

Hampton Roads Planning District Commission
Annual Commission Meeting
Summary Minutes of October 15, 2015

The Annual Meeting of the Hampton Roads Planning District Commission was called to order at 9:35 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

Commissioners:

Clyde Haulman, Chairman (WM)
Dr. Ella P. Ward, Vice Chair (CH)
Marcus D. Jones, Treasurer (NO)
Barry Cheatham (FR)
Randy Martin (FR)*
Sanford B. Wanner (GL)*
George Wallace (HA)*
Chris Snead (HA)
Anne Seward (IW)
Bryan Hill (JC)
Jim Bourey (NN)
Saundra Cherry (NN)*
Mamie Johnson (NO)*
Lydia Pettis Patton (PO)
Kenneth Wright (PO)*

Traci Dale Crawford (PQ)
J. Randall Wheeler (PQ)
Barry Porter (SH)*
Michael Johnson (SH)*
Peter Stephenson (SM)*
T. Carter Williams (SM)*
Patrick Roberts (SU)
Tyrone Franklin (SY)*
John Seward (SY)*
Barbara Henley (VB)
Louis R. Jones, (VB)
Amelia Ross-Hammond (VB)
Marvin Collins (WM)
Neil Morgan (YK)
Thomas Shepperd (YK)

Executive Director:

Robert A. Crum, Jr.

*Late arrival or early departure.

Commissioners Absent:

James Baker (CH)
Lonnie Craig (CH)
Debbie Ritter (CH)
John Meyer (GL)
Mary Bunting (HA)
Dee Dee Darden (IW)
Mary Jones (JC)
McKinley Price (NN)

Paul Fraim (NO)
Thomas Smigiel (NO)
Angelia Williams (NO)
Linda Johnson (SU)
Robert Dyer (VB)
John Moss (VB)
James Spore (VB)
John Uhrin (VB)

Others Recorded Attending:

Wanda Bernard-Bailey (CH); Brian DeProfio (HA); Bryan Pennington, Jeff Raliski (NO); Brita Ayers, Bryan Stille, (NN); Sherri Neil (PO); Eric Nielson (SU); Angela Bezik, Bob Matthias (VB); John Cosgrove (Virginia General Assembly); Cathy Aiello (Aiello Enterprises); Kevin Page (HRTAC); Mark Geduldig-Yatrofsky (Portsmouthcitywatch.org); Dennis Heuer (RK&K); Ellis James (Sierra Club Observer); Dubby Wynne; Citizens: Dianna Howard, Frank Papcin; Amber Randolph (Willcox and Savage); Staff: Randy Keaton, Kelli Arledge, Jennifer Coleman, Nancy Collins, Katie Cullipher, Rebekah Eastep, Andrea Gayer, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Sara Kidd, Mike Kimbrel, Mike Long, Jai McBride, Ben McFarlane, Camelia Ravanbakht, John Sadler, Tiffany Smith, Jill Sunderland, Joe Turner, Chris Vaigneur.

Vice Chairman, Clyde Haulman, informed the Commission that due to lack of quorum for a full Commission the meeting would convene in Executive Committee Session and begin with the Workshop Agenda.

GO Virginia

Mr. John "Dubby" Wynne, Representative of GO Virginia, informed the Commission that GO Virginia was a bipartisan initiative which provides a new framework for strengthening the economy of each region within the Commonwealth through enhanced collaborative efforts of business, education and local government, incentivized and encouraged by the State.

He indicated the highlights for the program were increased need for private sector growth, collaboration among all regions in the State, and the Commonwealth becoming a catalyst and partner.

Mr. Wynne noted the goal of the initiative would be to create a regional strategy and develop proposals which align and assist in implementation of state and local programs.

He confirmed Go Virginia would not create any additional layers of government or taxes and it is private sector focused and market driven with no requirement or expectation of participation from every locality on every project.

The five funding areas include:

- Innovation
- Investment
- Improvement
- Invention
- Infrastructure

Mr. Wynne stated that innovation, investment, and improvement would be funded by grant monies with objective criteria needing to be met to receive any funds. Invention, and infrastructure would be bonded and funded per the General Assembly.

Commissioners Mamie B. Johnson, Peter Stephenson, T. Carter Williams, Michael Johnson, Barry T. Porter, John Seward, Tyrone Franklin, Sanford Wanner and George Wallace arrive.

