

Waterworks Advisory Committee Meeting

Thursday, November 17, 2016
Sydnor Hydro, Inc.
2111 Magnolia St,
Richmond, VA 23223
10:00 am – 11:35 am

Acting Chair: Drew Hammond, Virginia Department of Health

Secretary: Sarah Hinderliter, Virginia Department of Health

Timekeeper: Drew Hammond, Virginia Department of Health

Members Present:

Wayne Crotto, Virginia Tech

John Danielson, Virginia Water Well Association

Mark Estes, Virginia Rural Water Association

Robert Glowacky, Virginia Department of General Services

Steven Herzog, Virginia Water Environment Association

Eric Lassalle, Nontransient Noncommunity Systems

Lin Liang, American Council of Engineering Companies of Virginia

David Raines, Virginia Association of Counties

Russell Rice, Southeast RCAP

Jesse Royall, Sydnor Hydro, Inc. (Community waterworks owner)

Gary St. John, American Water Works Association – Virginia Section

David Van Gelder, Hanover County Dept of Public Utilities, Operator Class I

Guests in Attendance:

Trisha Henshaw, Dept of Professional and Occupational Regulation

Barry Matthews, Virginia Dept of Health

Robert Payne, Virginia Department of Health

Steve Pellei, Virginia Department of Health

Paul Saunders, Dept of Professional and Occupational Regulation

Britany West, Fairfax Water

Minutes

Agenda Item: Call to Order

Discussion: Mr. Hammond convened the meeting at 10:05 a.m.

Conclusions: Move to next item

Action items: None

Agenda Item: Agenda Adoption/Adoption of September 2016 Meeting Minutes

Discussion: There was a motion to adopt the draft minutes as revised and the motion was seconded. Draft agenda and minutes were adopted unanimously.

Conclusion: Move to next item

Action items: Secretary to distribute September's minutes as approved.

Agenda Item: Public Comment

Discussion: There were no comments.

Conclusion: Move to next item

Action items: None

Agenda Item: Chair's Report

Discussion: Mr. Hammond called for nominations for Vice Chair and received one for David Van Gelder. Members approved the nomination unanimously.

Conclusion: Mr. Van Gelder is the new WAC Vice Chair.

Action items: None

Agenda Item: Acting Director's Report

Discussion: Mr. Hammond reported and provided the following administrative updates:

- The following Office of Drinking Water central office positions have been or will shortly be filled:
 - Source Water Protections GIS Specialist – Mary Mahoney
 - Source Water Protection Engineer – Aaron Moses (promoted from within)
 - Executive Assistant to the Director – James Byrd
 - Training Manager – Ike Eisenhart (promoted from within)
- The following ODW Field Office positions have been or will shortly be filled:
 - Lexington FO – Environmental Inspector, Tamara Anderson
 - Culpeper FO – 2 Environmental Inspectors, David Elliot and Susan Miner
- FY 2017 General Fund Budget Reductions
 - The Administrative functions for ODW, Environmental Health Services (EHS) and Radiological Health are combining into one shared unit. Two of the three business manager positions will be eliminated resulting in at least one layoff. Approximate long term savings \$125,000 to \$150,000. Implementation deadline is end of March 2017. The ODW Director position will not be filled immediately. Immediate savings of \$75,000. Funds for each of the three offices will remain separate.
- FY 2018 General Fund Budget Reduction Proposals – submitted two weeks ago. Update planned at the January WAC meeting.
- Public Water System Supervision – this year's budget excluding SRF:
 - \$1.58 million (19%) General Funds
 - \$4.653 million (57%) Waterworks Operator Permit Fees
 - \$2.024 million (24%) EPA Federal Grant
 - \$8.195 million total
- Previous cuts
 - 2015 - \$391,000 achieved by restructuring East Central Field Office into a Support Office
 - 2013 - \$841,000 cut offset by raising the waterworks operator permit fee to \$2.95 per connection.

Conclusion: Move to next item

Action items: None

Agenda Item: Technical Assistance Fees

Discussion: Steve Pellei updated the Committee as follows:

Upon review, ODW noticed certain "anomalies" that require discussion.

The concern is that all WWs still need to be inspected regularly, WQ results reviewed, permitted, etc. which consumes staff time and effort.

CWWs: The per connection fee was last increased in 2012.

