~~6~~⁵

Page 10 of 12

- Records compiled exclusively for use in closed meetings § 2.2-3705.1 (5)
- Vendor proprietary information software § 2.2-3705.1 (6);
- Appraisals and cost estimates of real property subject to a proposed purchase, sale, or lease, prior to the completion of such purchase, sale, or lease § 2.2-3705.1 (8);
- Information relating to the negotiation and award of a contract, prior to a contract being awarded § 2.2-3705.1 (12);
- The portions of records that contain account numbers or routing information for any credit card, debit card, or ~~any~~ other account with a financial institution *or public utility* of any person or public body, *provided, however, that access shall not be denied to the person who is the subject of such information* § 2.2-3705.1 (13);
- Documentation that describes the design, function, operation, or access control features of any security system § 2.2-3705.2 (14);
- Proprietary records and trade secrets § 2.2-3705.6;
- General Manager's correspondence and ~~W~~working ~~P~~papers § 2.2-3705.7 (2);
- Customer account information § 2.2-3705.7 (7);
- Information and records containing written advice of counsel, information protected by attorney-client privilege, ~~and~~ legal memoranda, and other work product for litigation or administrative investigations § 2.2-3705.1 (2), (3); *and*
- Information, such as social security numbers, made confidential under other laws.

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28², 202⁶
Effective: August 1, 202⁶₅

Page 11 of 12

3.6 Policy Regarding the Use of Exemptions

HRSD reserves the right to withhold, exempt or redact any and all records that are allowed or required to be withheld, exempted, redacted, or excluded from production by law. It is HRSD's policy to withhold any information and records to protect:

- ~~T~~he privacy of HRSD personnel and officials;[;]
- ~~Th~~the property and pecuniary interests of HRSD;[;]
- ~~T~~he privacy of customers;[;]
- ~~L~~egal advice, work product, ~~or~~ ^{and} attorney-client privilege;[;]
- HRSD's interests related to administrative investigations and litigation;[;]
- ~~M~~matters for discussion in closed meetings^s of the HRSD Commission;[;]
- *Public utility and financial institution account numbers and routing information;*
and
- ~~T~~he safety of HRSD systems and facilities, and the public generally.

3.7 Resources available to the public:

- [Chapter 37 of Title 2.2](#) of the Code of Virginia, as amended, also known as [The Virginia Freedom of Information Act](#);
- the [FOIA Council](#); and
- the [Virginia Coalition for Open Government](#).

COMMISSION ADOPTED POLICY
***Freedom of Information Act – Access
to Public Records***



Adopted: December 21, 2004

Revised: July 28~~2~~, 202~~6~~⁵
Effective: August 1, 202~~6~~⁵

Page 12 of 12

4.0 HRSD's Procedures

- 4.1 Any requests for public records submitted under FOIA sh~~all~~^{ould be} immediately ^{be} forwarded to the FOIA Officer, who ~~wi~~^{shall} log when and by whom the request was received. The FOIA Officer ~~wi~~^{shall} provide the General Manager with a copy of each request, ~~and~~ seek their guidance on obtaining legal advice, if necessary, and determin~~ing~~^e who should respond. The FOIA Officer ~~wi~~^{shall} coordinate the response and assure the request is acted upon in the prescribed amount of time, logging the response date. *As part of coordinating the response, the FOIA Officer shall ensure that customer, billing, payment, reimbursement, contract, and utility-service records are screened for financial institution and public utility account numbers or routing information before release.* The Chief Communications Officer ~~wi~~^{shall} serve as backup FOIA Officer, when necessary.
- 4.2 The FOIA Officer shall be trained by legal counsel for HRSD, the FOIA Council, ^{and/or} through an online course offered or approved by the FOIA Council. Training shall be completed as required by the Code of Virginia.

Approved: _____

Stephen C. Rodriguez
Commission Chair

Date

Attest: _____

Elizabeth I. Scott
Commission Secretary

Date

Commission Seal

AGENDA ITEM 13.– July 28, 2026

Subject: Remote Participation and All-Virtual Meetings Policy
Revisions

Recommended Action: Approve and adopt the revised policy.

Brief: The Remote Participation Policy is one of several policies specifically identified as requiring annual review by the Operations & Nominations (O&N) Committee and adoption by the Commission.

The Commission formally adopted a Remote Participation Policy on July 28, 2015. There have been several changes to the Code of Virginia related to remote participation since that time. Additionally, in accordance with Va. Code § 2.2-3708.3(D) the Remote Participation and All-Virtual Meeting Policy must be reviewed and adopted annually.

Minor housekeeping edits have been made throughout the policy.

The revised [policy](#) has been reviewed by legal counsel, Sands Anderson.

COMMISSION ADOPTED POLICY

Remote Participation and All-Virtual Meetings



First Adopted: July 28, 2015

Revised: July 28, 2026
Effective: August 1, 2026

Page 1 of 8

1.0 Purpose and Need

- a. Except as provided in this Policy, the HRSD Commission ("Commission") does not conduct any meeting wherein public business is discussed or transacted through telephonic, video, electronic, or other electronic communication means where the Commissioners are not physically assembled. In accordance with the Virginia Freedom of Information Act, Va. Code § 2.2-3700 et seq. of the Code of Virginia of 1950, as amended (the "Act"). The Commission desires to adopt this Policy to reflect (1) when individual Commissioners may participate remotely in public meetings; and (2) when all-virtual public meetings are allowed.
- b. This Policy is intended to apply to Commission meetings, committee, subcommittee, or other Commission-established public meetings (collectively referred to as "HRSD Public Meetings"). As permitted under VA Code § 2.2-3708.3(D), the Commission adopts this Policy on behalf of its committees, subcommittees, and any other entity however designated of the Commission, that performs delegated functions of the Commission or advises the Commission. This Policy shall apply to any committee, subcommittee, or other designated entity's use of individual remote participation and all-virtual public meetings and shall be interpreted to give it such effect.
- c. This Policy shall apply to the entire membership of the Commission and without regard to the identity of the Commissioner requesting remote participation or the matters that will be considered or voted on at the HRSD public meeting.
- d. The Policy shall not prohibit or restrict any individual member of the Commission who is participating in an all-virtual meeting or who is using remote participation from voting on matters before the Commission.

2.0 Definitions and Explanations

- a. **Caregiver** – An adult who provides care for a person with a disability as defined in Va. Code § 51.5-40.1 and is related by blood, marriage, or adoption to, or is the legally appointed guardian of, the person with a disability for whom they are caring.
- b. **Personal matter** – Examples include, but are not limited to, personal, family, or business matters that prevent attendance at the meeting

COMMISSION ADOPTED POLICY
Remote Participation and
All-Virtual Meetings



First Adopted: July 28, 2015

Revised: July 28, 2025
Effective: August 1, 2025

Page 2 of 8

location, severe weather conditions, or unexpected traffic or travel conditions that prevent travel to the meeting location.

- c. ***Physical disability or other medical condition of Commissioner*** – Examples include, but are not limited to, temporary hospitalization or confinement to home, contagious illness, or any temporary or permanent physical disability that prevents travel to the meeting location by the Commissioner.
- d. ***Medical condition of a family member of a Commissioner*** – ~~is~~ limited to those situations in which the family member's medical condition requires the Commissioner to provide care for the family member and thus prevents the Commissioner from physically attending the meeting.
- e. ***Quorum*** – Four members of the Commission assembled in one location shall constitute a quorum for a Commission Meeting. For purposes of determining whether a quorum is physically assembled, a Commissioner who uses remote participation counts toward the physical quorum as if they were physically present if the Commissioner is (i) a Caregiver, or (ii) a person with a disability as defined in Va. Code § 51.5-40.1.

3.0 Guiding Principles for Individual Commissioners to Participate Remotely in HRSD Public Meetings when a Quorum is Physically Present

- a. Commissioners shall make every effort to physically attend every meeting of the Commission. However, the Commission desires to adopt this Policy to allow Commissioners to participate remotely in those circumstances recognized under Va. Code § 2.2-3708.3(B) when physical attendance is not reasonably possible.
- b. When a Commissioner participates remotely in an HRSD public meeting, the Commissioner shall ~~avoid-not~~ useing a handheld mobile device while driving.

3.1 Procedures for an Individual Commissioner to Participate Remotely in an HRSD Public Meeting

- a. In order to permit a Commissioner to participate in an HRSD public meeting by electronic means, a quorum must be physically assembled at the noticed meeting location. Arrangements also must be made for the

COMMISSION ADOPTED POLICY

Remote Participation and All-Virtual Meetings



First Adopted: July 28, 2015

Revised: July 28, 2025
Effective: August 1, 2025

Page 3 of 8

voice of the remote participant to be heard by all persons at the noticed meeting location.

- b. In advance of a properly noticed HRSD public meeting, a Commissioner who is unable to attend shall notify the Chair~~man~~ of the Commission or the Committee ~~and provide~~ one of the following reasons the Commissioner cannot attend:
- (1) ~~The~~ Commissioner has a physical disability or medical condition that prevents the Commissioner from physically attending the meeting;
 - (2) ~~The~~ Commissioner is a person with a disability as defined in Va. Code § 51.5-40.1 and the disability prevents the ~~member's~~ Commissioner's physical attendance;
 - (3) ~~A~~ family member of the Commissioner has a medical condition that requires the Commissioner to provide care for the family member and prevents the Commissioner from attending the meeting;
 - (4) ~~The~~ Commissioner is a Caregiver who must provide care for a person with a disability at the time the HRSD public meeting is being held;
 - (5) ~~The~~ Commissioner's principal residence is located more than 60 miles from the meeting location identified in the required notice for the meeting, and the Commissioner accordingly desires to participate remotely; or
 - (6) ~~The~~ Commissioner has a personal matter which prevents the Commissioner from attending the meeting. The Commissioner shall identify with specificity the nature of the personal reason the Commissioner cannot attend.
 - (a) Remote participation due to a personal matter is limited to three (3) meetings per Commissioner per calendar year out of the twelve (12) required meetings of the Commission held each calendar year.
 - (b) Remote participation in a Committee meeting for personal reasons is limited to two (2) meetings per calendar year.
- c. The specific reason that the Commissioner is unable to attend the meeting and the remote location from which the Commissioner participates will be recorded in the meeting minutes. The remote location does not need to be

COMMISSION ADOPTED POLICY

Remote Participation and All-Virtual Meetings



First Adopted: July 28, 2015

Revised: July 28², 202⁶₅
Effective: August 1, 202⁶₅

Page 4 of 8

open to the public and it may be identified in the minutes by a general description.

- d. Individual participation from a remote location must be approved by majority vote of a quorum of the Commissioners physically assembled at the noticed meeting location. If the HRSD Commission votes to disapprove of a Commissioner's participation from a remote location because such participation would violate this ~~P~~policy, such disapproval will be recorded in the minutes with specificity.

4.0 Guiding Principles for All-Virtual HRSD Public Meetings

~~The Commission desires that w~~^Whenver possible, all HRSD public meetings ~~should~~^{shall} be conducted in person in accordance with FOIA and all laws and regulations governing open public meetings. However, the Commission recognizes that certain circumstances may arise where it is in the best interest of the Commission ~~that to hold~~^{to hold} an all-virtual meeting ~~be held~~. This ~~P~~policy recognizes, in accordance with Va. Code § 2.2-3708.2, ~~when all~~^{when} virtual meetings may be held due to a declared emergency. Additionally, the Commission has determined that it would be in its best interest to adopt a ~~P~~policy pursuant to Va. Code § 2.2-3708.3(D) to allow for all-virtual HRSD public meetings in accordance with Va. Code § 2.2-3708.3(C).

4.1 Procedures for All-Virtual HRSD Public Meetings When There is a Declared Emergency

- a. The Commission may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, or the locality in which the Commission is located has declared a local state of emergency pursuant to Va. Code § 44-146.21, provided:
 - (1) The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
 - (2) The purpose of the meeting is to provide for the continuity of operations of the Commission or the discharge of its lawful purposes, duties, and responsibilities.
- b. If it holds a meeting pursuant to this section, the Commission shall:

COMMISSION ADOPTED POLICY

Remote Participation and All-Virtual Meetings



First Adopted: July 28, 2015

Revised: July 28, 2025
Effective: August 1, 2025

Page 5 of 8

- (1) Give public notice using the best available method, given the nature of the emergency, contemporaneously with the notice provided to Commissioners;
 - (2) Make arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the Commission; and
 - (3) Provide the public with the opportunity to comment at these-such meetings when public comment is customarily received.
- c. For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting.

4.2 Procedures for All-Virtual HRSD Public Meetings When There is No Declared Emergency

- a. In order to hold an all-virtual HRSD public meeting when there is no declared emergency, the following procedures must be followed:
 - (1) The required meeting notice for the HRSD public meeting ~~will~~ shall indicate that the meeting will be an all-virtual meeting and shall contain a statement notifying the public that this all-virtual meeting method shall not be changed unless HRSD provides a new meeting notice, in accordance with the provisions of Va. Code § 2.2-3707;
 - (2) Public access to the all-virtual public meeting ~~is~~ shall be provided via electronic communication means;
 - (3) The electronic communication means used shall allows the public to hear ~~respectively~~ all Commissioners participating in the all-virtual public meeting and, when audio-visual technology is available, to see Commissioners as well. When audio-visual technology is available, a Commissioner shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the ~~member~~ Commissioner is voluntarily disconnected or otherwise fails, or during which audio communication ~~involuntarily~~ fails for any reason;
 - (4) A phone number or other live contact information ~~is~~ shall be provided to alert the Commission in the event the audio or video transmission of the meeting provided by HRSD fails. HRSD must shall monitor such designated means of communication during the

COMMISSION ADOPTED POLICY

Remote Participation and All-Virtual Meetings



First Adopted: July 28, 2015

Revised: July 28, 2025
Effective: August 1, 2025

Page 6 of 8

meeting, and the HRSD public meeting, as appropriate, shall take a recess until public access is restored if the transmission fails for the public;

- (5) A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to the Commissioners for the HRSD public meeting ~~is~~ *shall be* made available to the public in electronic format at the same time that such materials are provided to the Commissioners;
- (6) The public ~~shall be~~ *is* afforded the opportunity to comment through electronic means, including by way of written comments, at ~~such~~ *those all-virtual* public meetings when public comment is customarily received;
- (7) No more than two members of the Commission ~~are~~ *shall be* together in any one remote location unless that remote location is open to the public to physically access it; and
- (8) If a closed session is held during an all-virtual ~~public~~ HRSD public meeting, transmission of the meeting to the public *shall* resumes before the Commissioners vote to certify the closed meeting as required by ~~subsection D of~~ Va. Code § 2.2-3712 *(D)*.

b. Limitations on all-virtual HRSD Public Meetings:

- (1) **Commission Meetings.** The Commission shall not convene an all-virtual public meeting (i) more than six (6) times per calendar year based on a schedule of twelve (12) meetings per calendar year, or 50% of the Commission meetings held per calendar year, whichever is fewer; or (ii) consecutively with another all-virtual HRSD Commission Meeting.
- (2) **Committee or Sub-Committee Meetings.** Committees or Sub-Committees of the Commission shall not convene an all-virtual public meeting (i) more than 50% of the number of those meetings per calendar year; or (ii) consecutively with another all-virtual public meeting of the Committee or Sub-Committee.

c. Minutes of all-virtual HRSD public meetings held by electronic communication means ~~are~~ *shall be* taken as required by Va. Code § 2.2-3707 and *shall* include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If the participation of a Commissioner from a remote location pursuant to this subsection is disapproved because

COMMISSION ADOPTED POLICY

Remote Participation and All-Virtual Meetings



First Adopted: July 28, 2015

Revised: July 28², 2026⁵
Effective: August 1, 2026⁵

Page 7 of 8

such participation would violate this P^ol^y, such disapproval shall be recorded in the minutes with specificity.

COMMISSION ADOPTED POLICY
*Remote Participation and
All-Virtual Meetings*



First Adopted: July 28, 2015

Revised: July 28², 2026⁵
Effective: August 1, 2026⁵

Page 8 of 8

5.0 Responsibility and Authority

In accordance with Va. Code § 2.2-3708.3(D) this Ppolicy must be reviewed and adopted annually. Accordingly, the O&N Committee shall review this Ppolicy annually for presentation to and adoption by the Commission.

Approved:

Stephen C. Rodriguez
Commission Chairman

Date

Attest:

Elizabeth I. Scott
Commission Secretary

Date

Commission Seal

AGENDA ITEM 14. – July 28, 2026

Subject: Procurement Policy and Appendices
Revisions

Recommended Actions: Approve the revised policy.

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, specifically Appendix F-2 – Construction Management Contracting, has been revised to better align with those requirements as follows:

- Sections 3.4.3 and 3.4.4 – added language to clarify that the approved Guaranteed Maximum Price (GMP) shall be the original contract amount.

The revised [policy](#) has been reviewed by legal counsel, Sands Anderson.

Staff will provide a briefing during the meeting.

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Page 1 of 12

Effective: August 1, 2026

1.0 Purpose and Need.

A design-bid-build project delivery method utilizing competitive sealed bidding is the preferred and the default method of procurement for HRSD construction contracts. However, competitive sealed bidding is not always practicable nor fiscally advantageous for complex construction projects. In these cases, the construction management contracting method may better meet the needs of HRSD because it permits the early selection of a construction manager or because value engineering and/or constructability analysis is desired.

Pursuant to the Virginia Public Procurement Act, Virginia Code §§ 2.2–4300, *et seq.* (VPPA) and Virginia Code Title 2.2 Chapter 43.1 (§§ 2.2-4378, *et seq.*) (Chapter 43.1) and consistent with the guidance adopted by the Virginia Secretary of Administration, the Commission, an authorized public body as defined by Virginia Code § 2.2-4301, has, by resolution, adopted the following procedures (Procedures) for utilizing, when appropriate, construction management contracts for projects. The provisions of the VPPA shall remain applicable. In the event of any conflict between Chapter 43.1 and the VPPA, Chapter 43.1 shall control.

2.0 Definitions.

- 2.1. “Complex project” means a construction project that includes one or more of the following significant components: difficult site location, unique equipment, specialized building systems, multifaceted program, accelerated schedule, historic designation, or intricate phasing or some other aspect that makes the design-bid-build project delivery method not practical.
- 2.2. “Construction management contract” means a contract in which a firm is retained by the owner to coordinate and administer contracts for construction services for the benefit of the owner and may also include, if provided in the contract, the furnishing of construction services to the owner.
- 2.3. “Design-bid-build” means a project delivery method in which a public body sequentially awards two separate contracts, the first for professional services to design the project and the second utilizing competitive sealed bidding for construction of the project according to the design.

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Effective: August 1, 2026

Page 2 of 12

3.0 Procedure for Construction Management Contracts.

3.1 Criteria for Use of Construction Management as a Construction Delivery Method.

3.1.1. General. Construction management procurement shall include a two-step competitive negotiation process consistent with Chapter 43.1 and the Construction Management Procedures As Adopted by the Secretary of Administration (effective December 17, 2024) for state public bodies. Construction management contracts may be utilized on projects where the project (i) is a complex project; and (ii) the project procurement method is approved by the Commission. Construction management contracts shall be awarded on a fixed price or not-to-exceed price basis.

3.1.2. Virginia Licensed Engineer. Public bodies using construction management procurement must have Virginia-licensed engineers or architects in their employ or under their control. HRSD has in its employ or under its control or will retain as necessary such Virginia-licensed engineers with the professional competence to advise HRSD regarding use of construction management for a specified construction project. These Virginia-licensed engineers will assist HRSD with preparation of the Request for Qualifications (RFQ), Request for Proposal (RFP), and evaluation of proposals received in response to the RFQ and RFP.

3.1.3. Written Recommendation to Use Construction Management. In advance of initiating a construction management procurement, the Chief Engineer, or his or her designee, shall prepare a written report explaining the basis for the Chief Engineer's recommendation to utilize construction management for a specific project. The report shall include a determination of the project's complexity, and explain why, for the specific project, (i) a construction management contract is more advantageous than a design-bid-build construction contract; (ii) there is a benefit to HRSD by using a construction management contract; and (iii) competitive sealed bidding is not practical or fiscally advantageous. This report shall be submitted to the General Manager/Chief Executive Officer for approval. If the General Manager/Chief Executive Officer approves the recommendation, it shall be submitted to the Commission.