The Commission was shown a video in regards to the statewide support for the Go Virginia initiative among the regions.

Mr. Wynne outlined the next steps and described the timetable in the coming months.

Discussion among Commission members ensued after the presentation.

The Regional Greenhouse Gas Initiative

Delegate Ronald A. Villanueva reinforced to the Commission the importance of the GO Virginia initiative and encouraged the HRPDC to support it.

He identified the past and current efforts taken by the State to address coastal flooding and noted the lack of funding available.

Delegate Villanueva explained the Regional Greenhouse Gas Initiative (RGGI) is a market based solution in regards to cap and trade, and Virginia is not a current participant state.

The Coastal Protection Act, proposed State legislation introduced by Senator Donald McEachin and championed by the Delegate Villanueva is aimed to generate funds to be allocated toward:

- Sea level rise & flooding adaptation
- Statewide energy efficient programs
- Southwest Virginia economic recovery
- Statewide renewables
- Programmatic expenses

Commissioners Randy Martin and Sandra Cherry arrive.

He reviewed the Statewide support and suggested the Commission support the legislation.

Election of Officers

Chairman Wright reviewed the slate of officers for the upcoming year: Dr. Clyde Haulman as Chair, Dr. Ella Ward as Vice Chair, Mr. Marcus Jones as Treasurer and Mr. Bob Crum as Secretary.

Commissioner Thomas Shepperd Moved to approve the election of officers; seconded by Commissioner Barry Porter. The Motion Carried.

Approval/Modification of Agenda

Due to lack of time, Agenda Item #8, Legislative Agenda, would be deferred to the November 19, 2015 Meeting.

Commissioner Kenneth Wright Moved to approve the agenda, as amended, seconded by Vice Chair Ella Ward. The Motion Carried.

Executive Director's Report

Mr. Robert Crum, HRPDC Executive Director, informed the Commission the regions which comprise the Urban Crescent will be meeting in regards to public education and possible opportunities for additional State funding. Additionally, he stated the first HRPDC/HRTPO Legislative Forum will occur on December 17, 2015 at 10:00 a.m. in Chesapeake

Employee Recognition

Mr. Crum acknowledged and thanked HRPDC employee, Jennifer Coleman for her five years of service to the Organization.

REGULAR AGENDA

Submitted Public Comments

Chairman Haulman indicated there were no Submitted Public Comments.

Transcribed Public Comments for the September 17, 2015 Executive Committee Meeting

Chairman Haulman highlighted the Transcribed Public Comments from the September 17, 2015 Executive Committee meeting.

Public Comment

Mr. Ellis W. James, Norfolk Resident, noted the harmful effects of coastal flooding in the region and the negative effect on the residents of Hampton Roads.

Approval of Consent Items

- A. Minutes of September 17, 2015 Executive Committee Meeting
- B. Treasurer's Report of September 2015
- C. Contract Authorization - MMRS
- D. Resolution of Support – Southampton County HB2 Project

Commissioner Thomas Shepperd Moved to approve the consent items, seconded by Commissioner Amelia Ross-Hammond. The Motion Carried.

HRPDC Three Month Tentative Schedule

Chairman Haulman reviewed the Three Month Schedule section of the agenda and reminded the Commission of the Legislative Forum to be held in December.

Advisory Committee Summaries

Chairman Haulman noted the Advisory Committee Summaries section of the agenda.
Old/New Business

Chairman Haulman indicated there was no Old/New Business

Adjournment

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:31 a.m.

Clyde A. Haulman
Chairman

Robert A. Crum, Jr.
Executive Director

FISCAL YEAR 2016
9/30/15
STATEMENT OF REVENUES AND EXPENDITURES
25% OF FISCAL YEAR COMPLETE

REVENUES	Annual Budget	Restated Previous YTD	Current Month	YTD	% Received /Expended
Grant and Contract Revenue	\$ 3,517,680	\$ -	\$ 135,695	\$ 135,695	4%
VDHCD State Allocation	151,943	-	37,985	37,985	25%
Interest Income	10,000	354	2,613	2,967	30%
Local Contributions	2,871,869	1,357,867	48,283	1,406,150	49%
Sales and Miscellaneous Revenue	25,250	1,996	1,316	3,312	13%
Special Contracts/Pass thru/Deferred	2,629,602	-	15,100	15,100	1%
Total Revenue	9,206,344	1,360,217	240,991	1,601,208	17%
EXPENDITURES					
Personnel	\$ 4,570,037	\$ 706,735	\$ 366,717	\$ 1,073,453	23%
Standard Contracts	230,855	24,502	29,567	54,068	23%
Special Contracts / Pass-Through	3,957,724	108,182	127,173	235,355	6%
Office Services	447,728	75,461	26,969	102,430	23%
Total Expenses	9,206,344	914,881	550,425	1,465,306	16%
Agency Balance	\$ -	\$ 445,336	\$ (309,434)	\$ 135,902	