1. There is no minimum CWWs fee. Some community WWs pay no annual fee as they have no connections. These are 5 large wholesalers: John Flannagan Water Authority, New River Regional Water Authority, Rivanna Water & Sewer Authority, Maury Service Authority, and Appomattox River Water Authority. There are some that pay \$2.95 per year and 151 that pay less than \$90 per year.
2. Some community WWs pay a small annual fee that is less than the current \$90 per NTNC fee. There are 151 CWWs that pay less than the \$90.
3. Currently any CWWs that pay over \$400 is allowed to pay in quarterly installments. Given that the VDH gets its federal grant so late in the year it makes for a cash flow challenge. What are the implications of raising the \$400 threshold?

NTNC WWs: The NTNC fee has not been adjusted in 10 years.

1. The NTNC WWs pay an annual \$90 flat fee.
2. There are several large NTNC WWs in the range of >500,000 gpd that just pay the \$90 flat fee. Given the complexities of their systems does it make sense to keep large NTNCs at the \$90 annual fee or increase based on permitted capacity of the waterworks?

TNC WWs: There is no TNC fee.

1. There is no TNC fee.

Current Considerations or Options:

1. The current \$2.95 per connection fee can be increased to the \$3.00 per connection cap without legislative action.
2. Revise the minimum NTNC fee to \$100 per year.
3. Establish a minimum CWWs fee to equal or exceed the NTNC flat fee. .
4. Revise the NTNC fee to be based on the gallons per day permitted capacity of the facility. Revenues will depend on fee structure.
5. For improved cash flow raise the \$400 threshold for quarterly payments. .
6. Establish a minimum TNC fee to equal one-half the NTNC flat fee.

The WAC requested additional information before discussion of any considerations.

Specifically they wanted to know more about how ODW staff time is utilized serving each type of waterworks.

Conclusion: Move to next item

Action items: **1. ODW to research and report at January meeting:**

- a. How much it costs (time and effort) to provide services to each different type of system?
- b. What indices are available to compare Virginia with other states?

2. Secretary to send 1992 and 2005 updates with the meeting minutes.

Agenda Item: Legal Affairs update

Discussion: Robert Payne provided the following information:

- The Office of the Attorney General recently conducted a routine periodic regulatory review and alerted ODW to a minor conflict between Waterworks Regulations and a Public Water Supplies statute regarding Revocation of Permits.
- Mr. Payne distributed copies of the proposed Statutory Amendments to correct this conflict. These handouts appear as an attachment to these minutes.
- Once Mr. Payne finalizes the amendments, he asked if a WAC member may be willing to take the proposed amendments to a legislator to sponsor a bill in the 2017 General Assembly session. Mark Estes, Executive Director for the HCSA, agreed to take the proposal to Senator Frank Ruff, District 15.

Conclusion: Move to next item

Action items: None

Agenda Item: Department of Professional and Occupational Regulation update

Discussion: Ms. Henshaw updated the Committee as follows:

- She introduced Paul Saunders as the new administrator for the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals.
- Effective January 1, 2017, NTN/Ergometrics will no longer be the Board's exam vendor. At this time, tests for Waterworks Operator and Wastewater Works Operators will transition to a national examination. One of the biggest changes is that those exams will be closed book as of January 1, 2017. Find out what to expect for the waterworks-related tests at: http://www.abccert.org/testing_services/info_examinees.asp.
- The last date to take the examination through NTN is Friday, December 30, 2016. NTN will not refund exam fees paid by candidates who do not take the exam by the end of the year.
- To protect candidates from the risk of forfeiting exam fees, applications approved by the Board on or after December 1, 2016, will not be transferred to NTN for exam scheduling.
 - If you have submitted an exam fee to NTN and have not yet scheduled and/or taken the exam, we advise you to do so as soon as possible to avoid forfeiting the exam fees paid.
 - If your application is approved on or after Dec. 1, 2016, the Board advises waiting to schedule and take the exam until after January 1, 2017, with the new exam vendor.
 - All fees submitted to NTN without taking the exam before the transition will be forfeited and will not be refunded.

If you take the exam through NTN (must be by Dec. 30, 2016):

- Make sure to check the NTN exam portal to retrieve your score no later than Monday, January 9, 2017.
- Although all scores are to be posted by Friday, Jan. 6, 2017, after January 9th the exam portal will be closed and candidates will not be able to access their exam information.