3.1.4. Commission Determination. If the Commission accepts the recommendation to pursue a construction management procurement model, it shall adopt the Chief Engineer's report or draft its own written determination stating that the design-bid-build project delivery method is not practicable or fiscally advantageous and documenting the basis for the determination to utilize

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Effective: August 1, 2026

Page 3 of 12

construction management, including the determination of the project's complexity. The determination shall be included in the RFQ and be maintained in the procurement file.

- 3.1.5. **Proprietary Information.** Proposers shall be allowed to clearly designate portions of their submissions as trade secrets or proprietary information pursuant to Virginia Code § 2.2-4342. HRSD will take reasonable measures to safeguard from unauthorized disclosure such information properly designated as such, to the extent permitted by law.

3.2. Selection of Qualified Proposers. (Step 1)

- 3.2.1. **Pre-qualification.** HRSD shall conduct a prequalification process to determine which construction management firms are qualified to receive the Request for Proposals. The list of firms shall include Small businesses and businesses owned by Women, Minorities, Military families, Service-Disabled Veterans, and Employment Services Organizations, as such terms are defined in § 2.2-4310(F). All proposers shall have a licensed Class "A" contractor registered in Virginia as part of the project team.

- 3.2.2. **Content of RFQ.** HRSD shall prepare an RFQ that states the time and place for receipt of qualifications, the contractual terms and conditions, the criteria and goals of the project, the Commission's facility requirements, the building and site criteria, site and survey data (if applicable), any unique capabilities or qualifications required of the contractor, any project specific requirements for the particular project, the criteria to be used to evaluate RFQ responses, and other relevant information.

- 3.2.3. The RFQ must be approved by the Chief Engineer and shall normally consist of the following sections unless modified by the Chief Engineer:

Cover Sheet

I. Introduction and/or Background

II. Instructions to Proposers

III. Scope of Work

IV. Tentative Procurement Schedule

V. Attachments

- 3.2.4. **Method of Submission of Responses.** HRSD will include in the RFQ if responses may be submitted electronically and/or via paper response.

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Page 4 of 12

Effective: August 1, 2026

- 3.2.5. **Evaluation Committee.** The Chief Engineer shall appoint an Evaluation Committee ("Committee") which shall consist of at least three staff members of the HRSD, including a licensed professional engineer or architect. If possible, the Committee shall include a licensed design professional. The members of the Committee shall have experience relevant to the project, with backgrounds in such areas as design, construction, contracts, project management operations, and maintenance. HRSD shall consult with its attorney to determine whether legal counsel should be involved.
- 3.2.6. **Public Notice.** At least 30 days prior to the date set for receipt of qualification proposals, public notice of the RFQ ("Public Notice") shall be posted on the HRSD website and/or the Virginia Department of General Services central electronic procurement website ("eVA"). HRSD shall send the Public Notice directly to firms that have requested to be notified of work and to organizations promoting Small businesses and businesses owned by Women, Minorities, Military families, Service-Disabled Veterans, and Employment Services Organizations, as such terms are defined in § 2.2-4310(F) and to similar businesses that have requested to be notified and/or are believed to be qualified to perform the work. HRSD may send Public Notice to those firms believed to be qualified to perform the work. An affidavit shall be placed in the project file certifying the advertising date and method.
- 3.2.7. **Contacts by Proposers.** The RFQ shall provide notice to prospective proposers that they may submit comments and questions regarding the RFQ, in writing, to the contact person identified in the RFQ. Responses to the comments and questions which are relevant to the work will be documented and addenda will be posted in the same place and manner as the Public Notice. Comments and questions submitted to any individual at HRSD that is not the identified contact person shall not receive a response.
- 3.2.8. **Pre-Proposal Conference.** A pre-proposal conference may be held to ensure clarity, review potential problems with the Scope of Work, and answer questions related to the project. Attendance at the pre-proposal conference may be optional or mandatory as specified in the RFQ. If attendance is mandatory, HRSD will not consider Statements of Qualification (SOQ) from firms that did not attend the pre-proposal conference and/or did not meet the RFQ requirements related to the pre-proposal conference.
- 3.2.9. **Opening of Statement of Qualifications.** The Chief Engineer or his/her designee shall document receipt of the SOQs at the specified time and place. Any firm desiring consideration must submit an SOQ no later than the time and

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Page 5 of 12

Effective: August 1, 2026

date the RFQ states is the deadline for submittal. SOQs not received at the specified time will not be considered.

- 3.2.10. **Changes to the RFQ.** The Committee shall determine whether any changes to the RFQ should be made to clarify errors, omissions or ambiguities or to incorporate project improvements or additional details. If such changes are required, an addendum shall be issued.
- 3.2.11. **Evaluation of Statement of Qualifications.** The Committee shall evaluate the SOQs. The Committee may waive minor informalities in a SOQ but shall eliminate from further consideration any proposer determined to be non-responsive or deemed not fully qualified, responsible or suitable. Prior construction-management experience or previous experience with HRSD shall not be considered as a prerequisite or factor for prequalification of a contract. However, the Committee shall evaluate a proposer's experience for a period of ten prior years to determine whether the offeror has constructed, by any method of project delivery, at least three projects similar in program and size.
- 3.2.12. **Reference Check and Other Information.** The Committee either individually or as a group at any point in the evaluation may contact some or all references recommended by the proposer. The Committee may use the information gained during the reference checks in the evaluation. The Committee may ask questions or request additional information from any proposer.
- 3.2.13. **Short List.** The Committee shall determine those deemed fully qualified and suitable with respect to the criteria established for the project. The Committee shall then select (short list) three to five proposers to receive the RFP. The short list may have less than three proposers if there are less than three responses to the RFQ.
- 3.2.14. **Basis for Denial of Prequalification.** A proposer may be denied prequalification only as specified under Virginia Code § 2.2-4317, but the short list shall also be based upon the RFQ criteria.
- 3.2.15. **Reference Check and Other Information.** The Committee either individually or as a group at any point in the evaluation may contact some or all references recommended by the proposer. The Committee may use the information gained during the reference checks in the evaluation. The Committee may ask questions or request additional information from any proposer.
- 3.2.16. **Notice of Prequalification Status.** At least 30 days prior to the date established for the submission of proposals, HRSD shall advise in writing each

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Effective: August 1, 2026

Page 6 of 12

proposer which sought prequalification whether that proposer has been prequalified. Prequalified proposers that are not selected for the short list shall likewise be provided the reasons for such decision. In the event that a proposer is denied prequalification, the written notification to such proposer shall state the reasons for such denial of prequalification and the factual basis of such reasons.

3.3. Selection of a Construction Manager. (Step 2)

- 3.3.1. **Request for Proposals.** HRSD shall prepare an RFP and approved by the Chief Engineer. The RFP shall be sent the RFP to the firms on the short list. The RFP shall provide further details not described in the RFQ and shall include the factors to be used in evaluating each proposal. The RFP shall describe details regarding the proposer's CCL and define the pre-design, design, bid and construction phase services required. The RFP shall define the allowable level of direct construction involvement by the proposer. In the case of a non-infrastructure project, the allowable level of direct construction involvement by the proposer shall be defined as no more than 10% of the construction work as measured by the cost of work with the remaining 90% to be performed by the construction manager's subcontractors. In all construction management contracts, the construction manager will procure the subcontractors' services by publicly advertised competitive sealed bidding to the maximum extent practicable. Documentation shall be placed in the file detailing the reasons any work is not procured by publicly advertised competitive sealed bidding.
- 3.3.2. **Method of Submission of Proposals.** The RFP shall also advise whether responses may be submitted electronically and/or via paper response.
- 3.3.3. **Contacts from Proposers.** The RFP shall provide notice to prospective proposers that they may submit comments and questions regarding the RFP, including specifications, in writing, to the contact person identified in the RFP. Responses to the comments and questions which are relevant to the work will be documented and addenda will be issued to all proposers who have received the RFP. Comments and questions submitted to any individual at HRSD that is not the identified contact person shall not receive a response.
- 3.3.4. **Bifurcated Proposal Evaluation.** The RFP process shall include a separate Technical Proposal evaluation stage and a Cost Proposal evaluation stage requiring that the proposals consist of two parts - a Technical Proposal and a Cost Proposal. Both the Technical and Cost Proposals shall be concurrently submitted but separately sealed. The Cost Proposal will include a (CCL) based on the project scope of work and other information provided in the RFP and

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Page 7 of 12

Effective: August 1, 2026

- any subsequent changes to the RFP. The Committee may waive minor informalities in both the Technical Proposal and the Cost Proposal but shall eliminate from further consideration any proposer determined to be non-responsive or deemed not fully qualified, responsible, or suitable. Proposer shall submit its proposals no later than the time and date the RFP states is the deadline for submittal. Failure to submit proposals prior to the due date and time will be cause for rejection by HRSD.
- 3.3.5. **Receipt of Technical Proposals.** Sealed Technical Proposals shall be submitted to the Committee. The Chief Engineer or his or her designee shall receive and document the receipt of the Technical Proposals at the specified time and place.
- 3.3.6. **Receipt of Cost Proposals.** Sealed Cost Proposals shall be submitted to the HRSD Contract Specialist who shall document the receipt of the Cost Proposal at the specified time and place and who shall secure and keep the Cost Proposal sealed until evaluation of the Technical Proposals and the design adjustments are completed.
- 3.3.7. **Preliminary Evaluation of Technical Proposals.** The Committee shall review each Technical Proposal to first determine whether the proposals are responsive to the requirements of the RFP. The Committee shall then evaluate and document (score) the Technical Proposal from the short-listed proposers based on an evaluation plan specified in the RFP. The Committee shall keep confidential a preliminary ranking of the Technical Proposals. The Committee may cancel or reject any and all Technical Proposals. The Chief Engineer shall prepare a report documenting the reasons for the cancellation or rejection. The Committee may waive informalities in the Technical Proposal.
- 3.3.8. **Conferences During Preliminary Evaluation.** The Committee may hold a question-and-answer conference with any or all proposers to clarify or verify the contents of a Technical Proposal. The conference may be in person or by telephone. Each proposer shall be allotted the same fixed amount of time for any conference held as part of the selection. Proposers shall be encouraged to elaborate on their qualifications, proposed services, relevant experience and details of the Technical Proposal for the project. Proprietary information from competing proposers shall not be disclosed to the public or to competitors.
- 3.3.9. **Changes to RFP.** Based upon a review of the Technical Proposal and discussions with each short-listed proposer, the Committee shall determine whether any changes to the RFP should be made to clarify errors, omissions or ambiguities or to incorporate project improvements or additional details. If

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Effective: August 1, 2026

Page 8 of 12

such changes are required, an addendum shall be provided to each proposer. If addenda are issued by the Committee, proposers will be given an opportunity to revise their Technical Proposals.

- 3.3.10. **Final Evaluation of Technical Proposals.** At the conclusion of the Technical Proposal evaluation stage, the Committee shall evaluate (and rank if technical rankings are to be considered as a criterion for award) the Technical Proposals. The Committee will meet to discuss each Technical Proposal based upon the criteria contained in the RFP. After the discussion, each team member will be given an opportunity to adjust their score. The Committee shall document and keep confidential a final ranking of the Technical Proposals. Should the Committee determine, in writing and at its sole discretion, that only one proposer is fully qualified or that one proposer is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that proposer after approval by the Commission. This documentation shall occur before any Cost Proposals are reviewed by HRSD. Otherwise, the Committee shall evaluate the Cost Proposals.
- 3.3.11. **Evaluation of Cost Proposals.** The HRSD Contract Specialist shall provide the Cost Proposals to the Chief Engineer. The Committee shall open the Cost Proposals, review the Cost Proposals, and apply the criteria for award as specified in the RFP and any addenda. Price shall be a critical basis for award of the contract. Unless approved by the Commission in advance of issuance of the Public Notice, the price component for selection of a contractor shall be a significant portion of the weighted score. The Committee shall document and keep confidential the results of each Cost Proposal.
- 3.3.12. **Final Evaluation and Recommendation to Award a Contract.** The contract shall be awarded to the proposer who is fully qualified and has been determined to have provided the best value in response to the RFP. In selecting the contractor, HRSD may consider the experience of each contractor on comparable construction management projects. The Committee Chair shall tabulate the Technical and Cost Proposal scores as listed in the RFP to determine the recommended firm. The Committee shall prepare a report documenting the process, summarizing the results and making its recommendation on the selection of a contractor to the Chief Engineer based on its evaluations of the Technical and Cost Proposals and all amendments thereto.
- 3.3.13. **Contract Negotiation.** Upon concurrence with the recommendation of the Committee, the Chief Engineer or his/her designee shall negotiate a contract with the recommended firm. Otherwise, the Chief Engineer or his/her designee

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Page 9 of 12

Effective: August 1, 2026

shall formally terminate negotiations with the proposer ranked first and shall negotiate with the proposer ranked second, and so on, until a satisfactory agreement can be negotiated. The Chief Engineer shall inform the General Manager/Chief Executive Officer of the results of the negotiation. The General Manager/Chief Executive Officer shall receive Commission approval of award to the recommended firm. The Commission may cancel or reject any and all proposals.

3.3.14. **Award of Construction Management Contract.** Upon approval by the Commission, the Chief Engineer shall forward all contract, bond and insurance forms to the selected firm for signature. The contract shall be prepared using the standard HRSD format approved by the Chief Engineer and reviewed by the HRSD attorney. The contract shall be entered into no later than the completion of the schematic phase of design, unless prohibited by authorization of funding restrictions.

3.3.15. **Notification of Award.** HRSD will notify all proposers who submitted proposals which proposer was selected for the project. In the alternative, HRSD may notify all proposers who submitted proposals of HRSD's intent to award the contract to a particular proposer at any time after the Commission has approved the award to the contractor. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one proposer.

3.3.16. **Inspection of Proposals.** Any proposer may inspect the proposal documents after opening of the price proposals but prior to award of the contract. All records, subject to public disclosure under the Virginia Freedom of Information Act, shall be open to public inspection only after award of the contract. Upon request, documentation of the process used for the final selection shall be made available to the unsuccessful proposers.

3.4. Procedures After the Award.

3.4.1. **Notification of Subcontractor Bid Package Advertisement.** HRSD may post on eVA or HRSD's website when and where the construction manager plans to advertise bid packages for subcontracting opportunities when appropriate.

3.4.2. **Freedom of Information Act and Access to Documents.** As required by Chapter 43.1, HRSD shall post all documents open to public inspection pursuant to Virginia Code § 2.2-4342 that are issued or received by the HRSD on HRSD's website or eVA.

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Page 10 of 12

Effective: August 1, 2026

3.4.3 ***Guaranteed Maximum Price.** The negotiated Guaranteed Maximum Price (GMP) establishes the maximum amount HRSD is obligated to pay the firm for the contracted scope of Work. Costs incurred by the firm in excess of the GMP shall be the responsibility of the firm unless the GMP is adjusted in accordance with the terms of the Contract, including approved Change Orders. Once the GMP is approved by the Commission and incorporated into the Comprehensive Agreement, it shall be deemed the original contract amount for purposes of Commission approval thresholds applicable to contract modifications and change orders.*

3.4.4. Procedure for Changes to Construction Management Contracts. All changes to the Contract shall be by a formal Change Order as mutually agreed to by the firm and HRSD. The method of making such changes and any limits shall be in accordance with the contract documents. Change Orders shall be negotiated by HRSD staff and such actions reported to the Chief Engineer with recommendations for approval. Change Orders exceeding \$50,000 or 25% of the original contract amount, whichever is greater, shall be submitted to the Commission for approval prior to authorization. *For CMAR contracts, the original contract amount shall be the approved Guaranteed Maximum Price.* All Change Orders shall be executed by the firm and the Chief Engineer or his/her designee.

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

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

3.4.5. Procedure for Progress Payments. Progress payments shall be paid in accordance with the contract documents. Requests for progress payments shall be prepared by the firm and approved by HRSD staff and the Chief Engineer. Requests for progress payments shall generally be submitted to HRSD on a monthly basis with payments by HRSD to the firm within the period of time specified in the contract documents.

Progress payments shall be based on unit prices, schedules of values, and other agreed-upon specified basis. Each progress payment shall represent the

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Effective: August 1, 2026

Page 11 of 12

amount of completed work and materials on site to be incorporated into the work as accepted and approved, less the specified retainage and less previous payments. Payment for materials on site shall be in accordance with the contract documents.

Progress payments may be reduced or withheld in accordance with the contract documents. Retainage may be reduced or increased in accordance with the contract documents.

- 3.4.6. **Procedure for Final Payments.** Final acceptance, payment, and release of claims shall be in accordance with the contract documents. Requests for final payments shall be prepared by the firm, certified and approved by HRSD staff and approved by the Chief Engineer.

4.0 Emergency Procurement.

A contract for construction management services may be negotiated and awarded without competitive negotiation if the General Manager/Chief Executive Officer determines there is an emergency. The procurement of these services will be made using as much competition as practical under the circumstances. The Chief Engineer shall submit a report documenting the basis of the emergency and the selection of the particular firm. The Chief Engineer shall prepare a notice stating the contract is being awarded on an emergency basis and identifying what is being procured, the firm selected and the date the contract was or will be awarded. The notice shall be placed on the HRSD Internet website on the day HRSD awards or announces its decision to award, whichever comes first or as soon thereafter as practical.

5.0 Reporting requirements.

- 5.1. HRSD shall report no later than November 1 of each year to the Director of the Commonwealth's Department of General Services on all completed capital projects in excess of \$2 million.
- 5.2. The report shall include at a minimum (i) the procurement method utilized, (ii) the project budget, (iii) the actual project cost, (iv) the expected timeline, (v) the actual completion time, (vi) if such project was a construction management or design-build project, the qualifications that made the project complex, and (vii) any post-project issues.

6.0 Exceptions to this Policy.

COMMISSION ADOPTED POLICY
Procurement Policy – Appendix F-2
Construction Management Contracting



Adopted: December 16, 2014

Revised: ~~July 22, 2025~~ July 28, 2026

Effective: August 1, 2026

Page 12 of 12

The request for any exception to the procedures outlined in this Policy shall be reviewed by HRSD's attorney prior to submission to the Commission.

7.0 Responsibility and Authority.

The Chief Engineer shall be responsible for overall development, management and implementation of this policy.

Leg Refs: Code of Virginia §§ 2.2-4300-2.2-4383; Construction Management Procedures Adopted by the Secretary of Administration (effective December 17, 2024), attached as Exhibit to F-2.

AGENDA ITEM 15. – July 28, 2026

Subject: Appointment of Assistant Secretary to the Commission

Recommended Action: Appoint Ms. Jayla Dininny as the Assistant Secretary to the Commission, effective July 28, 2026.

Brief: The Enabling Act requires the Commission to appoint a secretary. In 2008, the Commission recognized that the duties for the Secretary as specified in the Enabling Act (see excerpt below) can be time-sensitive, depending on the requested information.

Excerpt from the Enabling Act:

“The Commission shall appoint a secretary, who may or may not be a member of the Commission, and a treasurer, who shall not be a member of the Commission. The compensation of the secretary and of the treasurer shall be fixed by the Commission. The secretary and the treasurer shall serve at the pleasure of the Commission.

The secretary shall keep a record of the proceedings of the Commission and shall be custodian of all books, documents and papers filed with the Commission and of the minute book or journal of the Commission and of its official seal. He shall have authority to cause copies to be made of all minutes and other records and documents of the Commission and to give certificates under the official seal of the Commission to the effect that such copies are true copies, and all persons dealing with the Commission may rely upon such certificates.”

The Enabling Act also authorizes the Commission “*to employ, in its discretion,...such other officers, employees and agents as may be necessary in its judgment... .*”

The Commission previously appointed Ms. Elizabeth (Libby) Scott in July of 2022 as the Assistant Secretary to perform the duties of the Secretary when the Secretary was unavailable to perform the required duties. Ms. Scott was promoted to Commission Secretary in April of 2025, and the position remained vacant until this time.