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION**

FY2016 BUDGET

REVENUES

OPERATIONS

	APPROVED AMENDED	TPO PASS-THRU	PDC PASS-THRU	TPO OPS	PDC OPS	CURRENT AMENDMENT	NEW AMENDED	TPO PASS-THRU	PDC PASS-THRU	TPO OPS	PDC OPS
FEDERAL GRANTS	2,589,407			2,400,457	188,950	43,007	2,632,414			2,443,464	188,950
STATE GRANTS	386,558			339,058	47,500	5,376	391,934			344,434	47,500
STATE GRANT TO PDCs	151,943				151,943		151,943				151,943
LOCAL:											
Member Dues	1,366,797			306,058	1,060,739		1,366,797			311,434	1,055,363
Member Programs	637,732				637,732		637,732				637,732
Special Programs	4,000				4,000		4,000				4,000
Deferred from Prior Years	235,131				235,131		235,131				235,131
Other Local Programs	20,000				20,000		20,000				20,000
MISCELLANEOUS	111,162				111,162		111,162				111,162
TOTAL OPERATIONS	5,502,730	0	0	3,045,573	2,457,157	48,383	5,551,113	0	0	3,099,332	2,451,781

PASS-THROUGH FUNDS

FEDERAL GRANTS	939,496	453,781	541,715				939,496	453,781	541,715		
STATE GRANTS	112,721	56,721					112,721	56,721			
LOCAL OTHER	1,367,340		1,367,340				1,367,340		1,367,340		
OTHER	6,000		6,000				6,000		6,000		
DEFERRED FROM PRIOR YEARS	1,278,057		1,278,057				1,278,057		1,278,057		
TOTAL PASS-THROUGH FUNDS	3,703,614	510,502	3,193,112	0	0	0	3,703,614	510,502	3,193,112	0	0

TOTAL REVENUE

EXPENDITURES

PERSONNEL	4,570,037			2,327,040	2,242,997		4,570,037			2,327,040	2,242,997
STANDARD CONTRACTS	234,555			114,547	120,008		234,555			114,547	120,008
SPECIAL CONTRACTS	73,460			43,531	29,929		73,460			43,531	29,929
PASS-THROUGH ACTIVITY	3,703,614	510,502	3,193,112				3,703,614	510,502	3,193,112		
OPERATING SCHEDULES	494,950			224,346	270,604		494,950			224,346	270,604
CONTINGENCIES/RESERVES	129,728			336,109	(206,381)	48,383	178,111			389,868	(211,757)
TOTAL EXPENDITURES	9,206,344	510,502	3,193,112	3,045,573	2,457,157	48,383	9,254,727	510,502	3,193,112	3,099,332	2,451,781

**MEMBER
JURISDICTIONS**

October 19, 2015

CHESAPEAKE

Mr. Peter M. Stephenson
Town Manager

FRANKLIN

Town of Smithfield
P.O. Box 246

GLOUCESTER

Smithfield, Virginia 23431

Re: Comprehensive Planning Assistance (PLN: SMITHFIELD)

HAMPTON

Dear Mr. Stephenson:

ISLE OF WIGHT

The Hampton Roads Planning District Commission hereby agrees to provide planning assistance to the Town of Smithfield on updating the Town of Smithfield's Comprehensive Plan, in accordance with the Scope of Work outlined in Attachment I.

JAMES CITY

NEWPORT NEWS

The work to be accomplished for the Town in developing the Comprehensive Plan Update includes literature review, analysis of socioeconomic and demographic data, a review and update of the existing transportation chapter, a review and update of the existing environmental chapter, graphics work, and the development of recommended implementation strategies in cooperation with Town staff and support for the Town's consideration of these issues. No new field work will be involved.