- ABC exams & WWWOSSP board exams equivalency chart:

Waterworks Operators	
VA Class	ABC Class
6	Custom +
5	VSWs*
4	I
3	II
2	III
1	IV

+ Custom exam from ABC item bank

*Very Small Water Systems – includes topics related to chlorination for disinfection

- ABC Examination Administrative Updates
 - There will be a specific website for Virginia candidates that uses Virginia's classes of licensure in lieu of ABC's (i.e., Virginia Class 1 is ABC Class IV, Virginia Class 2 is ABC Class III, etc.). This ensures candidates are clear on which exam they are taking and which study materials are applicable to their individual exams.
 - Candidates will be allowed to bring their own non-programmable calculators. ABC's standard formula sheets will be provided at the exam site.
 - Diagnostic reports will be provided to both pass and fail candidates.
 - Exam fees can be paid by the candidate via phone or online. Acceptable payment forms include credit card, money order, cashier's check, or a company check.
 - DOC candidates will be administered a paper and pencil examination.
 - Depending on exam class, exams are either 2 hours and 50 questions or 3 hours and 100 questions.

Conclusion: Move to next item

Action items: None

Agenda Item: Capacity Development update

Discussion: Mr. Matthews provided the following information:

- The EPA is highlighting several Division of Capacity Development initiatives including:
 - Water Headlines newsletter article on leveraging SRF funds for leak detection equipment for VRWA.
 - Vince Gallo has requested details on the Small Engineering Projects program and using the engineering consultants for value engineering.
 - Lori Reynolds, Region III Office of Infrastructure and Assistance Associate Director, is working with CapDev on a follow-up to the Big Stone Gap Finance Forum.
 - Collaborating with Walter Higgins on providing Energy Audits throughout southwest Virginia.
- Revising the Planning and Design Project Applications to:
 - Accept applications year round
 - Make offers immediately if acute or chronic health points are scored
 - Revise use of funds for Environmental Reviews (local match only)
 - Rank "other" applications once toward the end of the year.
- The Division has submitted a draft of the Annual Cap Dev Report to Ghassan Khaled for review. The finalized version will appear on the Cap Dev webpage.
- During the last fiscal year:
 - \$524,000 disbursed for Planning and Design Projects
 - \$51,500 disbursed for Small Engineering Projects.
- Mr. Matthews and Mr. Hammond attended the Annual Association of State Drinking Water Administrators in Milwaukee. Mr. Matthews presented on Asset Management and

Mr. Hammond presented on the Small Engineering Projects program.

- Staff is conducting a Triennial Assessment for all waterworks and will complete by year's end.
- Continue to publish articles in Streamline Magazine.

Conclusion: Move to next item

Action items: None

Agenda Item: State Revolving Fund (SRF) update

Discussion: Mr. Pellei provided the following information:

- The Lead Service Line rebate program stakeholders group met three times to propose recommendations. Those will become the guidelines for this program as follows:
 - \$5,000 per line replacement for the private section of the service line.
 - Full service line replacements.
 - Performance metric to maximize replacements every year; currently doing none.
 - Eventual goal is zero lead service lines in Virginia.
- This year's monies for this program total \$1 million for 200 lines. Will steer as much of these monies to the private side as possible but will fund waterworks replacements with loans and the other grant.
- Next steps:
 - Draft guidelines including ranking criteria
 - Post to website for 60 day public comment period
 - Host public hearing
 - Resolve public comments received
 - Take applications as part of normal funding process; due April 1, 2017.
- Recently sent a nonbinding survey to gauge interest
- Mr. Pellei asked the WAC members if they had any interest in using Technical Assistance fees money for this purpose to which they answered not at this time.

Conclusion: Move to next item

Action items: None

Agenda Item: Source Water Protection update

Discussion: Mr. Hammond informed members of the following items:

- 6 different metrics (goals)

Metric	Description	Goal	2016
SP4A	Community systems with source water protection plans	28%	24.7%
SP4B	Persons service by those systems	66%	64.1%

- NOTE: In Virginia source water protection plans are voluntary; other states mandate them
- Asked for ideas on how to increase SWP programs in VA without making it mandatory? WAC members suggested providing more information to the waterworks regarding what is involved as well as the benefits to them, the state and to customers.

Conclusion: Move to next item

Action items: None

Agenda Item: RTCR update

Discussion: Mr. Hammond provided the following information:

- The new rule went into effect on November 2, 2016. Technical Services staff are developing and will submit a primacy packet to EPA by December 1, 2016.

Conclusion: Move to next item

Action items: None

Agenda Item: LCR update

Discussion: Mr. Hammond provided the following updates:

- ODW continues to work with EPA regarding the 13 systems with above level results.
- ODW and other state water primacy agencies participated in a conversation with the US General Accounting Office to educate the GAO on LCR. The GAO is set to issue a report on this topic.
- The week of December 11, EPA Region 3 and Headquarters will meet with ODW Field Office staff for a review of the systems. They will recommend necessary actions for the state to implement.