Ms. Jayla Dininny, Finance and Communications Administrative Coordinator, has the skills and is available to perform the duties of the Secretary when warranted. Ms. Dininny began her career at HRSD on July 7, 2025, supporting both the Finance and Communications divisions through administrative coordination, documentation management, meeting preparation, and cross-departmental collaboration. Prior to joining HRSD, Ms. Dininny worked in federal funding with The Color Nine Group as an Executive Assistant and a Certified Grant Writer, gaining valuable experience in project support, compliance documentation, and funding processes. Her organizational knowledge, attention to detail, and familiarity with Commission procedures make her well-prepared to serve in the role of Assistant Commission Secretary as needed.

Staff recommends the Commission appoint Ms. Jayla Dininny as the Assistant Secretary with the specific duty of fulfilling, from time to time, the role of Secretary to the Commission when the Secretary is unavailable to perform such role, including, but not limited to, the execution of

documents or certifications, whether or not under seal, in connection with the authorized issuance of bonds by the HRSD. This is a collateral duty, and Ms. Dininny will also continue her duties as the Finance and Communications Division Administrative Coordinator.

HRSD legal and bond counsel have reviewed this recommendation.

AGENDA ITEM 16. – July 28, 2026

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 17. – July 28, 2026

Subject: New Business

AGENDA ITEM 18. – July 28, 2026

Subject: Unfinished Business

AGENDA ITEM 19. – July 28, 2026

Subject: Commissioner Comments

AGENDA ITEM 20. – July 28, 2026

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](#)

July 15, 2026

Re: General Manager's Report



Environmental Responsibility

As part of the George Washington Interceptor Force Main Extension project at St. Julian's Creek in Chesapeake, our engineering consultant found that a force main crossing the creek's bridge abutment was in poor condition. Since permanent construction won't begin until early 2027, staff designed a temporary fix that can be installed quickly if the pipe fails before then.

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.

- For Fiscal Year (FY) 2026 to date, there have been 10 Permit Exceedances out of 55,865 Total Possible Exceedances.
- Pounds of Pollutants Removed in FY 2026: 172 million pounds.

Water Quality: One civil penalty was issued in June to Anheuser-Busch's Williamsburg facility for a technical violation. A refrigerator malfunction caused self-monitoring samples collected in March to fall outside required preservation temperatures, rendering the data unusable; the company accepted and paid a \$500 penalty on June 2.



Financial Stewardship

Water consumption, which drives nearly 95% of our revenue, tracked in line with budget for Fiscal Year 2026. Interim year-end results for FY 2026 are favorable, with revenues finishing about 2% ahead of budget and expenses coming in roughly 8% below the amended budget; interest income significantly outperformed projections, aided by returns on proceeds from a \$233.8 million bond issued after last year's budget was finalized. Expenses ended the fiscal year at 85% of budget on a cash basis.

Staff had to move quickly in June to stabilize our extendable commercial paper program after its paying agent notified us just before the offering memorandum was due to investors that it could no longer support the program. We bridged the gap by securing an extension of our existing \$300 million line of credit and expect to close on a new paying agent in early August.

Staff also closed a low-interest loan for the Army Base Treatment Plant (ABTP) generator replacement project, saving an estimated \$2.9 million compared to a traditional bond issue, and briefed the Commission on a planned bond refunding expected to generate \$3.9 to \$5.4 million in additional savings.

Moody's also assigned a P-1 rating — the highest available for short-term credit — to our \$350 million commercial paper program, reinforcing confidence in our financial management heading into the August closing.



Talent

Our Talent Acquisition team launched 26 new recruitment campaigns in June and secured acceptance on 37 job offers, continuing to address staffing needs across the organization. Safety performance was strong, with 56 unannounced safety inspections completed and zero lost-time injuries, down from two the prior month.

Our new LIFT internship program launched successfully, welcoming five high school interns from the Virginia Beach Public Works Academy to introduce students to career paths at HRSD. Two WQ staff members were also recognized externally this month: Jenny Reitz graduated from the Virginia Natural Resources Leadership Institute, and Cat Svingos received the 2026 VWEA/AWWA Lab Analyst Excellence Award.



Community Engagement

On June 3, I presented our SWIFT program and innovation ecosystem to the Joint Committee on Science and Technology (JCOTS). There were several State Delegates and Senators in attendance and the presentation was well received.

Engineering worked out a lower-cost solution with the City of Chesapeake to satisfy a sidewalk requirement near the Atlantic Treatment Plant (ATP), giving the community a tangible benefit without requiring pedestrians to cross active plant driveways.

Chris Stephan, our Director of Interceptor Operations for the North Shore, joined James City Service Authority's (JCSA) Doug Powell for an interview with Williamsburg Watch on June 18 to discuss regional sewer capacity and how it factors into proposed developments in JCSA's service area. The outlet's reporter followed up by requesting a tour of our Williamsburg Treatment Plant (WBTP), which staff provided on June 24.

Staff hosted Rear Admiral Barnett, Commander of Navy Region Mid-Atlantic, and his team for a tour of the SWIFT Research Center. The visit concluded with the signing of an Intergovernmental Support Agreement allowing the Navy to purchase nutrient credits from HRSD to help meet

stormwater permit requirements across five Navy installations in Hampton Roads. The tour focused on the slowing or stopping land subsidence SWIFT benefit, as Hampton Roads has a large military presence and sea-level is one of their concerns.



Innovation

HRSD signed a Memorandum of Understanding (MOU) with PUB, Singapore's National Water Agency, at Singapore International Water Week – a partnership with an organization widely regarded as the most innovative water utility in the world. PUB has transformed how an entire nation manages water through advanced technology, water reuse, and long-term planning for water resilience, and this agreement formalizes a shared commitment between our two organizations to tackle tomorrow's water challenges together. This collaboration reflects the growing international recognition of HRSD's own leadership in innovation and technology, and positions us to learn from and contribute to solutions on a global scale.

HRSD welcomed the Wintec Glovis team to the SWIFT Research Center this week to begin test batches on a new pilot technology for regenerating granular activated carbon (GAC) – the material many utilities use to filter out PFAS and other emerging contaminants. Instead of the conventional method of burning spent carbon at high temperatures, Wintec Glovis' process uses superheated steam to restore the carbon's filtering performance, a technique already proven at full-scale facilities in Korea and one that promises to be safer, more sustainable, and more cost-effective. In related news, HRSD is the first utility in the country to earn NSF certification for reactivated carbon media sourced from a potable water reuse facility, a milestone that will help pave the way for other utilities pursuing similar reuse and treatment technologies.

HRSD met with the Pentair Municipal team to explore opportunities for collaboration on new technology, with a particular focus on demand-side innovation – looking at the customer's experience and needs as a starting point for developing new solutions. Pentair is bringing a customer-centric approach to this work, aiming to identify areas where HRSD's goals and Pentair's technology naturally intersect. Conversations like this help HRSD stay open to new partnerships and approaches as we continue to look for ways to serve our region more effectively.

IT held a strategic session with Jacobs Cybersecurity to review current AI initiatives and share lessons learned from other utilities, reinforcing the importance of building governance and security into any new AI tools from the start.

I look forward to seeing you in Newport News at 9:00 a.m. on Tuesday, July 28, 2026.

Respectfully submitted,

Jay Bernas

Jay Bernas, P.E.
General Manager/CEO

TO: General Manager

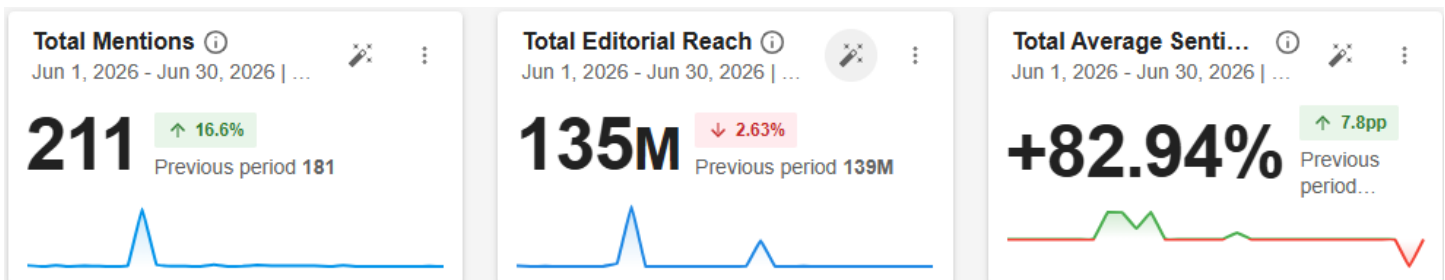
FROM: Chief Communications Officer

SUBJECT: Monthly Report for June 2026

DATE: June 15, 2026

A. Publicity and Promotion

1. HRSD and/or the Sustainable Water Initiative For Tomorrow (SWIFT) were mentioned or featured in five different stories this month. Top themes:
 - a. Infrastructure Challenges – Coastal cities are experiencing significant infrastructure challenges due to land subsidence and sea-level rise, leading ot loss of land and increased flooding risks. Civil engineers are exploring solutions to mitigate these issues. [[American Society of Civil Engineers](#)]
 - b. Announcement in the Virginian Pilot of Dr. Bott being named Chair of the EPA Science Advisory Board
 - c. Moody’s Ratings assigns a P-1 rating to HRSD’s \$350 million Extendable Subordinate Commercial Paper
2. Analysis of Media Coverage
 - a. Key results for June



b. Top performing news content

Top Articles by Estimated Views ⓘ

Jun 1, 2026 - Jun 30, 2026 | Sort by views



American Society of Civil Engineers

News | US | Jun 29 - 7:59 PM | 200k Reach

US coastal cities are sinking. What can civil engineers do?



ADVFN

News | US | Jun 9 - 4:00 AM | 561k Reach

Jacobs appointed to Yorkshire Water artificial intelligence services framework



Yahoo! Finance

News | US | Jun 9 - 4:00 AM | 43M Reach

Jacobs appointed to Yorkshire Water artificial

Top Articles by Social Echo ⓘ

Jun 1, 2026 - Jun 30, 2026 | Social echo



Storytelling Co - Lifestyle

News | US | Jun 9 - 4:18 AM | 14

Jacobs appointed to Yorkshire Water artificial intelligence services framework



H2O GlobalNews

News | GB | Jun 10 - 7:23 AM | 1

Jacobs Appointed to Yorkshire Water's £32M AI Services Framework



American Society of Civil Engineers

News | US | Jun 29 - 7:59 PM | 1

US coastal cities are sinking. What can civil engineers

c. Top Social Posts by Views and Engagement

Top Social Posts by Views ⓘ

Jun 1, 2026 - Jun 30, 2026 | Sort by views



Debbie us 🌟 @debbiez49

X | US | Jun 23 - 8:48 AM | 3,55k Reach

@ltgovhashmi then look into **Hampton Roads Sanitation District** water bills over \$200



Terry ✓ @easternfrontinc

X | US | Jun 17 - 8:15 PM | 275 Reach

@**HRSDVA** What a beautiful plant



Terry ✓ @easternfrontinc

X | US | Jun 10 - 4:34 PM | 276 Reach

@**HRSDVA** Crowder nailed it

Top Social Posts by Engagement ⓘ

Jun 1, 2026 - Jun 30, 2026 | Sort by engagement



Debbie us 🌟 @debbiez49

X | US | Jun 23 - 8:48 AM

@ltgovhashmi then look into **Hampton Roads Sanitation District** water bills over \$200



Terry ✓ @easternfrontinc

X | US | Jun 17 - 8:15 PM

@**HRSDVA** What a beautiful plant



Terry ✓ @easternfrontinc

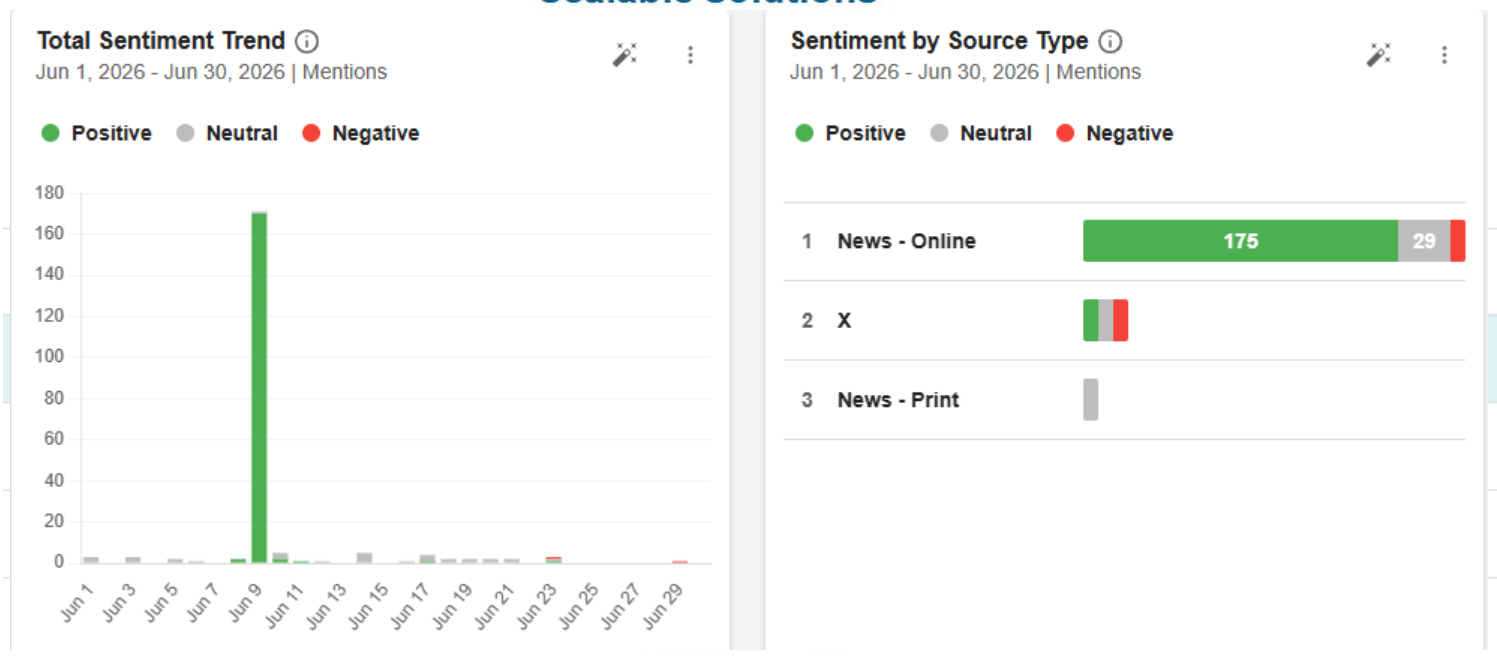
X | US | Jun 10 - 4:34 PM

@**HRSDVA** Crowder nailed it

d. Top Key Words and Topics



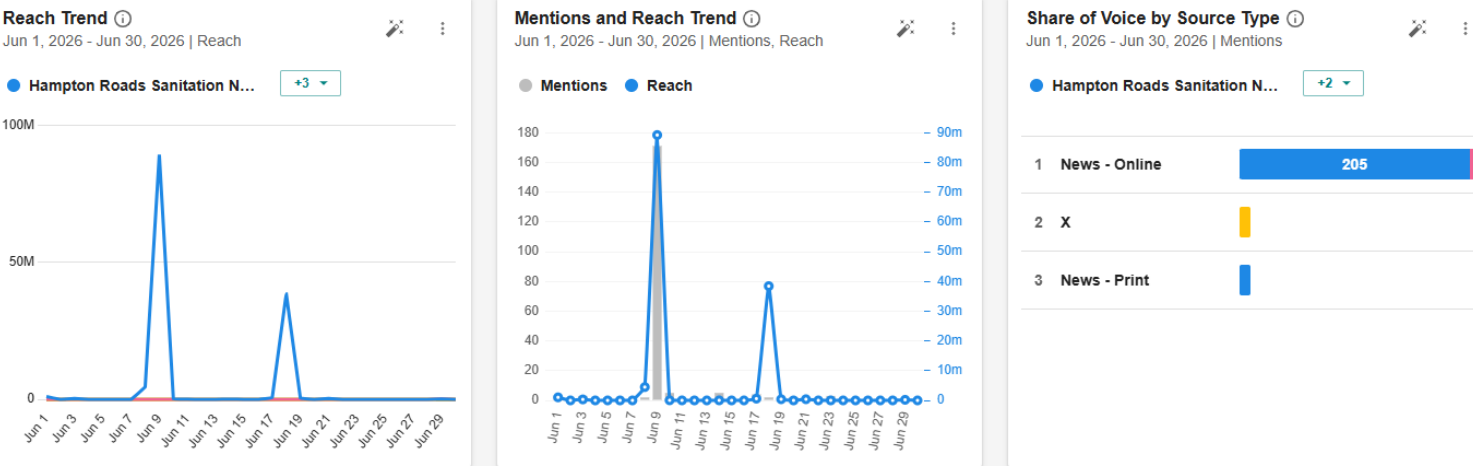
e. How favorable is the content?



For context related to negative sentiment:

- **X captures direct customer sentiment and service issues.** Posts range from praise for facility aesthetics to complaints about billing and service access, creating mixed tone distribution. [X](#)
- **Engineering publications frame infrastructure challenges negatively.** Coverage of coastal subsidence and flooding risks positions utilities within broader civil engineering concerns rather than operational successes. [American Society of Civil Engineers](#)

f. What is the potential reach?



g. Who’s Driving the Conversation? (Top publishers)

Top Journalists by Mentions ⓘ

Jun 1, 2026 - Jun 30, 2026 | Sort by mentions

Sort by Mentions

1	Jennifer Hagan	2
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Top Journalists by Social Echo ⓘ

Jun 1, 2026 - Jun 30, 2026 | Social echo

Sort by Social Echo

1	Jennifer Hagan	N/A (2 mentions)
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Top Social Authors by Posts ⓘ

Jun 1, 2026 - Jun 30, 2026 | Sort by mentions

Sort by Mentions

1	Terry	2
2	Joanne Kinnaird	1
3	Debbie us 🏡	1

Top Social Authors by Engagement ⓘ

Jun 1, 2026 - Jun 30, 2026 | Sort by engagement

Sort by Engagement

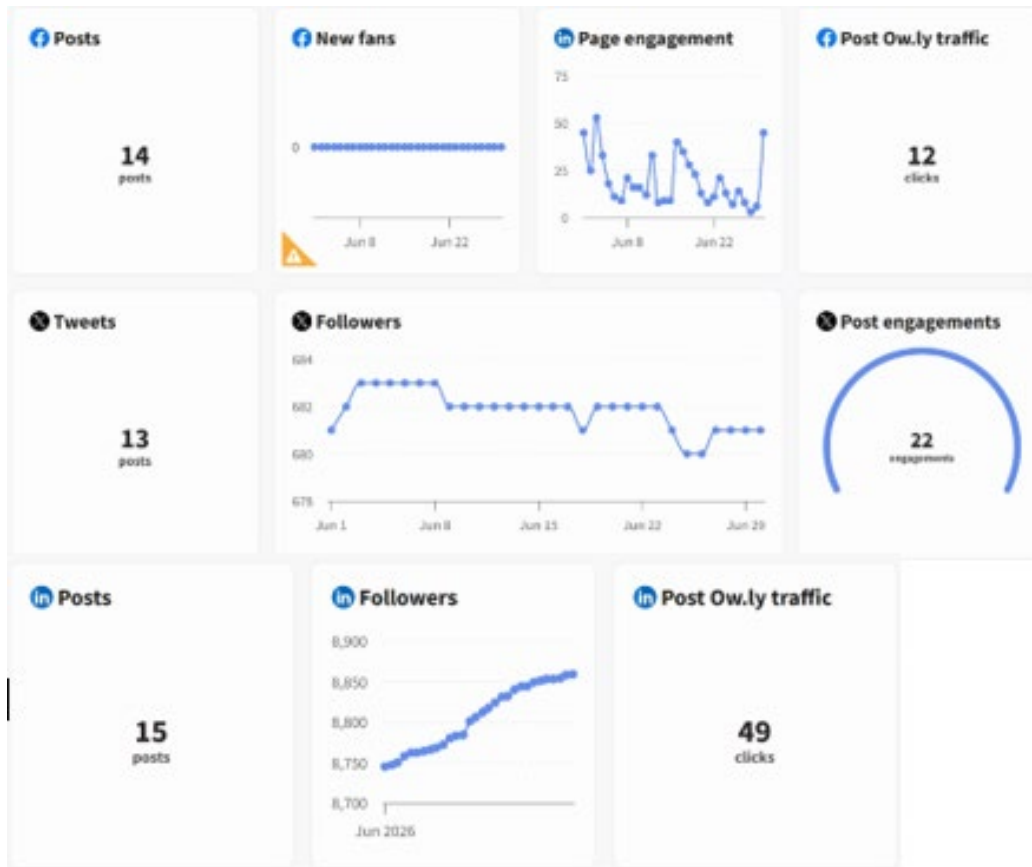
1	Joanne Kinnaird	N/A (1 mention)
2	Debbie us 🏡	N/A (1 mention)
3	Terry	N/A (2 mentions)