NORFOLK

POQUOSON

PORTSMOUTH

SMITHFIELD

The Cost to the Town of Smithfield for this work will not exceed \$20,000. This will cover HRPDC personnel costs, direct charges and administrative costs. Any excess costs (if any) will be covered through the basic HRPDC budget (annual contributions) and will be treated as the HRPDC contribution to the effort. Although this Contract is not a reimbursable Contract, the HRPDC will maintain appropriate records to document project costs. All work will be accomplished according to the schedule in Attachment II. If the Town elects to expand the Scope of Work beyond the items in Attachment I, the Town and the HRPDC will develop an amendment to the Scope, Project Schedule and Project Budget to accommodate the additional work.

SOUTHAMPTON

SUFFOLK

SURRY

VIRGINIA BEACH

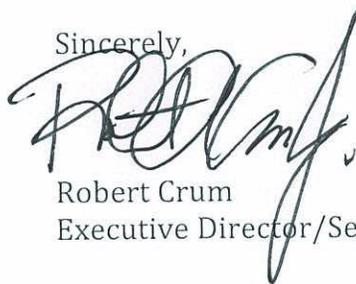
WILLIAMSBURG

YORK

The Town of Smithfield agrees to provide all technical documentation and other pertinent information, which is available through the Town, for use by the HRPDC staff in this project. The Town agrees to provide expeditious policy and technical advice and review throughout the project.

Your signature on this letter indicates your concurrence with the terms of the Agreement. The effective date of this Agreement is October 19, 2015.

Sincerely,



Robert Crum
Executive Director/Secretary

Peter M. Stephenson, Town Manager
Town of Smithfield

RK:fw

Attachments

Copy: William Saunders, Director of Planning
Randy Keaton, Deputy Executive Director, HRPDC
Nancy Collins, CFO, HRPDC
Jai McBride, Principal Regional Planner, HRPDC

**ATTACHMENT I
SCOPE OF WORK
TOWN OF SMITHFIELD COMPREHENSIVE PLAN UPDATE - 2015**

To support the 2015 update to the Comprehensive Plan for the Town of Smithfield, the Hampton Roads Planning District Commission (HRPDC) staff will undertake the following activities:

Analysis will be conducted for the Town of Smithfield, Isle of Wight County, the Hampton Roads Region and the Commonwealth of Virginia.

The most recent U.S. Census and the most recent American Community Survey will be incorporated into the analysis, as will the most recent economic data available through the HRPDC from state, federal and regional sources.

Current Conditions

Population Characteristics – Total, Age, Sex, Race, Education, Income

Economic Characteristics – Employment and unemployment, Composition – Job Types, Wages, Retail Sales

Housing Characteristics – Owner-occupied, Renter-occupied, Condition, Age, Type – Single Family, Multi-Family and Density, Others

Historic Socioeconomic Characteristics – Identify trends in the above factors

Projected Conditions

Population

Employment

NOTE: Multiple forecasts will be used as a basis for this analysis.

Environmental

Review existing Environmental Chapter to ensure compliance with Sea Level Rise regulations.

Transportation

Review existing Transportation Chapter to ensure compliance with VDOT's requirements.

Documentation

Technical memoranda will be prepared documenting the data and the various analyses conducted. The memoranda will include charts and tables. Information will be formatted so that it can be incorporated into the Comprehensive Plan document being prepared by the Town staff. In addition to hard copy reports, digital data will be produced.

**ATTACHMENT II
PROJECT SCHEDULE AND BUDGET
TOWN OF SMITHFIELD COMPREHENSIVE PLAN UPDATE - 2015**

PROJECT SCHEDULE

Time of Performance: Oct. 2015 –May 2016 (Assumed for planning purposes)

Progress and Review Meetings: Formal progress and review meetings will be held upon completion of individual elements. At a minimum, progress meetings will be held once every month. Informal work sessions and review meetings may be held more frequently. These may occur by telephone or through “in person” meetings.

PROJECT COSTS

Cost to the Town of Smithfield for this work will not exceed \$20,000. This will cover HRPDC personnel costs, direct charges and administrative costs. Any excess costs (if any) will be covered through the basic HRPDC budget (annual contributions) and will be treated as the HRPDC contribution to the effort.

If the Town elects to expand the Scope of Work beyond the items in Attachment I, the Town and HRPDC will develop an amendment to the Scope, Project Schedule and Project Budget to accommodate the additional work.