

## **AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING**

### **ITEM #7: SUBMITTED PUBLIC COMMENTS**

There are no recently submitted written public comments. Any new written public comments will be distributed as a handout at the meeting.

### **ITEM #8: PUBLIC COMMENT PERIOD**

Members of the public are invited to address the Hampton Roads Planning District Commission. Each speaker is limited to three minutes.

### **ITEM #9: APPROVAL OF CONSENT AGENDA ITEMS**

#### **A. Minutes**

The Minutes of the July 17, 2014 Quarterly Commission Meeting are attached.

Attachment 9-A

#### **Recommended Action:**

The HRPDC staff recommends approval of the minutes.

#### **B. Treasurer's Report**

The Balance Sheet and Statement of Revenue and Expenditure for June 2014 activities are attached. This Statement reflects the financial status of the HRPDC as a whole.

Attachment 9-B

#### **Recommended Action:**

The HRPDC staff recommends the Treasurer's Reports be accepted.

**Hampton Roads Planning District Commission**  
**Quarterly Commission Meeting**  
**Summary Minutes of July 17, 2014**

The Quarterly Commission 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:**

Kenneth Wright, Chairman (PO)  
Clyde Haulman, Vice Chairman (WM)  
James Baker (CH)  
Dr. Ella P. Ward (CH)  
Barry Cheatham (FR)  
Randy Martin (FR)  
Brenda Garton (GL)  
John Meyer (GL)  
Will J. Moffett (HA)  
George Wallace (HA)  
Dee Dee Darden (IW)  
Anne Seward (IW)  
Mary Jones (JC)  
McKinley Price (NN)  
Marcus Jones (NO)

Eugene Hunt (PQ)\*  
J. Randall Wheeler (PQ)  
Michael Johnson (SH)  
Barry Porter (SH)  
Peter Stephenson (SM)  
T. Carter Williams (SM)  
Selena Cuffee-Glenn (SU)  
Linda T. Johnson (SU)  
Tyrone Franklin (SY)  
John Seward (SY)  
Robert Dyer (VB)  
Amelia Ross-Hammond (VB)  
Jackson C. Tuttle (WM)  
James McReynolds (YK)  
Thomas Shepperd (YK)

**Interim Executive Director:**

Randy Keaton

**Commissioners (Absent):**

Amar Dwarkanath (CH)  
Debbie Ritter (CH)  
Mary Bunting (HA)  
Doug Powell (JC)  
Jim Bourey (NN)  
Sharon Scott (NN)  
Paul Fraim (NO)  
Thomas Smigiel (NO)

Angelia Williams (NO)  
John L. Rowe (PO)  
John Moss (VB)  
John Uhrin (VB)  
Louis R. Jones (VB)  
James Spore (VB)  
Jackson C. Tuttle (WM)

\*Late arrival or early departure.

**Others Recorded Attending:**

Brian DeProfio (HA); Adam Kinsman (JC); Bryan Pennington, Jeff Raliski, Jim Redick (NO); Alan Archer, Claudia Cotton, Sheila McAllister, Tom Slaughter, Bryan Stilley, Jerri Wilson (NN); Sherri Neil (PO); Dallas O. Jones (SH); Sherry Hunt (SU); Robert Matthias, (VB); Cathy Aiello (Aiello Enterprises); Lisa Stern (Housing Virginia); Gail H. Mottola (Let's Open Doors); Ellis James (Sierra Club Observer); Peter Huber (Willcox and Savage); Curtis Brown (VDEM); Citizens: Jessica Forbes, Frank Papcin; Staff: Kelli Arledge, Shernita Bethea, Melton Boyer, Rob Case, Jennifer Coleman, Nancy Collins, Katie Cullipher, Kathlene Grauberger, Julia Hillegass, Jim Hummer, Whitney Katchmark, Sara Kidd, Mike Long, Jai McBride, Ben McFarlane, Camelia Ravanbakht, John Sadler, Tiffany Smith, Jill Sunderland, Jennifer Tribo, Joe Turner, Chris Vaigneur.