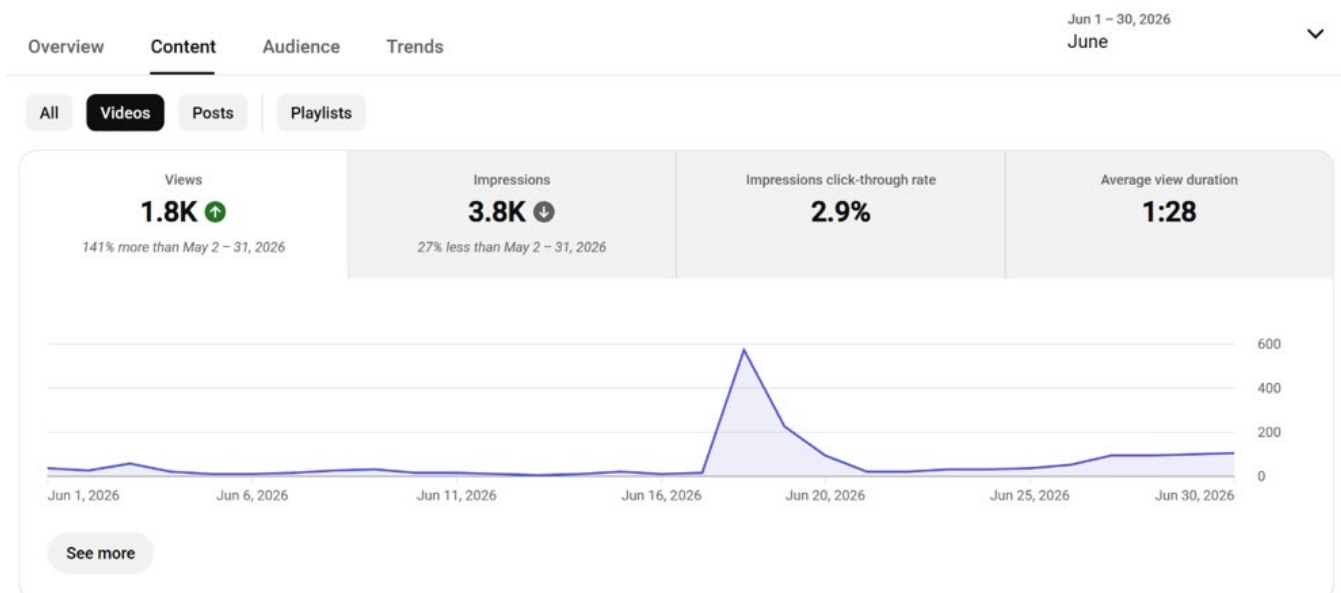
Community Engagement

B. Social Media and Online Engagement

1. Metrics – Facebook, X and LinkedIn

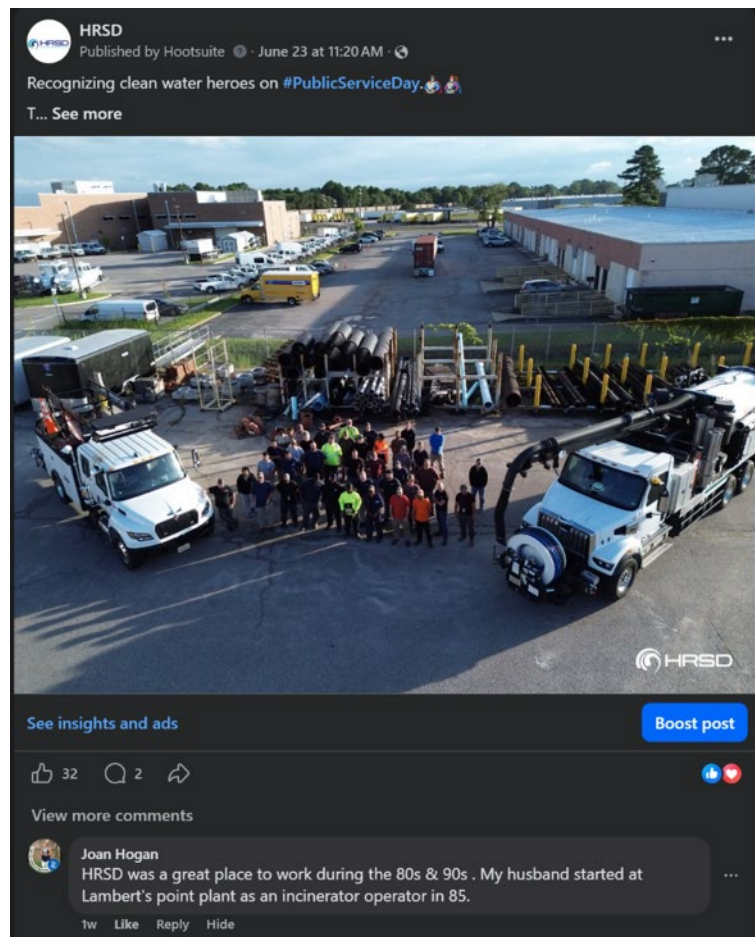


2. YouTube

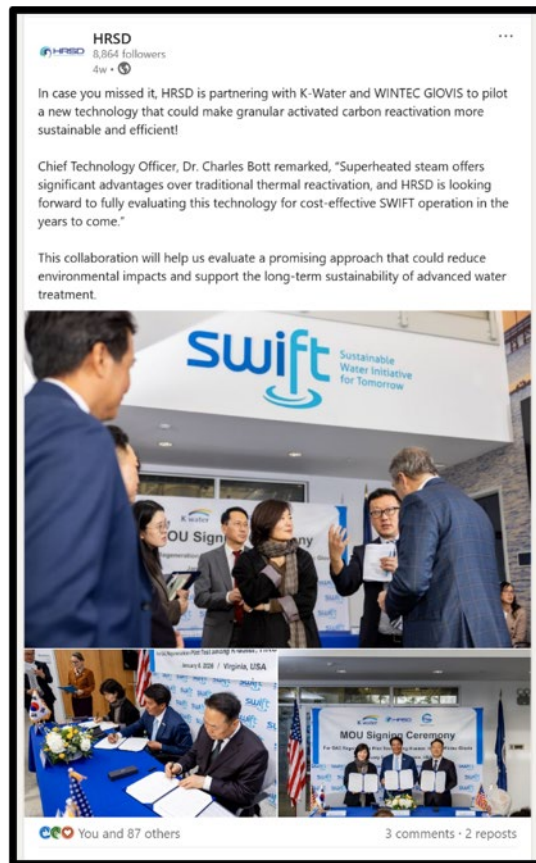


3. Top posts on Facebook, Twitter, and YouTube

a. Top Facebook post



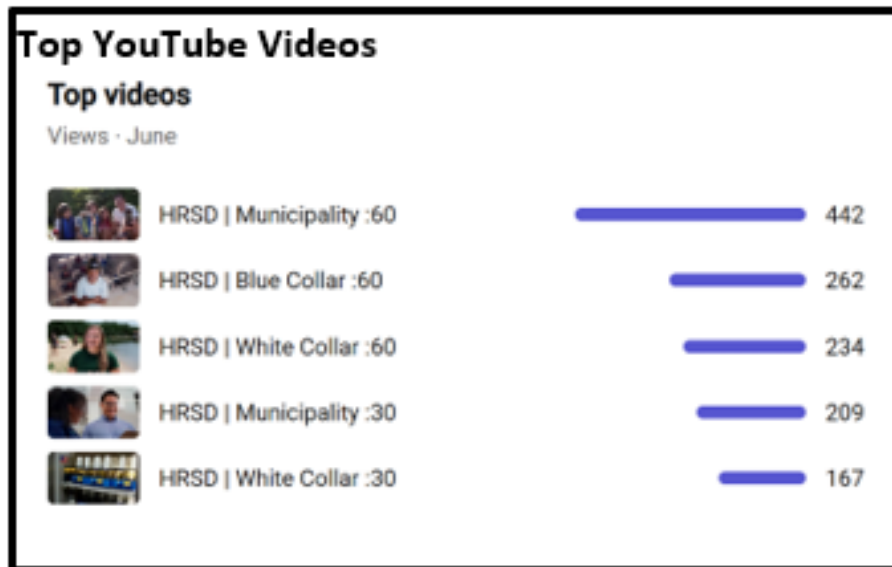
b. Top LinkedIn Post



c. Top X Post



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



4. Website and Social Media Impressions and Visits

a. Facebook:

- (1) 138,212 unique views
- (2) Facebook Engagement of 842 (179 reactions, 5 shares, and six comments)
- (3) 652 post clicks

b. X: 3.73% engagement rate

c. HRSD.com/SWIFTVA.com: 876 page visits

d. LinkedIn:

- (1) 15,791 page impressions
- (2) Page reach of 8,571 connections
- (3) 593 page engagements (10.7% rate)

e. YouTube: 1,814 views

f. NextDoor unique impressions: 18,562 post impressions from 19 targeted neighborhood postings and two regionwide postings.

g. Instagram Overview:

- (1) 3,919 profile views
- (2) 2,169 post views of 55 posts with an engagement of 116

h. Blog Posts: [For the Love of Oysters](#)

i. Construction Project Page Visits – 1,523 total

C. Education and Outreach Activity Highlights

1. 06/04/26 – HRSD/SWIFT information table – Newport News Waterworks Safety Day
2. 06/05/2026 – SWIFT Research Center (RC) tour to VDH Conference attendees
3. 06/09/2026 -- SWIFT RC tour and activity for Portsmouth Public Schools (PPS) Camp Answer
4. 06/12/2026 – SWIFT RC tour for Keep Norfolk Beautiful staff
5. 06/16/2026 – SWIFT RC tour and activity for PPS Camp Answer
6. 06/18/2026 – HRSD/SWIFT Information table at Newport News Behavioral Health Future Pathways Career & College Readiness Expo
7. 06/23/2026 – SWIFT RC tour and presentation for PPS Camp Answer
8. 06/23/2026 – HRSD presentation and activity for James City County REEn't Out Summer Camp
9. 06/26/2026 – SWIFT RC tour for Elizabeth River Project and HRSD employees
10. 06/26/2026 – SWIFT RC tour and MOU signing for Navy Region Mid-Atlantic
11. Newsroom postings:
 - a. Construction notices –13
 - b. News releases – 1
 - c. Traffic Advisories - 1

D. Meetings, Planning and other Communications

CCO participated in the following meetings and events:

1. Coordinated interviews and video shoot for a SWIFT documentary being produced by Innovate Hampton Roads and season two of their *Disrupting the Tide* series.
2. Participated in a SWIFT tour for the Navy's Regional Admiral
3. Meetings with Pentair communications staff to discuss participation in their BBC documentary
4. Attended the quarterly Hampton Roads Media Council meeting together with

Communications Manager

5. Attended Potomac Aquifer Recharge Oversight Committee (PAROC) meeting
6. Attended Mid Atlantic WaterReuse Communications Committee meeting
7. HRSD.com weekly redesign meetings
8. SWIFT monthly communications status call
9. Bi-weekly General Manager (GM) briefings
10. Discharge Monitoring Report (DMR), SWIFT Quality Steering Team (QST), and HRSD QST meetings
11. Check-in meetings with Deputy General Manager (DGM)
12. Monthly check in meeting with Chief Operating Officer
13. CCO conducted biweekly Communications department status meetings and weekly one-on-one check-in meetings.
14. Staff participated in 31 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 and internal communications activities and pursuits for June:

- Communications Manager attended the NACWA Strategic Communications Conference
- Communications Manager attended the Ideas Lab Webinar to learn about best practices for audio and video podcasts.
- Communications Manager led efforts to recognize HRSD treatment plants receiving NACWA Platinum Performance Awards
- Communications Manager provided support and strategic guidance to the Employee Field Day planning committee, identifying opportunities to increase employee awareness, participation, and engagement
- Public Information specialists participated in the following professional development endeavors:
 - Public Relations Society of America (PRSA) – Public Affairs and Government section annual conference
 - PRSA webinar: Critical Conversations: Saying What Needs to Be Said
 - PRSA webinar: AI Prompting Strategies for PR Results
 - IT cybersecurity training
 - Training, “Feeling Safe Isn’t Good Enough: The Psychology and Practice of

Hurricane Preparedness”

Respectfully,

Leila Rice, APR

Chief Communications Officer

TO: General Manager

FROM: Chief Engineer

SUBJECT: Monthly Engineering Report for June 2026

DATE: July 13, 2026



Environmental Responsibility

- As part of the George Washington Interceptor Force Main Extension at St. Julian's Creek Project, the consultant discovered that the force main protruding through the bridge abutment over the creek was in very poor condition. As this project will not be under construction until early 2027, a temporary solution was designed that could be implemented rapidly if the force main unexpectedly fails.



Financial Stewardship

- Capital Improvement Program (CIP) spending for June was above the planned spending target, and cumulative spending was approximately 91 percent of the planned CIP target for the fiscal year. Note that Finance and Engineering are working on revisions to how expenditures on the capital program are reported – these changes will be implemented on July 1st.

Capital Improvement Program Spending (\$M)		
	Current Period	FY to date
Actual	\$93.2	\$643.6
Plan	\$83.6	\$709.0

- Over the last several months, HRSD staff in Engineering, Operations, and Water Quality involved in the Central Environmental Laboratory project have been working collaboratively with the design engineer and CMAR on a value engineering process to help reduce the cost of this project, while preserving all the functionality of a best-in-class laboratory. Alternative materials and vendors, as well as performing portions of the work with the Construction Support Team, have been considered.



Talent

- Staff retention and recruitment remain significant priorities; however, Engineering finished the year with only two vacancies: one of which was due to an internal promotion and the other will be filled by an external candidate on July 6th. Looking ahead, Engineering will gain six new positions in fiscal year 2027; thus, recruitment will continue to be a top priority.

- The PSO Department has implemented a Learning Series to help HRSD staff better understand the possibilities and benefits of a Program Support Office. More than fifteen different learning sessions have been coordinated between June and August with a variety of companies. During June, presentations were given by Arcadis, Gryps, HDR, CDM Smith, and Black & Veatch.



Community Engagement

- South Shore D&C staff attended the Lafayette Winona Civic League to provide a progress update on the Luxembourg Avenue Pump Station and nearby gravity sewer work.
- SWIFT D&C staff supported multiple tours of the SWIFT Research Facility and were interviewed by Virginia Public Radio and Innovative757 related to the SWIFT program.



Innovation

- The Town of Dendron Discharge Force Main Replacement Project is taking advantage of lessons learned from the High Priority Inflow and Infiltration Reduction Program. Specifically, this project will leverage that Program's cost-effective analysis approach to determine the right balance of peak flow reduction and upsizing of the pump stations. This process will use data and a model-based holistic approach to the problem to ensure the right solutions are implemented and that expected outcomes are achieved.
- To avoid future site plan approval delays on the Atlantic Treatment Plant Reliability and Odor Control Improvements (ROCI) program, staff proposed a creative solution to the City's right-of-way improvement requirement of installing sidewalk in front of the plant, which would encourage foot traffic in front of the gated entrances. Instead, staff proposed installing sidewalk on the opposite side of the street and installing additional sidewalk to connect an existing sidewalk to the nearby City-owned ballfields. In this way, the community would see a tangible benefit of the improvement and would not be forced to cross treatment plant driveways. In June, staff worked with legal counsel to formalize this proposal in an MOU with the City.
- SWIFT staff coordinated a conversation with the EPA to share performance data on HRSD's work with PFAS removal to support a tool they are building to help utilities decide how best to address PFAS issues.

Jeff Scarano, PE, BCEE, DBIA

TO: General Manager/CEO

FROM: Deputy General Manager and Chief Financial Officer

SUBJECT: Monthly Report for June 2026

DATE: July 14, 2026



Financial Stewardship

Debt and Grants Management

Staff worked to stabilize the extendable commercial paper program (ECP) after receiving notice from the program's paying agent just prior to the scheduled distribution of the Offering Memorandum on June 17 to investors, that it could not administratively support the program. As a result, staff secured an extension of HRSD's existing \$300 million line of credit and initiated the process to select a new paying agent. Staff now anticipates closing on the ECP in early August.

Staff briefed the Commission on a planned bond refunding and tender offer transaction. Based on market conditions as of June 5, the transaction may generate total cash flow savings of approximately \$3.9 to \$5.4 million, depending on interest rates and investor participation in the tender offer.

Staff successfully closed on a low-interest loan for the Army Base Treatment Plant Generator Replacement project. The interest savings compared to a traditional revenue bond issue are estimated to be approximately \$2.9 million.

Accounting & Interim Financial Reports

Early, interim year-end financial results for the 2025 fiscal year are favorable, with revenues exceeding budgetary projections by approximately two percent. Expenses, to date are eight percent below the amended budget.

Billed consumption, which generates the vast majority of HRSD's revenues, tracked in line with budgetary projections.

Summary of Billed Consumption (,000s ccf)							
Month	FY2026 Cumulative Budget Estimate	% Difference		% Difference		% Difference	
		FY2026 Cumulative Actual	From Budget	Cumulative FY2025 Actual	From FY2025	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	18,219	-3.3%	18,870	-3.4%	18,801	-3.1%
Nov	22,973	22,425	-2.4%	23,421	-4.3%	23,067	-2.8%
Dec	27,367	26,490	-3.2%	27,666	-4.3%	27,309	-3.0%
Jan	31,942	31,400	-1.7%	32,016	-1.9%	31,835	-1.4%
Feb	35,907	35,582	-0.9%	35,801	-0.6%	35,861	-0.8%
March	40,149	39,592	-1.4%	40,246	-1.6%	39,959	-0.9%
Apr	44,110	44,081	-0.1%	44,404	-0.7%	44,064	0.0%
May	48,484	48,581	0.2%	48,830	-0.5%	48,554	0.1%
June	53,000	53,084	0.2%	53,606	-1.0%	53,120	-0.1%

Interest income is significantly higher than originally budgeted. Approximately \$5.6 million of the additional earnings is tied to the investment of proceeds from a \$233.8 million bond issue that occurred after the development of the 2026 Annual Budget.

Capital Improvement Plan cash disbursements for the year were significant and amounted to approximately \$693.2 million for the fiscal year.

Customer Care

Past-due balances decreased across all aging categories. In accordance with state law, staff suspended residential service disconnections when forecasted temperatures exceed 92 degrees. During these periods staff redirected field efforts to commercial collection activities, and support to partner localities as needed.

Staff delivered 3,379 warning door tags and disconnected 1,354 accounts. Customer call volume averaged 4,100 calls per week. Service levels declined to 46 percent, with average wait times increasing to 5 minutes and 33 seconds and abandonment rate rising to 20 percent. The increase in call volume was primarily driven by questions regarding the new mailed shut-off notices, which have replaced the previous practice of posting physical notices on customers' doors.

Staff also sent 14,899 text reminders, resulting in 7,283 payments – a 49 percent response rate. Customer satisfaction remained strong, with after-call surveys yielding an 88 percent favorable rating.

