

AGENDA
HAMPTON ROADS PLANNING DISTRICT COMMISSION
EXECUTIVE COMMITTEE MEETING
September 18, 2014

1. Call to Order
2. Approval/Modification of Agenda

WORKSHOP AGENDA

3. Annual Hampton Roads Regional Benchmarking Study
4. askHRgreen.org Campaign Results
5. The Healing Place
6. Annual Report to the Department of Housing and Community Development

REGULAR AGENDA

7. Submitted Public Comments
8. Public Comment Period
9. Approval of Consent Items
 - A. Minutes of July 17, 2014 Executive Committee Meeting
 - B. Treasurer's Report of June 2014
 - C. Annual Report to the Department of Housing and Community Development
 - D. askHRgreen.org Campaign Results
 - E. RCPGP Grant Authorization
 - F. Regional Cooperation in Stormwater Management Report
 - G. Annual Hampton Roads Regional Benchmarking Study
10. HRPDC Three-Month Tentative Schedule
11. Advisory Committee Summaries
12. Correspondence of Interest
13. For Your Information
14. Old/New Business
 - Appointment of Legislative Committee Members

ADJOURNMENT

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #1: CALL TO ORDER

The meeting will be called to order by the Chair at 9:30 a.m.

ITEM #2: APPROVAL/MODIFICATION OF AGENDA

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires consideration from the Hampton Roads Planning District Commission should be submitted at this time, as opposed to under “Old/New Business.”

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #3: ANNUAL HAMPTON ROADS REGIONAL BENCHMARKING STUDY

SUBJECT:

The Hampton Roads Regional Benchmarking Study is an annual publication produced by the HRPDC Economics staff.

BACKGROUND:

In the Regional Cooperation Act, the Code of Virginia calls for Planning District Commissions (PDCs) to collect and maintain demographic, economic and other data concerning the region and member localities, and act as a State Data Center affiliate in cooperation with the Virginia Employment Commission (VEC).

In keeping with this mandate, the HRPDC staff has completed the ninth annual Regional Benchmarking Study. This publication includes a locality profile for the 16 jurisdictions as well as graphical illustrations for 155 regional benchmarks covering the economy, demographics, housing, transportation, and various quality of life indicators. Each graph is accompanied by a brief explanation regarding the purpose of the benchmark and the current condition in Hampton Roads. Complete data tables for each of the data sets are available here:

<http://www.hrpdcva.gov/uploads/docs/Hampton%20Roads%20Benchmarking%20Study%202014.pdf>

Enclosure 3

Note: This item will be presented for action under Consent Agenda Item #9-G

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #4: ASKHRGREEN.ORG CAMPAIGN RESULTS

SUBJECT:

Annual results of advertising and public relations under the umbrella of askHRgreen.org presented and compiled in a report to be used by all participating localities.

BACKGROUND:

The Environmental Education Committees facilitated by the HRPDC have been rebranded under the umbrella brand of askHRgreen.org with a comprehensive website and media plan which has been implemented. The effort is now in its fifth year.

Ms. Margaret Cahoon of Cahoon & Cross will provide an overview of the campaign milestones.

Enclosure 4

Note: This item will be presented for action under Consent Agenda Item #9-D.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #4: ASKHRGREEN.ORG CAMPAIGN RESULTS

SUBJECT:

Annual results of advertising and public relations under the umbrella of askHRgreen.org presented and compiled in a report to be used by all participating localities.

BACKGROUND:

The Environmental Education Committees facilitated by the HRPDC have been rebranded under the umbrella brand of askHRgreen.org with a comprehensive website and media plan which has been implemented. The effort is now in its fifth year.

Ms. Margaret Cahoon of Cahoon & Cross will provide an overview of the campaign milestones.

Enclosure 4

Note: This item will be presented for action under Consent Agenda Item #9-D.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #5 THE HEALING PLACE

SUBJECT:

An overview of The Healing Place, a residential model of addressing homelessness as it relates to alcohol and substance abuse/addiction.