**APPROVAL/MODIFICATION OF AGENDA**

Chairman Wright asked for any modifications or additions/deletions to the agenda.

Commissioner McKinley Price Moved to approve the agenda; seconded by Commissioner Barry Porter. The Motion Carried.

**REGIONAL WORKFORCE HOUSING STUDY**

Ms. Lisa Sturtevant, Center for Housing Policy Executive Director reported, the HRPDC staff, in partnership with Housing Virginia, the National Housing Conference (NHC) and various other funders and supporters released findings of a housing forecast which provided an analysis of current housing needs in Hampton Roads. These findings included an employment driven housing demand forecast to 2033.

Ms. Sturtevant stated the Hampton Roads metropolitan area is expected to experience substantial growth and change over the next two decades, which will affect a number of areas, including housing, employment, regional economic development and infrastructure. The region's ability to house its future workforce will be a critical factor in attracting people and jobs to the area, affecting the region's potential for future growth and the quality of life for its residents. Without a sufficient housing supply consisting of a mix of housing types, prices and locations fitted to the emerging demand patterns of the region's future residents, Hampton Roads is unlikely to realize its full economic potential.

She indicated the full findings were released in May 2014 at a local symposium that also included local responses from regional industry experts from the Virginia Peninsula Associations Realtors®, Hampton Roads Transit, Old Dominion University, and Tidewater Builders Association.

## **DUTCH DIALOGUES**

Mr. Ben McFarlane, HRPDC Senior Regional Planner, informed the Commission the “Dutch Dialogues” are collaborative efforts of Dutch technical experts, the Netherlands Embassy in Washington, D.C., local and state governments and other stakeholders. The HRPDC staff has been working with Mr. Dale Morris, Senior Economist at the Netherlands Embassy, to assess the possibility of establishing a similar effort in Hampton Roads.

He stated the first “Dutch Dialogues” were held in New Orleans, Louisiana, and were the result of a series of interactions between Dutch technical experts, New Orleans designers, the Dutch Embassy, and the American Planning Association. The goal of this effort was to improve the region’s approach to water management through learning about the Dutch perspective on “living with water.” The first event was held in March 2008 and was followed by a second event in October 2008. Additional efforts have been held in other cities around the world. Attendees have included architects, landscape architects, engineers, urban designers and planners, geologists, hydrologists, and others.

The HRPDC staff was contacted by Mr. Tom McNeilan, a local consultant, and Mr. Ron Williams, Norfolk Assistant City Manager, to discuss the possibility of holding a regional “Dutch Dialogues” workshop in Hampton Roads. The HRPDC staff met with Mr. Dale Morris, Senior Economist at the Netherlands Embassy, to estimate the costs of holding the event and the possible deliverables. Based on these discussions, HRPDC staff has been working with Mr. Morris and Mr. McNeilan to set up a series of stakeholder interviews that will identify critical areas, needs, and interests. Mr. McFarlane identified the primary areas of focus as:

- recurrent flooding
- sea level rise
- groundwater management
- stormwater management

The first phase will entail a series of stakeholder interviews. Once these interviews are complete, a decision will be made to continue or not with a workshop or series of workshops, tentatively scheduled for October 2014. The total estimated cost for hosting the workshop is approximately \$30,000 to \$50,000, some of which would be provided the Dutch Embassy.

## **2014 HURRICANE FORECAST AND REGIONAL EFFORTS**

Mr. John Sadler, HRPDC Senior Regional Homeland Security Planner, reviewed the predicted 2014 hurricane season forecast and current regional efforts in regards to hurricane preparedness. He noted the National Oceanic and Atmospheric Administration (NOAA) Climate Prediction Center is forecasting a near-normal or below-normal Hurricane Season.

Mr. Jim Redick, City of Norfolk, Office of Emergency Preparedness and Response Director summarized the Governor's Roundtable on Hampton Roads' hurricane preparedness.