A. Entity Wide Interim Financial Report & Summary of Reserves

Hampton Roads Sanitation District Interim Financial Report Funds Analysis For the Period Ending June 30, 2026

	Operating Fund	Operating Grants	Capital Fund	Total
Inflows				
Wastewater Treatment Charges	\$ 504,442,056	\$ -	\$ -	\$ 504,442,056
Interest Income	19,077,484		5,624,289	24,701,773
Grants	-	35,327	68,146,761	68,182,088
Debt Issuances	-		287,459,965	287,459,965
Transfers-In	-		173,101,344	173,101,344
Total Inflows	523,519,540	35,327	534,332,359	1,057,887,226
Outflows				
Operational	232,648,366	59,934	-	232,708,299
Debt Service	99,245,531		-	99,245,531
Capital	-		693,246,425	693,246,425
Transfers-Out	173,101,344		-	173,101,344
Total Outflows	504,995,241	59,934	693,246,425	1,198,301,599
Net Change in Reserves	18,524,299	(24,606)	(158,914,066)	(140,414,373)
Beginning Reserves	287,822,081	-	315,786,765	603,608,846
Ending Reserves	\$ 306,346,380	\$ (24,606)	\$ 156,872,699	\$ 463,194,473
Ending Reserves Summary				
Unrestricted				
General	\$ 263,837,826	\$ (24,606)	\$ 178	\$ 263,813,397
Risk	4,799,555	-	-	4,799,555
PayGo	-	-	156,872,490	156,872,490
Total Unrestricted Reserves	268,637,380	(24,606)	156,872,668	425,485,442
Restricted				
Debt Service	37,709,000	-	-	37,709,000
Bond Proceeds	-	-	31	31
Total Ending Reserves	\$ 306,346,380	\$ (24,606)	\$ 156,872,699	\$ 463,194,473

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 June 30, 2026

	Amended Budget	Current YTD	Current YTD as % of Budget (100% Budget to Date)	Prior YTD as % of Prior Year Budget
Operating Revenues				
Wastewater	\$ 486,718,000	\$ 482,071,673	99%	102%
Surcharge	1,568,000	1,453,037	93%	109%
Indirect Discharge	3,526,000	4,886,332	139%	110%
Fees	4,560,000	4,557,276	100%	137%
Municipal Assistance	734,000	850,640	116%	139%
Miscellaneous	808,000	815,178	101%	99%
Total Operating Revenue	497,914,000	494,634,136	99%	102%
Non Operating Revenues				
Facility Charge	6,620,000	7,834,645	118%	115%
Interest Income	11,500,000	24,027,773	209%	358%
Other	1,545,000	2,746,107	178%	204%
Total Non Operating Revenue	19,665,000	34,608,525	176%	246%
Total Revenues	517,579,000	529,242,661	102%	106%
Transfers from Reserves	26,039,871	26,039,871	100%	100%
Total Revenues and Transfers	\$ 543,618,871	\$ 555,282,532	102%	106%
Operating Expenses				
Personal Services	\$ 87,450,418	\$ 86,857,893	99%	98%
Fringe Benefits	31,422,407	30,807,070	98%	89%
Materials & Supplies	17,577,501	14,245,837	81%	91%
Transportation	2,679,992	2,044,163	76%	78%
Utilities	18,037,260	16,008,123	89%	95%
Chemical Purchases	19,158,847	13,894,568	73%	85%
Contractual Services	63,850,179	45,876,771	72%	71%
Major Repairs	18,968,701	11,349,387	60%	46%
Capital Assets	2,280,197	1,514,460	66%	30%
Miscellaneous Expense	4,552,025	3,852,597	85%	121%
Total Operating Expenses	265,977,527	226,450,869	85%	85%
Debt Service and Transfers				
Debt Service	104,540,000	99,245,531	95%	99%
Transfer to CIP	173,101,344	173,101,344	100%	100%
Total Debt Service and Transfers	277,641,344	272,346,875	98%	99%
Total Expenses and Transfers	\$ 543,618,871	\$ 498,797,744	92%	92%

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****June 30, 2026**

Classification/ Treatment Service Area	Appropriated Funds	Project to Date Expenditures	Encumbrances	Available
Administration	\$ 117,738,289	\$ 41,623,907	\$ 56,459,550	\$ 19,654,832
Army Base	49,704,075	14,271,528	7,208,639	28,223,908
Atlantic	221,306,855	82,625,011	27,562,500	111,119,344
Boat Harbor	508,355,299	421,542,602	34,739,769	52,072,928
Ches-Eliz	29,279,118	15,291,670	711,328	13,276,120
Eastern Shore	68,576,326	47,313,750	1,325,948	19,936,628
James River	361,858,320	315,666,194	18,304,569	27,887,557
Middle Peninsula	106,763,987	28,693,966	12,362,980	65,707,041
Nansemond	568,080,436	427,539,814	123,117,502	17,423,120
Surry	57,978,543	52,841,028	429,975	4,707,540
VIP	327,386,066	175,584,779	59,023,177	92,778,110
Williamsburg	103,425,475	13,577,629	1,809,761	88,038,085
York River	113,575,421	77,052,662	3,230,787	33,291,972
General	1,701,122,141	745,788,544	661,039,188	294,294,409
	<u>\$ 4,335,150,351</u>	<u>\$ 2,459,413,084</u>	<u>\$ 1,007,325,673</u>	<u>\$ 868,411,594</u>

D. Summary of Debt Activity

HRSD- Debt Analysis

June 30, 2026

(in thousands)	Fixed Rate	Variable Rate	Line of Credit	Total
Beginning Balance 7/1/25	\$ 1,757,250	\$ 50,000	\$ 92,462	\$ 1,899,712
Add:				
New Debt	283,478	-	-	283,478
Capitalized Interest	9,275	-	-	9,275
Less:				
Principal Payments	(58,839)	-	-	(58,839)
Ending Balance 06/30/26	\$ 1,991,164	\$ 50,000	\$ 92,462	\$ 2,133,626
FY26 YTD Interest Payments	\$ (43,427)	\$ (1,191)	\$ (3,278)	\$ (47,896)

HRSD- Series 2016 Variable Rate Bond Analysis

June 26, 2026

	SIFMA Index	HRSD Series 2016VR	Deviation to SIFMA
Maximum	4.71%	4.95%	0.24%
Average	1.63%	1.11%	-0.52%
Minimum	0.01%	0.01%	0.00%
As of 06/26/26	2.67%	2.55%	-0.12%

Since October 20, 2011 HRSD has averaged 111 basis points on Variable Rate Debt

Subsidised Debt Activity						
Source	Funder	Loan Amount	Current Drawn Total	% Remain	Initial Draw Date - Projected	
VCWRLF 2026 CIP Project	DEQ	\$ 60,000,000	\$ 522,358	99%	May 2026	
VCWRLF Emerging Contaminants	DEQ	\$ 15,031,209	\$ 1,145,028	92%	June 2026	
WIFIA Tranche 3	EPA	\$ 346,069,223	\$ -	100%	July 2026	
CFPF ABTP Generator Control Replacement	DCR	\$ 6,439,410	\$ -	100%	July 2026	

E. Cash and Investment Summary

Operating Liquidity Accounts	Beginning Market Value July 1, 2025	YTD Contributions	YTD Withdrawals	YTD Income Earned	Ending Market Value June 30, 2026	Allocation of funds	Current Mo Avg Yield
BOA Corp Disbursement Account	\$ 43,574,043	\$ 1,345,987,813	\$ 1,368,348,699	\$ 386,554	\$ 21,599,711	5.5%	1.79%
BOA Operating Accounts	14,339,684	1,083,219,739	1,083,634,313	190,016	14,115,126	3.6%	1.35%
BNY Mellon Account	7,892,401	62,676,250	63,870,924	74,440	6,772,167	1.7%	3.54%
SNAP & SLG Accounts	143,929,872	227,841,535	377,395,488	5,624,289	208	0.0%	3.80%
VIP Stable NAV Liquidity Pool	324,275,659	379,096,072	370,000,000	15,694,593	349,066,324	89.1%	3.78%
Operating Liquidity Accounts	\$ 534,011,659	\$ 3,098,821,409	\$ 3,263,249,424	\$ 21,969,892	\$ 391,553,536	100.0%	

VIP Stable NAV Liquidity Pool performed 0.01% above to the Va Local Government Investment Pool's (the market benchmark) in the month of June 2026.

Total Return Account	Beginning Market Value July 1, 2025	YTD Contributions	YTD Withdrawals	YTD Income Earned & Realized G/L	Ending Market Value June 30, 2026	Allocation of funds	Yield to Maturity at Market
VIP 1-3 Year High Quality Bond Fund	69,597,188	-	14,132	2,731,881	71,640,937	72,865,484	4.16%
Total Return Account	\$ 69,597,188	\$ -	\$ 14,132	\$ 2,731,881	\$ 71,640,937	\$ 72,865,484	

VIP 1-3 Year High Quality Bond Fund performed 0.01% below to the ICE BofA ML 1-3 yr AAA-AA Corp/Gov Index (the market benchmark) in June 2026.

	Total	Fund Alloc
Operating Liquidity Accounts	\$ 391,553,536	84.5%
Total Return Account	\$ 71,640,937	15.5%
TOTAL	\$ 463,194,473	100.0%

F. Financial Performance Metrics Adjusted Days Cash on Hand

HRSD - UNRESTRICTED CASH

June 30, 2026

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	\$ 425,485,443		584
Risk Management Reserve	(4,799,555)	(7)	577
Capital (PAYGO only)	(156,872,491)	(215)	362
Adjusted Days Cash on Hand	\$ 263,813,398		362

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

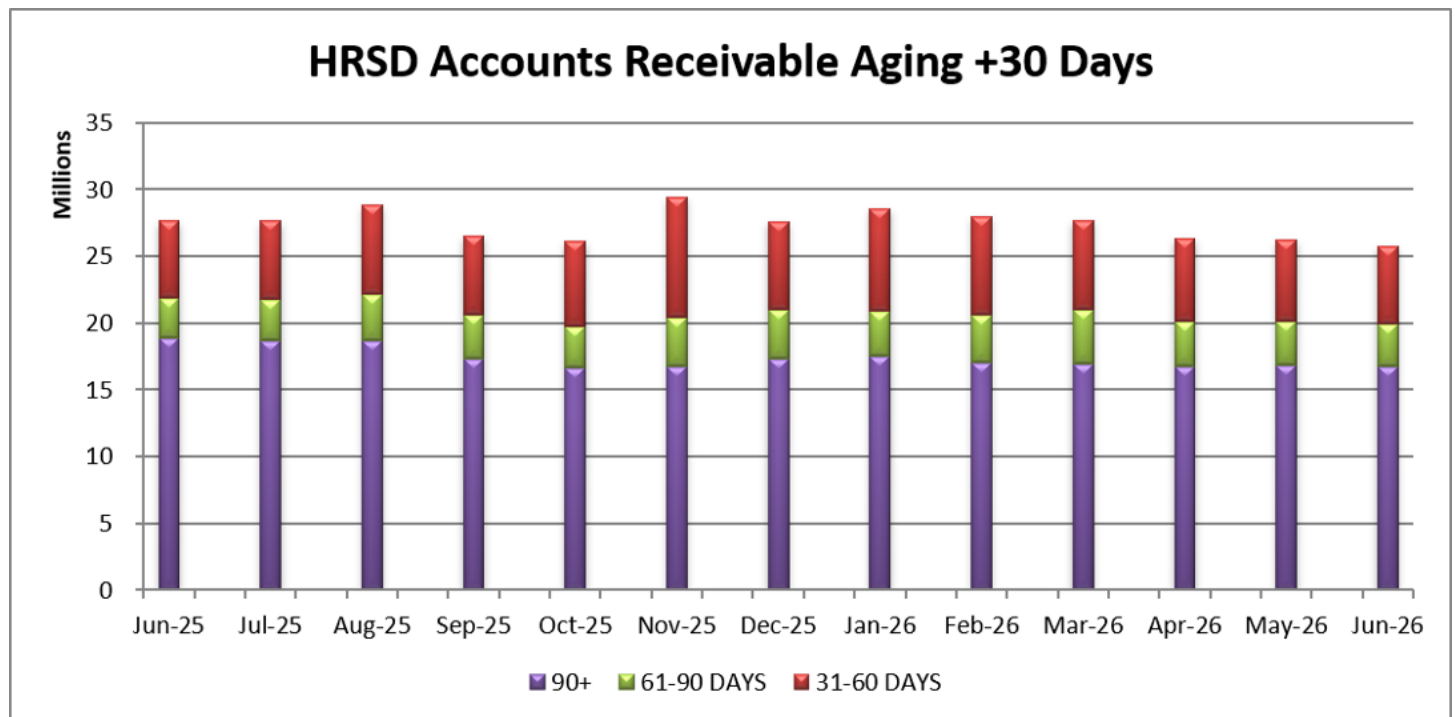
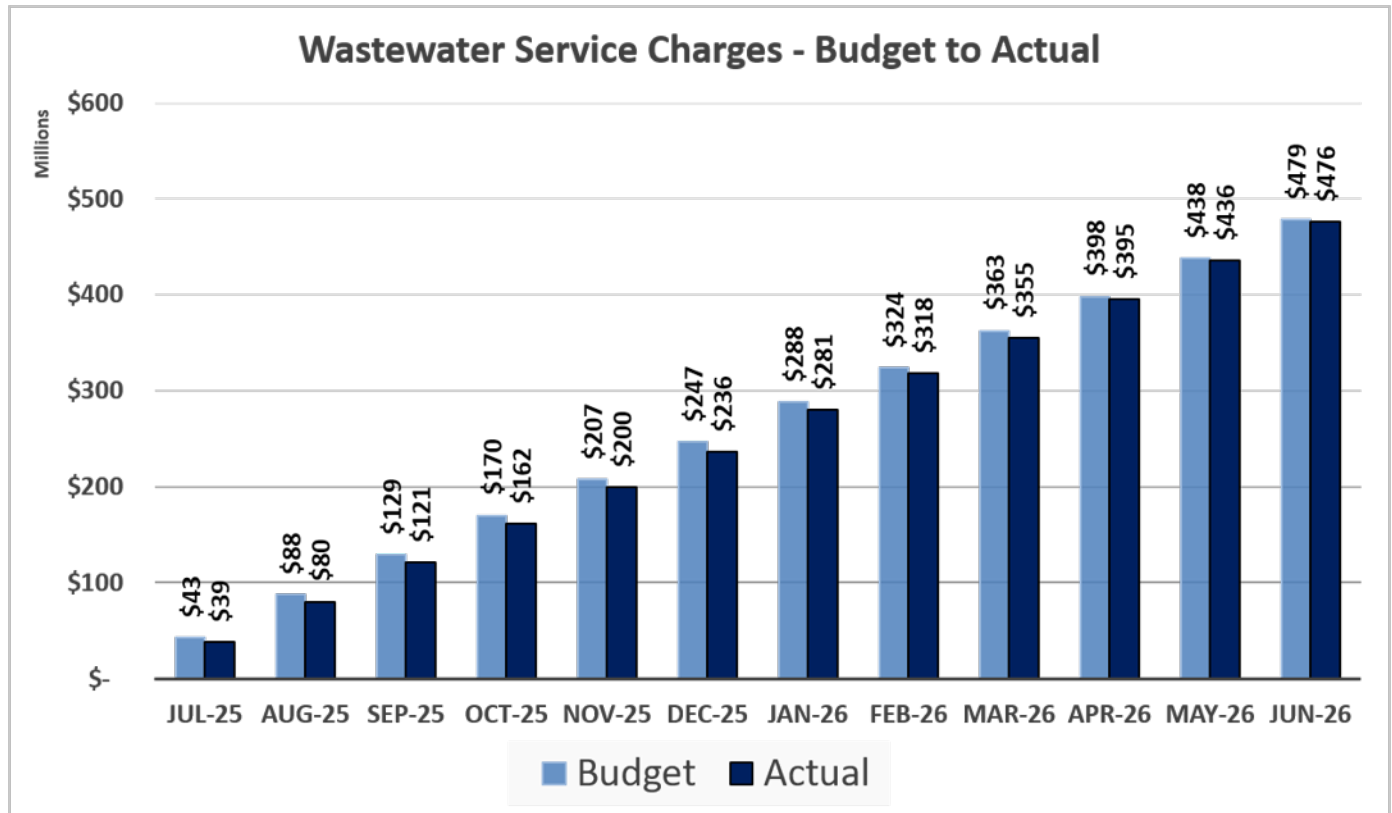
Adjusted Days Cash on Hand Policy Minimum is 270-365 days.

G. Summary of Grant Applications, Awards and Activity

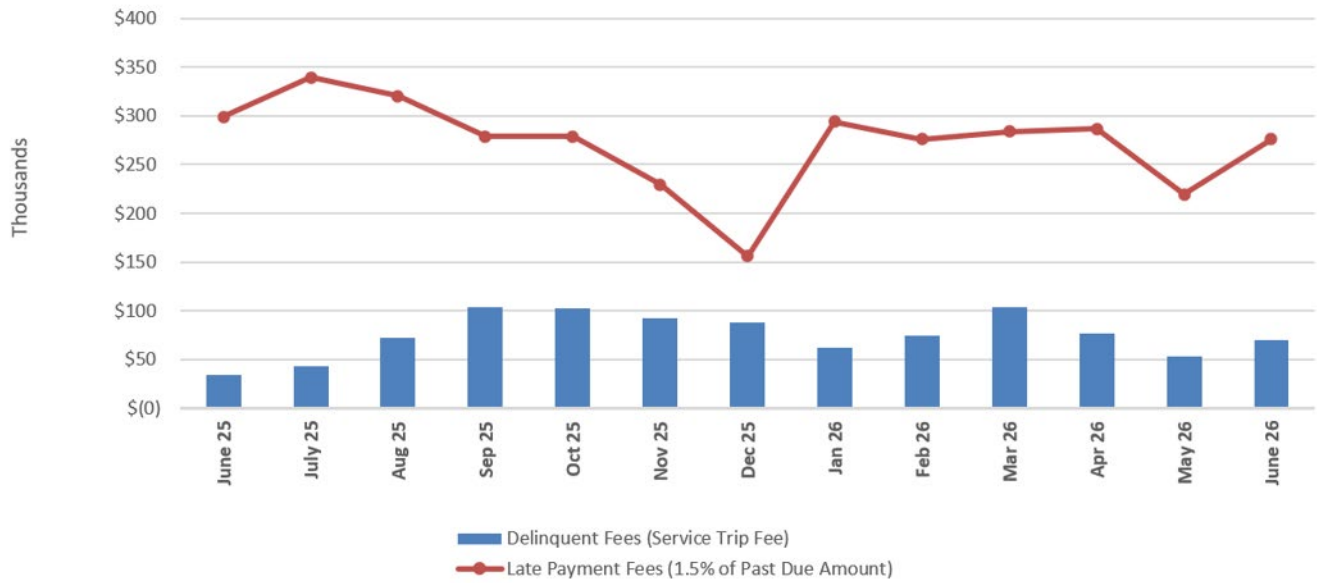
Active Capital Grants							
Grant Name	Funder	Project	CIP#	Application Submitted	Amount Requested	HRSD Award Amount	Reimbursement as of 06/30/26
Community Flood Preparedness Fund	VDCR	Dozier's Corner Pump Station Replacement	AT015400	12/4/2024	\$ 6,265,669	\$ 6,265,669	\$ -
Community Flood Preparedness Fund	VDCR	Onancock Treatment Plant Administrative Building Design	ES010300	10/30/2024	\$ 374,400	\$ 374,400	\$ -
Water Quality Improvement Fund	VDEQ	Boat Harbor Pump Station and Conveyance	BH015700 BH015701 BH015710 BH015720 GN016345 GN016346	3/4/2024	\$ 311,286,392	\$ 294,300,592	\$ 67,000,000
Water Quality Improvement Fund	VDEQ	James River Advanced Nutrient Reduction Improvements (ANRI) SWIFT	GN016360 GN016361 GN016362 JR013400	3/23/2023	\$ 344,741,547	\$ 331,384,307	\$ -
					\$ 662,668,008	\$ 632,324,968	\$ 67,000,000

Active Non-Capital Grants							
Grant Name	Funder	Project	CIP#	Application Submitted	Amount Requested	HRSD Award Amount	Reimbursement as of 06/30/26
Non-Point Source Funding	VDEQ	Gloucester Septic to Sewer (Pay for Performance)	n/a	2/3/2024	\$ 1,180,000	\$ 1,180,000	\$ 35,327
					\$ 1,180,000	\$ 1,180,000	\$ 35,327