Conclusion: Move to next item

Action items: None

Agenda Item: DCLS Update

Discussion: Mr. Glowacky provided the following report.

- Upcoming laboratory audits
 - Clinical Laboratory Improvement Amendments (CLIA) every 2-3 years
 - environmental chemistry NeLAC institute triennial
- Zika testing – running total over 1700 specimens submitted, still receiving specimens from Ohio and West Virginia. Recently most are negative.
- Budget reductions – can be mostly met without significant personnel cuts but still under review. State positions not funded through grants are frozen.
- Virginia Biomonitoring Grant Program – Contract with CDC to sample the population looking at chemical parameters. Currently testing community college student urine samples for uranium. In future, will test fire fighters for evidence of smoke inhalation.

Conclusion: Move to next item

Action items: None

Agenda Item: DEQ Update

Discussion: Craig Nicol is leaving the agency for a promotion in Virginia Beach.

Conclusion: Move to next item

Action items: None

Agenda Item: SERCAP Update

Discussion: Mr. Rice shared the following updates:

- Conducting focus groups in small rural communities regarding those without indoor plumbing. Five set before the end of 2016 and 5 in the spring of 2017.
- During these meetings, participants are also asking how to determine if they have lead

fixtures or service lines. SERCAP has limited capability to help replace such items.

Conclusion: Move to next item

Action items: None

Agenda Item: Virginia Tech Update

Discussion: Dr. Greg Boardman is retiring in December 2017. The search is underway for someone to replace him in regards to ODW's VT education contracts.

- CPE Lectures
 - Feb 17...Dr. Marc Edwards, Premise Plumbing and Flint, MI situation
 - Mar 16...Dr. Paolo Scardina, Part II. Hydraulics
 - Apr 20...Jared Linkous and Carlos Mantilla-Pena, Meters and Meter Replacement
 - May 18...Joseph Brown, Electricity for Water Operators
 - June 15...Jeff Martin, Trenching and Excavation Safety
 - July 20...Dr. Paolo Scardina, Part III. Fluid Mechanics for Operators and Waterworks Managers
 - Sept 21...Barry Matthews and Anthony Hess, Sustainable Waterworks in Virginia
 - Oct 19...Dr. James Cherry, Water Distribution Systems
 - Nov 16...Dr. Greg Boardman, Language and Concerns of Emerging Contaminants
- Spring Short Courses
 - Feb 8-10...Basic Groundwater at the VT Richmond Center
 - Mar 14-16...Groundwater Math at The Hotel Roanoke and Conference Center
 - Apr 28-29...Hands-on Training at the Salem Water Plant
 - May 2-6...O&M of Distribution Systems at Virginia Beach Public Utilities
- Summer Short Courses
 - June 27-July 1...Applied Math and Basic Science at The Hotel Roanoke and Conference Center
 - July 19-21... Management, Methods, and Money: Understanding Concepts in Capacity Development at The Hotel Roanoke and Conference Center
 - July 31-August 5...Annual Water Short School at Virginia Tech
- Fall Short Courses
 - Sept 26-29...Establishing a Successful and Sustainable Waterworks at The Hotel Roanoke and Conference Center
 - Oct 13-14...Hands-on Training at the Salem Water Plant
 - Nov 9-11...Groundwater Math at the VT Richmond Center
- Focus Group for Water 4
 - May 31-June 1...focus group discussed development of a Water 4 Short Course for the Annual VT Short School for Operators; instructors for each session of Water 4 have been recruited

Conclusion: Move to next item

Action items: None

Agenda Item: VA-AWWA Update

Discussion: Mr. St. John shared the following updates:

- The 2016 Water JAM held in Virginia Beach in September featured record breaking attendance; 1600. 2017 Water JAM is set for Hampton followed by 2018 in Virginia Beach.
- January 1, 2017, Scott Dewhirst's tenure as section chair is ending, Mr. St. John will replace him and Dwayne Schwartz from Waynesboro will become chair-elect.
- Two new board members Russ Navritel, County of Henrico and Bob Steidel with City of Richmond.

Conclusion: Move to next item

Action items: None

Agenda Item: Closing remarks

Discussion: Mr. Hammond shared that ODW located a WAC charter/by laws document from 1992 that was never signed. Staff will work on revisions to bring the document up to date.

Conclusion: Move to next item.

Action items: **Committee Secretary will send copy of 1992 document to members with the draft minutes.**

Agenda Item: Adjournment

Discussion: Meeting was adjourned at 1:07 p.m.

Conclusion: None

Action items: None

Sarah C. Hinderliter,
Secretary

Drew Hammond
Acting Chair