He stated the meeting included Hampton Roads local officials and emergency management stakeholders, Virginia Department of Emergency Management, and the Governor's Office discussing needs and gaps related to situational awareness and local-state coordination, evacuation, I-64 lane reversal plans, sheltering, citizens needing assistance, public information and recovery.

### **SUMMARY AND RESULTS FROM MAY'S HRPDC RETREAT**

Ms. Shernita Bethea, HRPDC Housing and Human Services Administrator, explained to the Commission the main focus of the 2014 HRPDC retreat was to identify important regional issues. Commission members were asked to provide input and direction in this process by engaging in a facilitated discussion on various regional trends, issues and topics.

Additionally, the HRPDC Staff also solicited input and guidance from Commission members on how the organization can better communicate its programs and tools to support localities. She also noted members were also to provide direction regarding new techniques for meeting formats and communication strategies for the HRPDC.

Ms. Bethea stated the HRPDC Staff has been working internally to implement suggestions, changes, and input compiled from the retreat.

*Commissioner Eugene Hunt Arrives*

### **FY 2015 BUDGET - STAFF PERFORMANCE COMPENSATION**

Chairman Wright reminded the Commission the proposed FY 15 Budget was presented during the April 17, 2014 Quarterly Commission meeting. The budget included a proposed two percent performance based adjustment for staff.

He reviewed the chart comparing the locality salary increases to that of the HRPDC.

### **NOMINATING COMMITTEE APPOINTMENTS**

Chairman Wright informed the Commission at its meeting in October, elections occur for its officers for the upcoming year. The HRPDC Charter and Bylaws limit the terms of Chair and Vice Chair to two consecutive one-year terms. Both the Chair and Vice Chair are eligible for re-election. The Treasurer and Secretary are elected for a term of one year, but may serve consecutive terms. Therefore, the HRPDC needs to elect/re-elect a Chair, Vice Chair, Treasurer and Secretary.

The Members of the Nominating Committee include:

|                 |                         |
|-----------------|-------------------------|
| Chesapeake:     | Ella P. Ward            |
| Franklin:       | Barry Cheatham          |
| Gloucester:     | Brenda Garton           |
| Hampton:        | Will Moffett            |
| Isle of Wight:  | Dee Dee Darden          |
| James City:     | Mary Jones              |
| Newport News:   | Sharon Scott            |
| Norfolk:        | Thomas Smigiel          |
| Poquoson:       | W. Eugene Hunt          |
| Portsmouth:     | Kenneth I. Wright       |
| Smithfield      | T. Carter Williams      |
| Southampton:    | Barry Porter            |
| Suffolk:        | Linda T. Johnson        |
| Surry:          | John M. Seward          |
| Virginia Beach: | Louis R. Jones          |
| Williamsburg:   | Clyde Haulman           |
| York:           | Thomas G. Shepperd, Jr. |

## **REGULAR AGENDA**

### **Public Comment**

Mr. Frank Papcin, Virginia Beach Resident, voiced his concern about the ability of existing transportation infrastructure in relation to future job growth.

Mr. Ellis James, Sierra Club Observer, addressed the Commission in regards to the health and economic effects of coal dust on the Region's citizens.

### **Submitted Public Comments**

Chairman Wright indicated Ms. Gail Mottola, Let's Open Doors Executive Director, submitted a letter thanking the Commission for the Resolution of Support

### **Approval of Consent Items**

- A. Minutes of June 19, 2014 Executive Committee Meeting
- B. Treasurer's Report of May 2014
- C. Dissolution of Elizabeth River Steering Committee and Creation of Regional Environmental Technical Working Group
- D. Contract Amendment for Support of Regional WebEOC
- E. Authorizing Resolutions and Certifications for FY 2010 Urban Areas Security Initiative Grant Applications

Attachment 9-A

HRPDC Summary Minutes – July 17, 2014- Page 5

Prepared By: J. Coleman

- F. FY 2015- Budget – Staff Performance Compensation
- G. Nominating Committee Appointments
- H. Contract – Surry County Subdivision Ordinance

Commissioner McKinley Price Moved to approve the consent items, seconded by Commissioner Clyde Haulman. The Motion Carried.