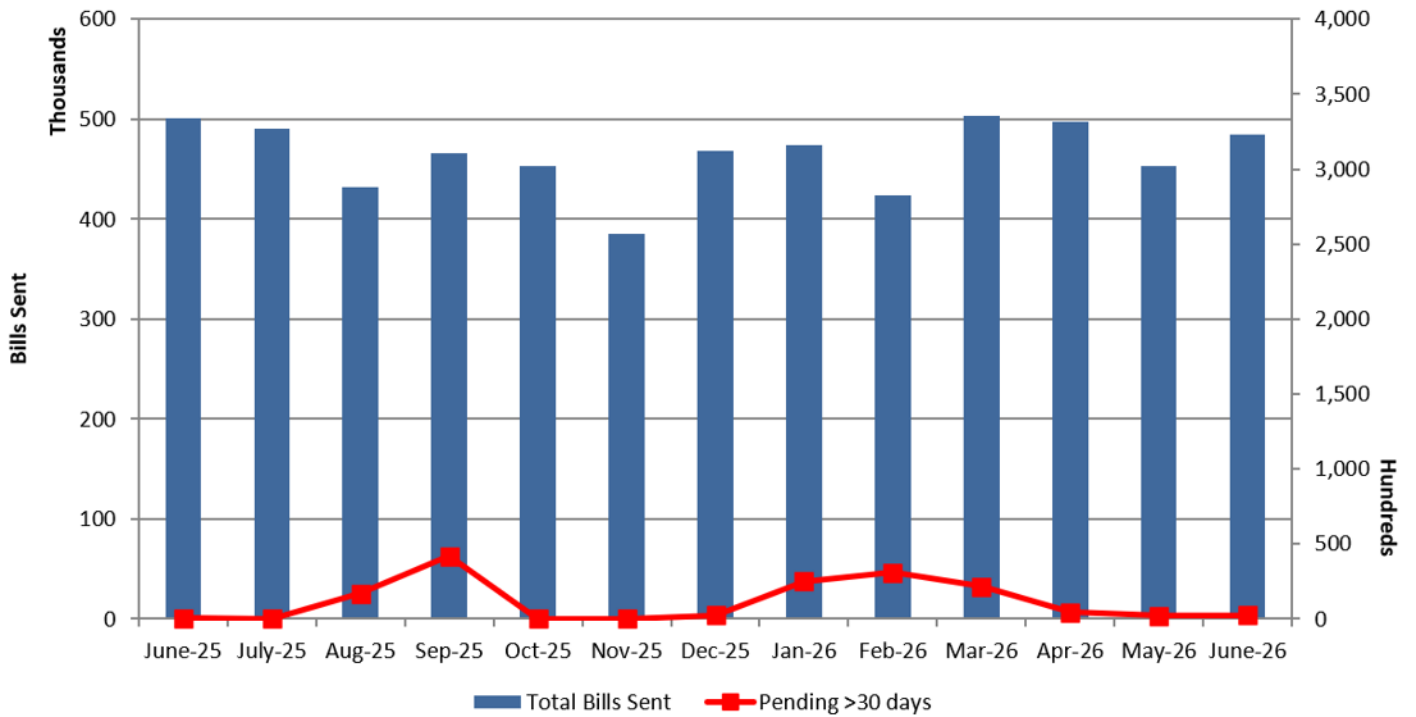
H. Customer Care Center – Key Statistics



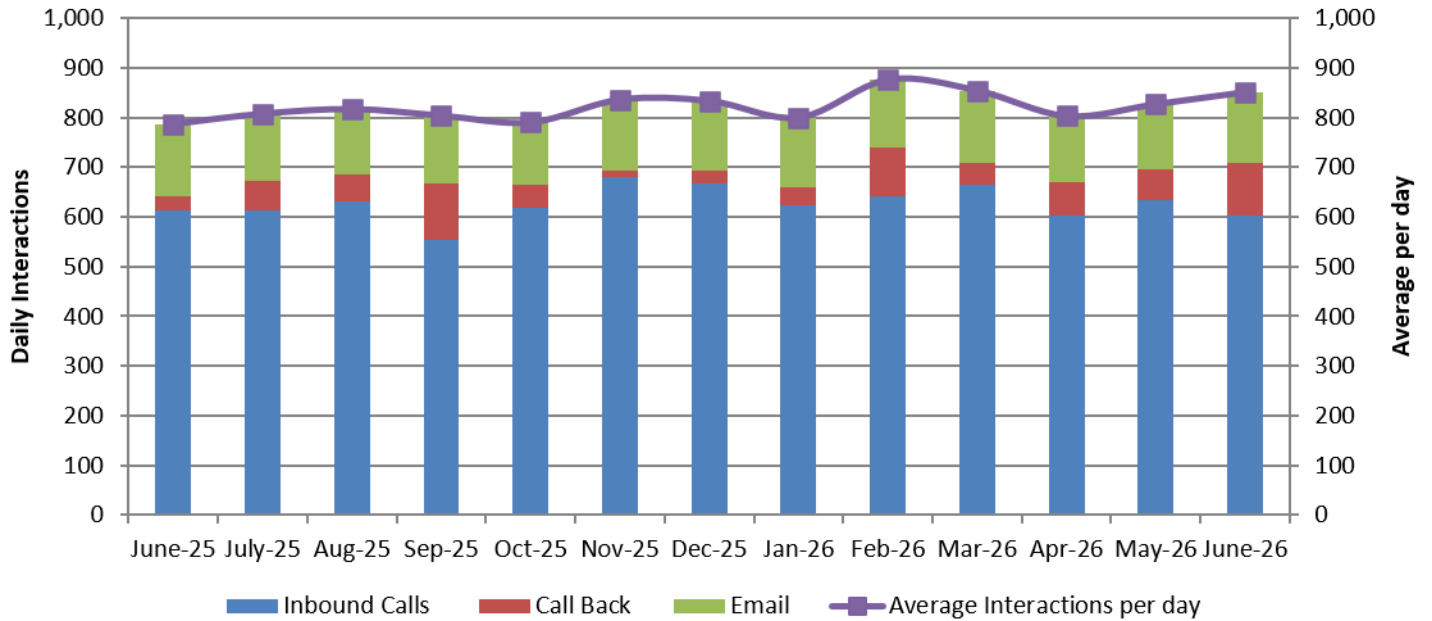
Delinquent & Late Payment Fees



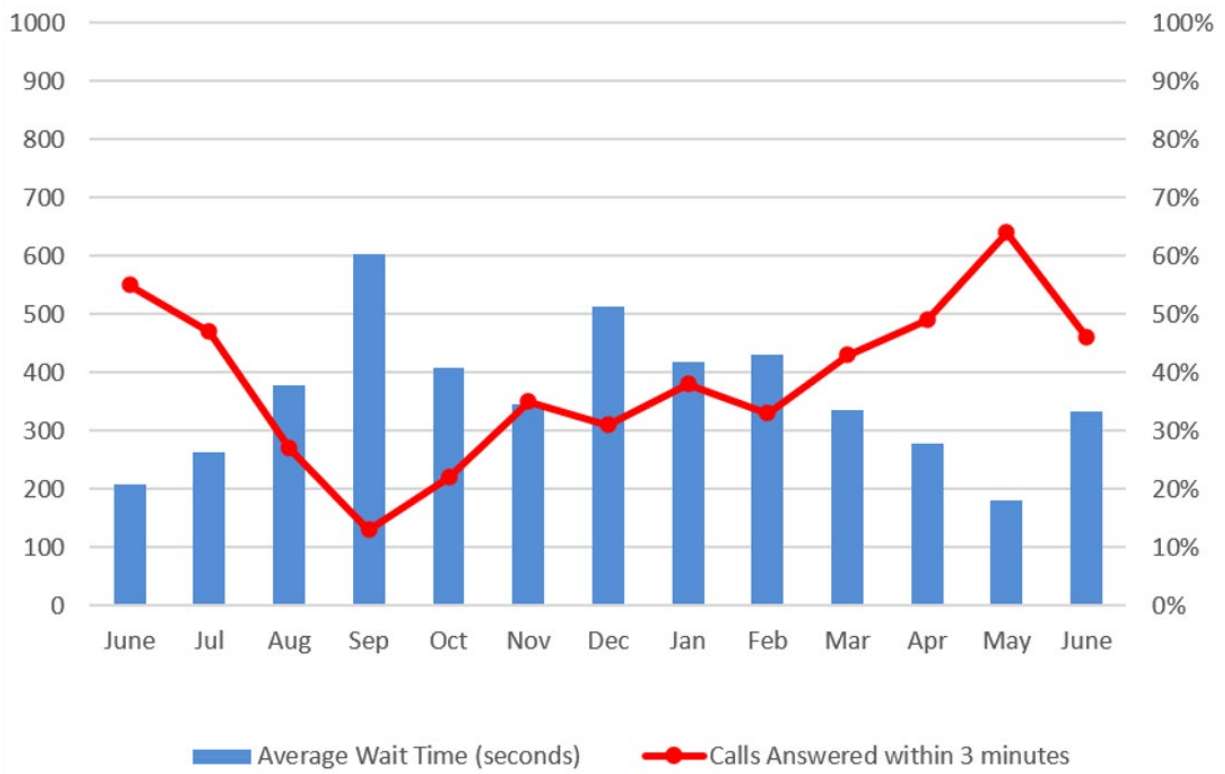
Billing Summary



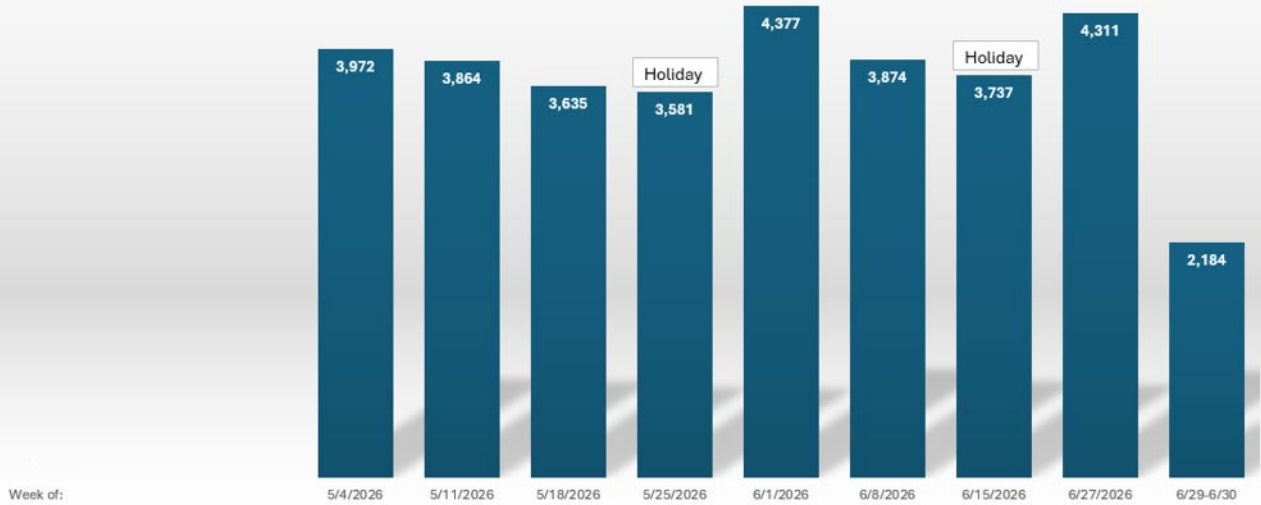
Call Center Interactions (per day)



Customer Interaction Statistics



Total Calls Received by Week



Customer Interaction

Statistics

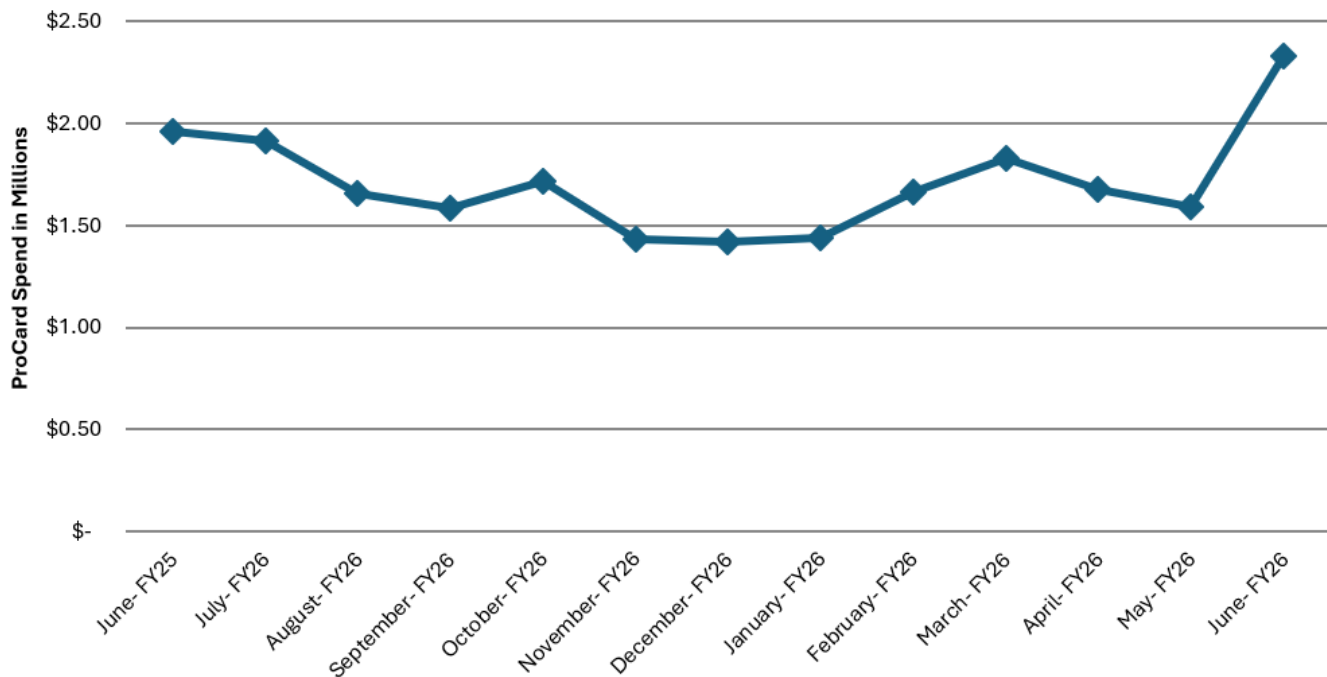
	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Calls Answered within 3 minutes	55%	47%	27%	13%	22%	35%	31%	38%	33%	43%	49%	64%	46%
Average Wait Time (seconds)	208	262	379	604	409	346	512	417	431	336	277	181	333
Calls Abandoned	19%	22%	28%	42%	33%	25%	32%	27%	23%	20%	16%	12%	20%

Item #	Strategic Planning Measure	Unit	June 2026
	Accounts Receivable (HRSD)	Dollars	\$51,734,351
	Aging Accounts Receivable	Percentage of receivables greater than 90 days	32.4%

I. Procurement Statistics

Savings	Current Period	FYTD
Competitive Savings	\$660,892	\$4,458,575
Negotiated Savings	\$25,161	\$43,798
Salvage Revenues	\$42,181	\$127,468
Corporate VISA Card - Estimated Rebate	\$34,704	\$301,682

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 June 2026

DATE: July 7, 2026



Innovation

IT Operations Activities:

Help Desk:

Opened Work Orders	Closed Work Orders
577	517

- Desktop Support Analysts continue the Microsoft Intune mobile device management role out.

Linux Administrators:

- Began implementation of a new Web Application Firewall (WAF) to strengthen application security and improve threat protection.
- Began work to convert hosts to base packages, simplifying system maintenance and improving lifecycle management.
- Continued routine system patching activities to maintain system security, stability, and compliance.
- Completed migration of laboratory systems to a new system improving backup, recovery, and data protection capabilities.
- Conducted credential store testing to validate security credential management and integration capabilities.

Systems Engineering:

- Continued infrastructure modernization initiatives through ongoing hardware lifecycle management, network optimization, and storage migration planning activities to improve reliability, scalability, and long-term platform supportability.
- Provided engineering support for Windows Server infrastructure, virtualization platforms, and enterprise services through system maintenance, configuration management, and operational support activities to ensure continued availability of critical business systems.
- Continued evaluation of Microsoft Copilot Chat, preparing training for Co-Pilot Champions, gathering operational feedback and assessing opportunities to improve productivity, collaboration, and workflow efficiency through AI-assisted technologies.

Enterprise Applications Services:

Newly Opened Work Orders	Closed Work Orders
189	208

- Programming staff working with Customer Care, successfully converted the Town of Smithfield from a model 2 to a model 3 billing partner in early June.
- Programming staff have worked on fiscal year-end reporting which will continue into July.
- Web Portal staff continues to work with the Commission Secretary in preparation for a July go-live of the new Diligent software platform to be used for commission meetings.

Cybersecurity:

- Facilitated a strategic collaboration session between Digital Water, Cybersecurity, and Jacobs Cybersecurity to review current Artificial Intelligence (AI) initiatives and evaluate opportunities for secure AI adoption across the enterprise. Discussions included successful AI implementations delivered by Jacobs within the water and wastewater sector, lessons learned from peer utilities, and practical use cases supporting operational efficiency, predictive analytics, asset management, and decision support. The engagement reinforced the importance of embedding cybersecurity, governance, and risk management into AI initiatives from inception, ensuring that innovation is balanced with appropriate security controls, regulatory compliance, and responsible technology adoption.
- Provided an executive briefing to the Operations QST on the importance of adopting a standardized enterprise change management process for Operational Technology (OT) environments. The briefing emphasized the need for consistent governance, documented change control, risk assessment, testing, and post-implementation validation to reduce operational risk while improving system reliability and regulatory compliance. Standardizing this process establishes a repeatable framework that strengthens coordination between Operations, Information Technology, Engineering, and Cybersecurity while minimizing the potential for service disruptions and unintended impacts to critical treatment and collection systems.

Division collective work efforts:

Description	Projects In Progress	Projects In Queue
Large Maintenance Projects	14	8
Other Enterprise Projects	65	30
Total Projects	79	38

- ServiceNow project work continues. This continues to be a slow-moving and heavy-lift project with schedule changes occurring due to staffing resources and other integrated projects.
- Microsoft 365 Purviews work related to Data Governance and Data Loss Prevention (DLP) continues. Data collections and testing continue.



Talent

- A cross section of IT staff members attended the Oracle ERP Ascend conference. IT ERP Oracle Developer Mr. Abi Duggal along with ERP Business Analyst Lisa Matthews presented a session on the end-to-end procurement life cycle and real-time reporting.
- Several cybersecurity staff members attended the Gartner Risk & Security Summit to evaluate emerging cybersecurity strategies, technologies, and industry best practices relevant to critical infrastructure and the water sector. Key observations are being incorporated into HRSD's cybersecurity roadmap to ensure continued alignment with industry-leading practices while identifying opportunities to strengthen security capabilities, improve operational resilience, and support future technology investments.
- Cybersecurity and Operations participated in two days of dedicated technical training on the Dragos OT cybersecurity platform. in preparation for expanding access to select Operations personnel. This initiative represents a significant step toward increasing collaboration between Operations and Cybersecurity by providing operational staff with enhanced visibility into industrial control system assets, threats, and security events. The training focused on platform capabilities, operational workflows, and the appropriate use of cybersecurity intelligence to improve situational awareness, accelerate incident response, and further integrate cybersecurity into day-to-day operational decision-making.
- Staff participated in interviews for the IT Senior Systems Engineer - Network vacancy and selected Mr. Ben Charlem who will begin his new position in August.

Respectfully,

Mary Corby

Chief Information Officer

TO: General Manager/Chief Executive Officer

FROM: Chief Operating Officer

SUBJECT: Operations Monthly Report for June 2026

DATE: July 14, 2026



Community Engagement

1. Mr. Chris Stephan, Director of Interceptor Operations, North Shore (NS), participated with Mr. Doug Powell of the James City Service Authority (JCSA) and Mr. Digby Solomon of Williamsburg Watch on June 18. Williamsburg Watch is a locally owned online news outlet covering government and events in the Williamsburg area. The item of discussion centered on sewer capacity of the regional system and how it relates to proposed developments in the JCSA's service area. As a follow-up to this interview, Mr. Solomon requested and was provided with a tour of our Williamsburg Treatment Plant (WBTP) on June 24.
2. The NS Operations Complex hosted a Red Cross Blood drive on Thursday, June 4 that was open to the public. Many HRSD staff and members of the community successfully donated 19 units. To date, the NS Complex has hosted 41 drives and collected 988 units of blood since starting these drives nearly a decade ago.



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.

Additional Topics of Interest:

1. Atlantic Treatment Plant (ATP) staff worked with Procurement to submit a warranty claim for the Secondary Clarifier #2 drive. The drive failed after about eight months of operation, resulting in a cracked shaft. There were no documented issues with this clarifier or drive prior to the failure. This drive was rebuilt last year and has a two-year warranty.
2. ATP staff initiated a trial of feedback control for sodium hypochlorite dosing based on the proven reliability of the Chemtrac 30-minute analyzer.

3. At Boat Harbor Treatment Plant staff continued optimizing nitrification performance while preparing for the plant closure scheduled for early fall. Electrical issues temporarily affected blower performance and increased total nitrogen concentrations; however, nitrification recovered after repairs were completed and operational adjustments were implemented. Due to the upcoming plant closure, staff determined the failed scum skimmer on Secondary Clarifier #5 will not be replaced. The clarifier will remain available for emergency use until plant decommissioning.
4. At the James River Treatment Plant (JRTP), work continued on the Advanced Nutrient Removal Improvements and Sustainable Water Initiative for Tomorrow (SWIFT) projects, including secondary clarifier improvements, moving bed biofilm reactor support systems, administration building site work, ozone and chemical system troubleshooting, filter media installation, aeration channel construction, and control system testing and debugging.
5. JRTP staff continued with the optimization of methanol, moving bed biofilm reactor, and other nutrient removal systems to achieve final effluent nitrogen levels below three mg/L, which is well below the targeted five mg/L.
6. At JRTP, two engineering studies were initiated to improve long-term operational reliability and support regulatory compliance. The studies will evaluate upgrades to the integrated fixed-film activated sludge blower system and replacement of the obsolete boiler and hot water loop serving the digester heating system.
7. The total volume of SWIFT recharge into the Potomac Aquifer during June was 7.55 million gallons (MG), representing approximately 27.1 percent recharge time based on 650 gallons per minute (gpm). Recharge operations were impacted by several factors, including a scheduled quarterly shutdown, issues with the monochloramine analyzer that required staff to replace the analyzer, and elevated total nitrogen (TN) concentrations in the SWIFT process water.
8. South Shore (SS) Electrical and Instrumentation (E&I) staff replaced the flowmeter in the primary pumping gallery at Nansemond Treatment Plant (NTP). This replacement restored a critical flow measurement that had been out of service for several months after the previous flowmeter was damaged by flooding. The new submersible flowmeter was selected to withstand future flooding events, without sustaining damage and thereby improving the long-term reliability of the flow monitoring system.
9. SS E&I staff completed the electrical installation for the WINTEC pilot project, which will evaluate the carbon regeneration process at NTP. The work included installing a new 100-amp Motor Control Center (MCC) bucket, pulling approximately 270 feet of cable, installing a local disconnect, and running approximately 100 feet of conduit to provide power to the pilot trailer. This project was completed safely and is now ready to support the upcoming pilot testing.
10. SS Interceptor Operations provided operational support to the Larchmont Area Sanitary Sewer Improvements project (VP015320). Activities during June included Supervisory Control and Data Acquisition (SCADA) testing and startup of the Richmond Crescent PS,

transfer of flows from the Monroe Place PS to the Magnolia Avenue PS, and pump and controls testing at the Powhatan Avenue PS.

11. On June 1, SS Interceptor Operations supported the City of Chesapeake Public Utilities by operating a branch valve on George Washington Highway near Old Galberry Road so the city's contractor could install a city force main offset.
12. During a monthly generator run at Virginia Initiative Plant (VIP), fuses inside of Transformer A failed, and everything was transferred to Transformer B. E&I and Plant staff worked together overnight and over the course of several days to investigate, troubleshoot, and resolve the issue, which was ultimately found to be faulty contractor wiring performed during medium voltage testing. All staff involved remained dedicated and had developed contingency plans to keep the generators operational in the event of an emergency during the investigation period.



Financial Stewardship

1. Material Transportation & Logistics (MTL) Staff hauled 43 loads of Ash totaling 339 dry tons. Staff also hauled 172 loads of Primary Clarifier Solids (PCS) and 101 loads of Thickened Waste Activated Biosolids, totaling 1,544,000 gallons, from the Army Base Treatment Plant. Additionally, staff hauled 88 loads from ATP to McGill Composting Facility, totaling 2005.36 wet tons, and 14 loads to Waste Management Bethal Landfill, totaling 316.51 wet tons. Staff hauled 2 loads, equaling 36.29 tons of Carbon Media to the landfill for Atlantic Treatment Plant. Lawnes Point continues to be pumped and hauled weekly, averaging five to six loads per week, or approximately 30,000-36,000 gallons, which is delivered to Hardy PS.
2. Construction Support Team (CST) Projects
 - a. The team completed the full rehabilitation of Pump Station #6. A new emergency connection has been installed outside the station to provide backup access and improve emergency operations. The team re-piped the Godwin bypass system discharge piping and installed new isolation valves on the discharge piping to improve system control and maintenance access. The team re-piped the dry well piping system and installed new valves and a new check valve within the dry well. Additionally, they removed and replaced existing pumps to enhance pumping capacity and reliability.
 - b. King William Treatment Plant: the team completed the frac tank improvement project. A new blower system was installed to support aeration. The team also installed new piping and constructed a distribution header system. Nine distribution lines were connected to the header to provide aeration throughout the frac tank.
3. On June 17, SS Interceptor Operations partnered with NTP staff to clean the Regional Residuals Facility, removing approximately twelve cubic yards of material from the grit

traps to maintain peak operating efficiency. By working together and leveraging internal resources, this effort achieved daily cost savings of approximately \$12,000.



Innovation

1. HRSD has received the Wintec Glovis superheated steam reactivation pilot container at the SWIFT Research Center. The pilot has been mobilized and commissioned by the vendor. HRSD personnel have been trained on the operation of the pilot. The first batch of previously exhausted granular activated carbob (GAC) was reactivated and is being tested. In addition, the condensate produced during reactivation will be sampled and assessed for treatability.
2. SCD (Small Communities Department) Staff are working on optimizing dissolved oxygen (DO) levels in the Urbanna Treatment Plant. They are evaluating installing a plant programmatic logic controller (PLC) to enable automatic DO control in the treatment process.
3. On June 30, NS and SS Interceptor Operations staff participated in an HRSD & Pentair Collaboration Session. This session was convened to discuss current and emerging technologies to help align and facilitate solutions to HRSD's operational challenges. The session focused on sharing HRSD operational pain points and strategic goals, reviewing Pentair's capabilities and in-development solutions, and identifying gaps and potential areas for collaboration.



Talent

1. NS Interceptor Operations would like to welcome Mr. Wayne Bailey as a Maintenance Assistant.
2. SS Interceptor Operations would like to welcome Mr. Sam Fields, Maintenance Assistant; Mr. Roshaud Skinner, Heavy Equipment Operator; Mr. Daycorion Edmonds, Heavy Equipment Operator; and Mr. Joshua Martin, Heavy Equipment Operator. The four new staff members were hired from the HRSD Career Fair held on April 21. SS Interceptor Operations would also like to welcome Mr. Jose Stone and welcome back Mr. Nick Johnson, Public Works Academy Interns.

Respectfully submitted,

Eddie M. Abisaab, PE, PMP
Chief Operating Officer

[Attachment: MOM Reporting](#)

MOM Reporting Numbers

MOM #	Measure Name	Measure Target	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2.7	# of PS Annual PMs Performed (NS)	37	3	2	5	3	3	4	3	5	2	5	1	3
2.7	# of PS Annual PMs Performed (SS)	53	2	3	5	3	1	4	5	1	2	8	16	4
2.7	# of Backup Generator PMs Performed	4.6	6	10	5	8	3	4	13	5	18	23	13	8
2.8	# of FM Air Release Valve PMs Performed (NS)	234	397	483	515	539	273	237	236	194	345	271	277	315
2.8	# of FM Air Release Valve PMs Performed (SS)	1,550	208	164	64	83	99	134	122	132	278	245	130	0
2.9	# of Linear Feet of Gravity Clean (NS)	2,417	1,614	2,402	3,996	5,300	2,197	5,517	2,186	2,424	4,370	3,291	1,381	590
2.9	# of Linear Feet of Gravity Clean (SS)	2,417	730	810	2,370	3,087	1,350	1,773	1,319	254	1,690	84	0	254

TO: General Manager

FROM: Chief People Officer

SUBJECT: Talent Management Monthly Report for June

DATE: July 14, 2026



Talent



Continuous Learning / Innovation



Commitment to Excellence

Talent Management

The Talent Management Division continued to make progress in June by advancing key workforce initiatives across Human Resources, Learning & Development, and Safety & Security. Recruitment efforts remained strong, employee development opportunities expanded, and several policy, wellness, and recognition initiatives supported employee engagement and organizational effectiveness. Safety & Security maintained its focus on protecting employees and facilities through proactive inspections, training, and security improvements while achieving no lost-time injuries during the month.

Human Resources (HR)

Talent Acquisition

- Launched 26 new recruitment campaigns
- Secured acceptance of 37 job offers
- Continued efforts to address critical staffing needs across the organization

Policy Review and Updates

- Continued review and revision of HRSD policies with emphasis on:
 - Corrective Action

- Grievance Procedures
- Ongoing formatting and organizational review of the HR Policy Manual to improve usability
- Finalized several new and updated policies for distribution in July

Employee Recognition (Awardco)

- Staff login rate increased slightly to 16.55% of employees
- 65 employees recognized their peers during the month
- 61 employees recognized for service anniversaries
- 65 employees received birthday recognition

Employee Wellness

Wellness Program

- Strong participation continues in the 2026–2027 Wellness Program
- Successful launch of the new Vitality platform
- 574 employees registered
- 77 spouses registered

Learning and Development (L&D)

Leadership Advancement & Management Academy (LAMA)

- Nine leaders completed Ethics & Leadership training.
- Participants explored:
 - Ethical decision-making
 - Leadership responsibilities during complex situations
 - Practical approaches to addressing ethical challenges

Your Role in Quality

- Delivered the quarterly class to 12 new employees.
- Participants:
 - Learned HRSD's quality improvement framework.
 - Identified opportunities to improve processes within their own work centers.

Organizational Development

- Posted the Organizational Development and Change Manager position.
- The role will expand Learning & Development's capacity to:
 - Support organizational change initiatives
 - Improve change planning and implementation
 - Increase employee adoption of organizational initiatives

Apprenticeship Program

Instructor & Facilitator Appreciation

- Hosted the annual appreciation luncheon in partnership with the Apprenticeship Program.
- Recognized 25 instructors and facilitators for their expertise, commitment, and contributions to HRSD's internal learning programs.

Workforce Development

LIFT (Learning, Internships, and Future Talent) Program

- Successfully launched the new LIFT Program.
- Welcomed five high school interns from the Virginia Beach Public Works Academy.
- The program:
 - Expands work-based learning opportunities.
 - Introduces students to career pathways across HRSD.

Career Pathways Program

- Supported six employees through:
 - Resume reviews
 - Career coaching
 - Preparation for future career opportunities
- Finalized summer and fall outreach schedules.
- Career Pathways staff will visit every treatment plant to:
 - Increase access to in-person career development resources
 - Expand employee awareness of career growth opportunities

Safety and Security

Safety Operations

June Safety Inspections & Training	
Activity	Metric
Safety Inspections (unannounced)	56
Safety Training Sessions	15
Construction Site Walks	17
Contractor Safety Briefings	7

National Safety Month

- Supported National Safety Month through weekly Safety Stand Downs led by supervisors.

Weekly Topics

- Week 1: Moving Safety Forward
- Week 2: Staying Safe on the Roads
- Week 3: Promoting Holistic Worker Health
- Week 4: Preventing Slips, Trips, and Falls

Outcome

- Reinforced safe work practices and encouraged ongoing employee engagement in workplace safety.

Physical Security

Facility Security Assessments

- Conducted Physical Security Inspections at:
 - King William Plant
 - West Point Plant
- Identified and evaluated potential security vulnerabilities affecting personnel and operations.

Policy Review

- Partnered with Human Resources to review the Visitor Access Policy.
- Distributed the revised policy to the Security Team for additional review and feedback.

Security Investigations

James River Plant

- Investigated two security-related incidents.

Equipment Theft

- Stolen equipment was successfully recovered.
- Incident was resolved.

Unauthorized Site Access

- Determined an unsecured construction gate allowed unauthorized access during a weekend.
- Conducted a comprehensive security assessment of fencing and perimeter security.
- All identified deficiencies were promptly corrected by the contractor to strengthen site security.

Safety Performance

June Incident Summary		
Event	June	Previous Month
Auto Accident/property damage incident	3	2

Work-related injuries requiring medical attention	2	7
Accidents resulting in lost time	0	2

Respectfully submitted,

Christina Gibson

Chief People Officer

TO: General Manager/ Chief Executive Officer
FROM: Chief of Water Quality (CWQ)
SUBJECT: Monthly Report for June 2026
DATE: July 14, 2026



Environmental Responsibility

HRSD's Regulatory Activities:

- Monthly Discharge Monitoring Report (DMR) Summary and Items of Interest: [Effluent and Air Emissions Summary](#).
- 10 Permit Exceedances out of 55,865 Total Possible Exceedances to date in FY2026.
- 172.1 million pounds of pollutants removed to date in FY2026.
- HRSD received an updated draft permit for Onancock on June 23.
- The King William TP permit modification was finalized on June 30.
- Aboveground fuel storage tanks (ASTs) at Army Base and Virginia-Initiative were removed and reported as closed in June.

Pretreatment and Pollution Prevention (P3) Program Highlights:

- One civil penalty was issued in June to [Anheuser-Busch, LLC – Williamsburg](#).
 - Following the Enforcement Order issued in April 2026, an additional Enforcement Order was issued to Anheuser-Busch, LLC in May 2026 for a technical violation for failure to meet all sampling, method, accreditation, and quality control requirements. Due to a refrigerator malfunction, the self-monitoring composite samples collected on March 10, 2026, were not kept at the proper preservation temperature as outlined in Section 502B of the HRSD Industrial Wastewater Discharge Regulations, rendering the data unusable. The Enforcement Order, which included a civil penalty of \$500, was accepted and paid in full on June 2, 2026.

Environmental and Regulatory Advocacy

Chief participated in the following advocacy and external activities:

- Hampton Roads Planning District Commission's (HRPDC) Regional Environmental Committee meeting where DEQ leadership presented on changes and priorities, particularly related to stormwater programs.
- Virginia Forever Board meeting and site visit to a cattle farm in Albemarle County to see the results of BMP implementation through the Virginia Agricultural Cost Share Program, linking the group's advocacy to impact on the ground.

- Water Research Foundation (WRF) Project Advisory Committee (PAC) kick-off meeting for WRF5287: Method Refinement and Standardization for Microplastic Sample Collection and Analysis. This project is designed to address the significant need for identifying reliable and repeatable sampling and analytical techniques to accurately characterize the presence of MPs and their sources, define health-based criteria, and ensure the accuracy of data when comparing to any potential thresholds of concern.
- Tangier Island Tour and Resilience Planning meeting convened by the Chesapeake Bay Foundation, facilitated by the Deputy Secretary of Natural and Historic Resources, and attended by partners from state and federal agencies, as well as elected officials.
- US Navy tour of the SWIFT Research Center for Rear Admiral Barnett, Commander of the Navy Region Mid-Atlantic, and his staff, followed by a signing of the Intergovernmental Support Agreement (IGSA) which allows the US Navy to purchase nutrient credits from HRSD to satisfy the stormwater permit requirements across five Navy installations in Hampton Roads.
- An educational forum, “Understanding Data Centers”, hosted by the Chesapeake Alliance. HRSD’s Director of Pretreatment and Pollution Prevention was one of the panelists available to address interests in water quality and resilience.
- Virginia Association of Municipal Wastewater Agencies (VAMWA) Board and quarterly membership meetings.
- National Association of Clean Water Agencies (NACWA) Regional Utility Director’s Dialogue. This was a NACWA-convened forum to engage utility leadership throughout Region 3 to identify common challenges and points for NACWA advocacy. HRSD’s experience in transitioning from a federal consent decree to a state order was a topic of interest for several of the attendees.
- Eastern Virginia Groundwater Management Advisory Committee to present on HRSD’s SWIFT Program and its strategic importance to meeting HRSD’s nutrient reduction requirements for the lower James River.
- “Currents of Collaboration”, a dialogue convened in Washington DC by American Rivers to discuss critical wastewater infrastructure needs following the failure of the Potomac Interceptor. The meeting was structured to identify common points of advocacy for environmental groups, small businesses, state and federal agencies, and wastewater utilities.



Financial Stewardship

- HRSD's Municipal Assistance Program (MAP)
 - Provided sampling and analytical services on a cost-reimbursement basis to the following:
 - City of Virginia Beach
 - Hanover County
 - Northumberland County
 - Spotsylvania County
 - Westmoreland County
- [MAP Billed Reimbursements](#) for service provided from April 1 to June 30, 2026.
- [MAP Invoice Summary](#) for the second Quarter 2026 calendar year.



Talent

- Jenny Reitz, Environmental Scientist, graduated from the Virginia Natural Resources Leadership Institute (VNRLI). This 10-month program is foundational for natural resources leadership throughout the Commonwealth and includes participants from multiple state agencies, businesses, and non-profits.
- Cat Svingos, Lab Supervising Chemist, is the recipient of the 2026 VWEA/AWWA Lab Analyst Excellence Award. This award recognizes outstanding achievement and dedication in the laboratory profession, and it is a well-deserved honor. Cat's commitment to excellence, attention to detail, and contributions to our team have consistently demonstrated the high standards this award represents.
- Provided Departmental, Divisional and Organizational updates at the quarterly WQ Uncovered briefing.