**HRPDC Three Month Tentative Schedule**

Chairman Wright reviewed the three month schedule.

**Advisory Committee Summaries**

Chairman Wright discussed the Advisory Committee Summaries section of the agenda.

**Old/New Business**

Mr. Randy Keaton, HRPDC Interim Executive Director, highlighted a request from the City of Norfolk for the Commission to send a letter to Governor Terrance McAuliffe in support of the Administration’s sea level rise and recurrent flooding efforts.

**Adjournment**

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:35 a.m.

---

Kenneth I. Wright  
Chairman

---

Randy Keaton  
Interim Executive Director

**FISCAL YEAR 2014  
6/30/14  
BALANCE SHEET**

| <b>ASSETS</b>           |                            | <b>LIABILITIES &amp; NET ASSETS</b>   |                            |
|-------------------------|----------------------------|---------------------------------------|----------------------------|
| Cash & Cash Equivalents | \$ 904,275                 | Current Liabilities                   | \$ 1,971,595               |
| Accounts Receivables    | 1,547,564                  | Net Assets                            | 4,543,130                  |
| Investments             | 2,783,624                  |                                       |                            |
| Other Current Assets    | 664                        |                                       |                            |
| Net Capital Assets      | <u>1,278,598</u>           |                                       |                            |
| <b>Total Assets</b>     | <b><u>\$ 6,514,725</u></b> | <b>Total Liabilities &amp; Equity</b> | <b><u>\$ 6,514,725</u></b> |

**STATEMENT OF REVENUES AND EXPENDITURES**

| <b>REVENUES</b>                  | <b>Annual<br/>Budget</b>    | <b>Previous<br/>YTD</b>    | <b>Current<br/>Month</b>   | <b>YTD</b>                  |
|----------------------------------|-----------------------------|----------------------------|----------------------------|-----------------------------|
| Grant and Contract Revenue       | \$ 7,082,713                | \$ 6,325,767               | \$ 846,550                 | \$ 7,172,317                |
| VDHCD State Allocation           | 151,943                     | 151,943                    | -                          | 151,943                     |
| Interest Income                  | 18,000                      | 15,333                     | 1,433                      | 16,766                      |
| Local Jurisdiction Contributions | 1,339,935                   | 1,339,935                  | -                          | 1,339,935                   |
| Other Local Assessment           | 2,523,267                   | 1,151,998                  | (5,470)                    | 1,146,528                   |
| Sales and Miscellaneous Revenue  | 190,488                     | 23,094                     | 20,905                     | 44,000                      |
| Special Contracts/Pass thru      | -                           | 504,000                    | -                          | 504,000                     |
| <b>Total Revenue</b>             | <b><u>\$ 11,306,346</u></b> | <b><u>\$ 9,512,070</u></b> | <b><u>\$ 863,419</u></b>   | <b><u>\$ 10,375,488</u></b> |
| <b>EXPENDITURES</b>              |                             |                            |                            |                             |
| Personnel                        | 4,633,074                   | 4,015,887                  | 419,034                    | 4,434,921                   |
| Standard Contracts               | 199,865                     | 218,096                    | 58,934                     | 277,029                     |
| Special Contracts / Pass-Through | 5,765,062                   | 4,095,964                  | 775,050                    | 4,871,014                   |
| Office Services                  | 708,345                     | 388,377                    | 56,616                     | 444,993                     |
| Capital Assets                   | -                           | -                          | -                          | -                           |
| <b>Total Expenses</b>            | <b><u>\$ 11,306,346</u></b> | <b><u>\$ 8,718,323</u></b> | <b><u>\$ 1,309,634</u></b> | <b><u>\$ 10,027,957</u></b> |
| <b>Agency Balance</b>            | <b><u>\$ -</u></b>          | <b><u>\$ 793,746</u></b>   | <b><u>\$ (446,215)</u></b> | <b><u>\$ 347,531</u></b>    |