Community Engagement

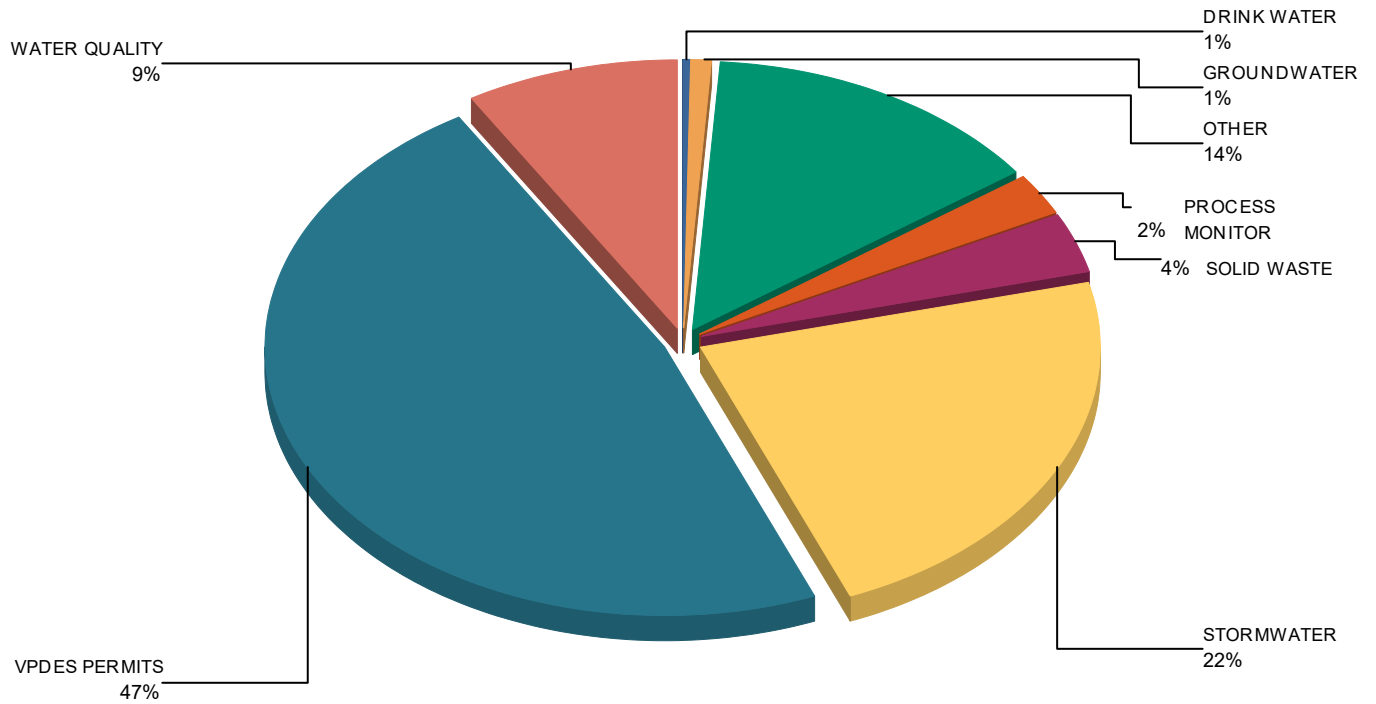
- TSD provided a WQ monitoring and education station at Ragged Island for CNU students and local high school students.
- Microbial Source Tracking (MST) partnering localities and projects.
 - City of Chesapeake (Southern Branch)
 - City of Hampton (Southeast)
 - City of Newport News (Government Ditch)
 - City of Roanoke
 - City of Suffolk (Downtown)
 - City of Virginia Beach (Wolfsnare Creek by DEQ request)
 - James City County

Respectfully submitted,

Jamie S. Heisig-Mitchell
Chief of Water Quality

**Municipal Assistance Billed Reimbursements per Service
From 04/01/2026 to 06/30/2026**

Attachment 1



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

Municipal Assistance Invoice Summary

From 04/01/2026 - 06/30/2026

Municipality	Reimbursements	Reimbursements Fiscal Year 2026
Accomack County	\$2,591.55	\$13,786.57
Buckingham County	\$150.18	\$852.32
CITY OF CHESAPEAKE UTILITIES	\$8,455.56	\$12,287.43
Chesterfield County	\$218.08	\$218.08
Chesterfield County MST	\$0.00	\$3,464.71
City of Chesapeake	\$0.00	\$882.46
City of Emporia	\$303.45	\$1,202.25
City of Franklin	\$2,051.94	\$12,319.47
City of Fredericksburg	\$25,850.79	\$27,085.08
City of Hampton	\$6,869.30	\$27,686.48
City of Norfolk	\$7,101.19	\$24,187.48
City of Norfolk-Dept of Utilities	\$1,024.99	\$8,829.26
City of Portsmouth	\$7,585.88	\$22,978.50
City of Roanoke	\$4,800.00	\$7,125.00
City of Suffolk	\$10,290.24	\$23,083.92
City of Virginia Beach	\$7,777.58	\$30,862.21
Harrisonburg Rockingham RSA	\$11,396.41	\$19,548.37
HRPDC	\$65,050.00	\$259,600.00
Henrico County	\$2,222.82	\$8,137.11
Hopewell RWTF	\$6,218.04	\$12,326.05
Louisa County	\$0.00	\$17,582.63
Lynnhaven River NOW	\$381.81	\$1,272.70
New Kent County	\$7,864.80	\$42,084.34
Northampton County WWTP	\$2,996.42	\$11,050.46
Northumberland County - Callao WWTP	\$2,600.71	\$10,416.98
PWW - VAW	\$8,795.08	\$17,248.56
Prince William Water	\$43,606.50	\$43,606.50
Rivanna Water and Sewer Authority	\$0.00	\$25,023.91
St Brides Correctional Ctr WWTP	\$302.49	\$1,479.65
Spotsylvania County FMC	\$0.00	\$2,731.44
St Brides Corr Ctr WWTP	\$1,562.49	\$8,528.42
Stafford County	\$0.00	\$64.88
Town of Cape Charles-VAW	\$8,104.97	\$44,950.21
Town of Drakes Branch	\$0.00	\$1,944.54

Town of Round Hill	\$0.00	\$202.71
Upper Occoquan Service Authority	\$23,612.77	\$36,726.83
Virginia Aquarium & Marine Science Ctr	\$0.00	\$6,160.05
Virginia Department of Health	\$13,142.01	\$47,241.65
Western VA Water Authority	\$8,436.78	\$8,614.28
Westmoreland County	\$1,306.85	\$7,246.67
<i>Totals:</i>	<u>\$292,671.68</u>	<u>\$850,640.16</u>

EFFLUENT SUMMARY FOR JUNE 2026

[illegible]

AIR EMISSIONS SUMMARY FOR JUNE 2026

	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	11	90	0
VIP	0	2	0	0	0	0	1	16	97	0
WILLIAMSBURG	1	0	0	0	0	0	3	34	99	0

ODOR COMPLAINTS

ARMY BASE	0
ATLANTIC	4
BOAT HARBOR	0
JAMES RIVER	0
NANSEMOND	0
VIP	0
WILLIAMIBURG	0
YORK RIVER	0
NS OPS	3
SS OPS	0
SCD	0
NON-HRSD	0

Items of Interest – June 2026

MULTIPLE HEARTH INCINERATION (MHI)

Total Hydrocarbon (THC) monthly averages (not to exceed 100 ppm) were met by all three operating 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 three (3) 129 operating parameter deviations and four (4) minor uses of the emergency bypass stack (<60 minutes), and zero (0) reportable uses of the MHI bypass (>60 minutes).

On 6/9/26 we received DEQ's final approval of VIP's 129/MMMM MHI #1 stack test results from their 3/26/2025 test. The results demonstrated full compliance with 129 emission limits, with all parameters falling under 75% of their respective limits.

On 6/11/26 we received DEQ's final approval of WTP's 129/MMMM MHI #2 stack test results from their 3/11/2025 test. The results demonstrated full compliance with 129 emission limits, with all parameters falling under 75% of their respective limits.

AIR PERMITS and ODOR CONTROL

There was a total of seven (7) odor complaints this month.

Atlantic Treatment Plant received four (4) odor complaints. Three (3) of these complaints came from a neighbor on Kitimal Drive. The other one (1) complaint was called in to DEQ by an anonymous citizen regarding odors around the Ocean Lakes High School recreational fields. We are currently experiencing more frequent worst case meteorological conditions associated with the summer months. Plant staff responded to these complaints and took corrective actions as needed, including more frequent inspections of the digester PRVs and emptying of condensate traps to keep digester pressures down. Communications personnel provided responses to our neighbors as appropriate and TSD recorded the complaints in the air permit required odor complaint log.

NS Ops received three (3) odor complaints related to the new Willard PS. These complaints came from the neighboring couple whose residence backs up directly to the PS property. Kiewit completed requested improvements to the Willard OCS, including work to seal a gap in the ducting on the fan exhaust and plugging the bypass stack where some mid-stage biological exhaust was escaping. TSD has been continuously monitoring ambient air inside the OCS enclosure and taking direct system measurements, both of which indicate good removal and system performance. Communications and NS Ops continue to work together to provide responses to these complaints and keep these neighbors informed as we continue to optimize and monitor odors from this station.

TREATMENT

Army Base

On June 10, a sodium hypochlorite leak was discovered at the suction side flange of the storage tank. The leak was under pressure and sprayed over the containment wall onto the surrounding ground. Approximately 25 gallons of chlorinated sodium hypochlorite were released to the ground.

Boat Harbor

On June 5, a plant operator inadvertently missed collecting a 2-hr chlorine residual at the top of the hour during the normal rounds. The sample was pulled at 19:23. The 30-minute point total residual chlorine sensor reading, as reported to the plant Distributed Control System (DCS), was steady and above the residual requirement during the missed time and chlorine was being dosed effectively.

Nansemond

On June 3, while contractors were stress testing a temporary Secondary Clarifier Effluent (SCE) flow control structure bypass pumping system, non-potable water (NPW) leaked to the ground from flanges across High Density Polyethylene (HDPE) piping. Approximately 500 gallons of chlorinated NPW were released to the ground.

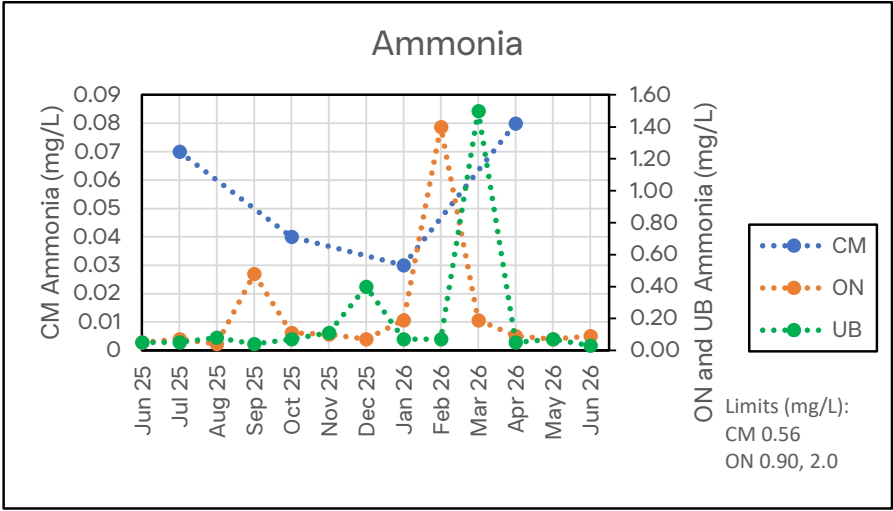
On June 9, NPW from the ozone cooling loop overflowed the drain pump station pumps after a planned power shutdown of the SWIFT Research Center. When power was reestablished, the drain pump station pumps did not get switched back to auto resulting in the overflow. Approximately 100 gallons of chlorinated NPW were released to the ground.

CENTRAL ENVIRONMENTAL LABORATORY

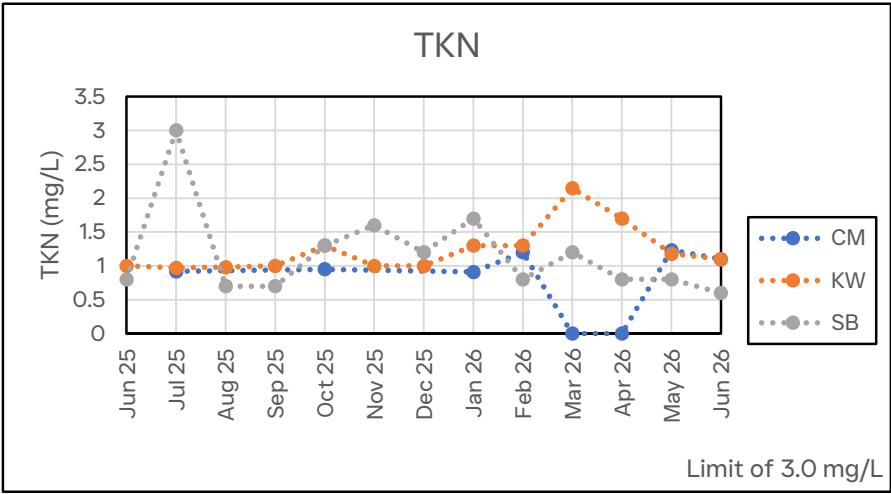
For the week of June 14, 2026, the West Point STP (VA0075434) did not meet the required Biochemical Oxygen Demand (BOD) monitoring frequency of 3 Days/Week for influent monitoring. Samples were collected on June 15 -18, 2026. The June 16 – 17 samples were analyzed and produced valid data points.

The June 15th sample was analyzed but did not meet QC requirements and flagged IA3 – Analytical instrument malfunction or calibration due to sample syringe incorrectly planting sample volume. HRSD is implementing a routine (annual) replacement of these syringes to prevent recurrence. The June 18th sample was analyzed but did not meet QC requirements and was flagged IA2 – Analytical procedure error due to BOD seed being improperly prepared. The error was addressed through staff retraining. The monitoring frequency discrepancy was not identified early enough to collect an additional BOD sample for the week.

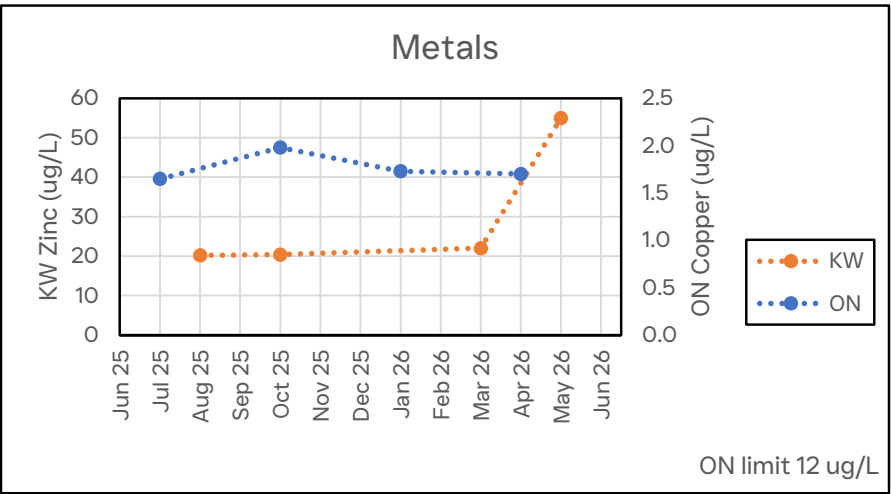
	Ammonia		
	CM	ON	UB
Jun 25		0.05	0.05
Jul 25	0.07	0.07	0.05
Aug 25		0.04	0.08
Sep 25		0.48	0.04
Oct 25	0.04	0.11	0.07
Nov 25		0.10	0.11
Dec 25		0.07	0.40
Jan 26	0.03	0.19	0.07
Feb 26		1.40	0.07
Mar 26		0.2	1.5
Apr 26	0.08	0.09	0.05
May 26		0.07	0.07
Jun 26		0.09	0.03



	TKN		
	CM	KW	SB
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
Oct 25	0.95	1.3	1.3
Nov 25		1.0	1.6
Dec 25		1.0	1.2
Jan 26	0.91	1.3	1.7
Feb 26	1.2	1.3	0.80
Mar 26	<0.40	2.1	1.2
Apr 26	<0.40	1.7	0.80
May 26	1.2	1.2	0.80
Jun 26	1.1	1.1	0.60



	Zinc	Copper
	KW	ON
Jun 25		
Jul 25		1.7
Aug 25	20	
Sep 25		
Oct 25	20	2.0
Nov 25		
Dec 25		
Jan 26		1.7
Feb 26		
Mar 26	22	
Apr 26		1.7
May 26	55	
Jun 26		



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

Grants Management

- **Completed Tasks (June 2026)**
 - Performed fieldwork/test procedures; communicated with HRSD re: questions/comments.
 - Continued drafting report.
- **Upcoming Tasks (July 2026)**
 - Finalize and communicate fieldwork results.
 - Communicate fieldwork observations.
 - Provide draft report to HRSD for review.

AI Governance and Operations

- **Completed Tasks (June 2026)**
 - Conducted walkthrough meetings.
 - Obtained and reviewed initial documentation.
 - Assessed project plan and scope of work based on interviews.
- **Upcoming Tasks (July 2026)**
 - Develop and finalize audit program.
 - Develop and provide testing request list.
 - Begin testing and reviewing documentation as provided.

II. Upcoming Internal Audits

- Accounts Payable: Internal Audit (July 2026)
- Patch Management: IT Audit (October 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
Personally Identifiable Information (PII)	July 2026	1	2	3
CEL Assessment	July 2026	0	5	5
Closed Audit/Projects (x23)	Closed	142	0	142
Totals		143	7	150

Strategic Measures
June 2026

Strategic Planning Measure	May-2026	June-2026	FY-26
Educational and Outreach Events	13	10	171
Number of Community Partners	18	14	195
Number of Technical Presentations	9	1	41
Number of Technical Publications	0	0	5
Revenue vs. Budget	94%	102%	102%
Wastewater Expenses vs. Budget	77%	85%	85%
Accounts Receivable (HRSD)	\$53,088,717	\$51,734,351	\$55,274,202
Aging Accounts Receivable	31.60%	32.40%	31.71%
Turnover Rate wo Retirements	0.43%	0.54%	4.49%
Turnover Rate w Retirements	0.65%	0.86%	7.55%
Avg Time to Hire (Posting to Acceptance)	2 months 27 days	1 month 31 days	3 months 2 days
Number of Vacancies	66	53	70
Average number of applicants per position	5.6	5.5	6.4
Percentage of positions filled with internal applicants	52.4%	13.5%	31.3%
Recruitment source Return on Investment	*	*	*
Avg Time to Hire (Acceptance to NEO)	73.84	13.71	*
Customer Call Wait Time (mins)	3.10	5.33	5.76
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	\$550,430,000	\$643,610,000	\$643,610,000

*Not currently tracking due to constraints collecting the data.

** Updated after EPA Quarterly Report submittal.

***Billing is one month behind

Strategic Measures

June 2026

Educational Outreach

Date	Division	Event	Community Partner
6/4/2026	Communications	HRSD/SWIFT information table at Newport News Waterworks Safety Day	Newport News Waterworks
6/5/2026	Communications	SWIFT RC tour to VDH Conference attendees	Virginia Department of Health
6/9/2026	Communications	SWIFT RC tour and activity for Portsmouth Public Schools' Camp Answer	Portsmouth Public Schools
6/12/2026	Communications	SWIFT RC tour for Keep Norfolk Beautiful staff	City of Norfolk
6/16/2026	Engineering	Hampton Roads User Group (HRUG)	Hampton Roads User Group
6/16/2026	Communications	SWIFT RC tour and activity for Portsmouth Public Schools' Camp Answer	Portsmouth Public Schools
6/18/2026	Communications	HRSD/SWIFT information table at Newport News Behavioral Health Center's Future Pathways Career & College readiness expo	Newport News Behavioral Health Center
6/23/2026	Communications	SWIFT RC tour and activity for Portsmouth Public School's Camp Answer	Portsmouth Public Schools
6/26/2026	General Management	SWIFT tour and intergovernmental agency agreement signing with Navy Region Mid-Atlantic	United States Navy
6/26/2026	Communications	SWIFT RC tour for Elizabeth River Project & HRSD staff	Elizabeth River Project
6/26/2026	Operations	SWIFT tour and intergovernmental agency agreement signing with Navy Region Mid-Atlantic	United States Navy
6/26/2026	Engineering	SWIFT tour and intergovernmental agency agreement signing with Navy Region Mid-Atlantic	United States Navy
6/26/2026	Water Quality	SWIFT tour and intergovernmental agency agreement signing with Navy Region Mid-Atlantic	United States Navy

Technical Presentations

Date	Division	Presentation	Presenter
6/1/2026	Water Quality	Direct of P3 participated as part of a panel discussion at an event "Understanding Data Centers" sponsored by the Chesapeake Alliance	Mike Martin

Technical Publications

Date	Division	Publication Title	HRSD Author(s)	Location
6/1/2026	N/A	No technical publications this month.	N/A	N/A

Strategic Measures

June 2026

Community Partners

Date	Division	Event
06/01/2026	Operations	City of Poquoson
06/01/2026	Operations	James City County Service Authority
06/01/2026	Operations	Virginia Living Museum
06/01/2026	Operations	City of Chesapeake Public Utilities
06/04/2026	Communications	Newport News Waterworks
06/04/2026	Operations	American Red Cross
06/05/2026	Communications	Virginia Department of Health
06/09/2026	Communications	Portsmouth Public Schools
06/12/2026	Communications	City of Norfolk
06/16/2026	Communications	Portsmouth Public Schools
06/18/2026	Communications	Newport News Behavioral Health Center
06/23/2026	Communications	Portsmouth Public Schools
06/26/2026	Communications	Elizabeth River Project
06/26/2026	General Management	United States Navy
06/26/2026	Water Quality	United States Navy
06/26/2026	Operations	United States Navy
06/26/2026	Engineering	United States Navy
06/26/2026	Communications	United States Navy