BACKGROUND:

The Healing Place of Hampton Roads is a non-profit 501(c)(3) non-medical recovery and rehabilitation facility where homeless individuals with alcohol and other drug addictions can recover and lead self-sufficient lives in permanent housing. The mission of The Healing Place of Hampton Roads is to provide a residential substance abuse program that ends homelessness and establishes self-sufficiency. The Healing Place of Hampton Roads residential facility will be located in and serve clients from the Hampton Roads region of Virginia. The service area in this region will consist of cities and counties in eastern Virginia including cities on the Peninsula, in Western Tidewater, the Northern Neck, Middle Peninsula, the Eastern Shore of Virginia and South Hampton Roads, which consists of the cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Suffolk and Virginia Beach.

Ms. Ruthie Hill, Executive Director of the Healing Place, will provide a brief presentation on the program.

Note: This is for informational purposes only.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #6: ANNUAL REPORT TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

SUBJECT:

The HRPDC staff has completed the FY 2013-2014 Annual Report as required by the Regional Cooperation Act.

BACKGROUND:

The Regional Cooperation Act requires that Planning District Commissions (PDCs) report annually to the Department of Housing and Community Development (DHCD) and to the Commission on their activities. This report is a requirement of the annual contract between DHCD and the HRPDC and follows a format prescribed by DHCD. This report details the responsibilities of PDCs. A number of supporting materials incorporated into the report include; FY 14 Budget, Unified Planning Work Program, Publications List and List of Commissioners.

Mr. Randy Keaton, HRPDC Interim Executive Director, will provide a brief overview of the report.

Enclosure 6

Note: This item will be presented for action under Consent Agenda Item #9-C.

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

- 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**

ASSETS		LIABILITIES & NET ASSETS	
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>		
Total Assets	<u>\$ 6,514,725</u>	Total Liabilities & Equity	<u>\$ 6,514,725</u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Previous YTD	Current Month	YTD
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
Total Revenue	<u>\$ 11,306,346</u>	<u>\$ 9,512,070</u>	<u>\$ 863,419</u>	<u>\$ 10,375,488</u>
EXPENDITURES				
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	-	-	-	-
Total Expenses	<u>\$ 11,306,346</u>	<u>\$ 8,718,323</u>	<u>\$ 1,309,634</u>	<u>\$ 10,027,957</u>
Agency Balance	<u>\$ -</u>	<u>\$ 793,746</u>	<u>\$ (446,215)</u>	<u>\$ 347,531</u>

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9-C: ANNUAL REPORT TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

SUBJECT:

The HRPDC staff has completed the FY 2013-2014 Annual Report as required by the Regional Cooperation Act.

BACKGROUND:

The Regional Cooperation Act requires that Planning District Commissions (PDCs) report annually to the Department of Housing and Community Development (DHCD) and to the Commission on their activities. This report is a requirement of the annual contract between DHCD and the HRPDC and follows a format prescribed by DHCD. This report details the responsibilities of PDCs. A number of supporting materials incorporated into the Report include; FY 14 Budget, Unified Planning Work Program, Publications List and List of Commissioners.

This item and enclosure was reviewed under Workshop Agenda Item #6.

RECOMMENDED ACTION

The HRPDC staff requests the Commission approve the Report for distribution.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9-D: askHRgreen.org CAMPAIGN RESULTS

SUBJECT:

askHRgreen.org Annual Report for FY 2013-2014.

BACKGROUND:

On September 4, 2014, the HRPDC Regional Environmental Committee recommended Commission approval of the askHRgreen.org Annual Report for FY 2013-2014. This report is prepared annually by the HRPDC staff on behalf of the four regional environmental education programs to document cooperative regional activities undertaken to support local recycling and beautification, Fats, Oils and Grease, water, and stormwater programs. Those localities with MS4 permits will include this report in their annual reports to the Virginia Department of Environmental Quality (DEQ).

This item and enclosure were discussed under Workshop Agenda Item #4.

RECOMMENDED ACTION:

Approve the report for distribution.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9-E: RCPGP GRANT AUTHORIZATION

SUBJECT:

The Virginia Department of Emergency Management (VDEM) requires the HRPDC to formally authorize its Interim Executive Director to apply for and accept FY 2011 Regional Catastrophic Preparedness Grant Program (RCPGP) funding. The HRPDC has been allocated \$30,400 from this grant.

The Interim Executive Director is requested to sign the following certificates:

- FY 2011 Regional Catastrophic Preparedness Program Grant (referred to as POC Form and Budget Sheets)
- Grant Assurances
- Certificate Regarding Lobbying
- Non-Supplanting Certification
- Award Letter

BACKGROUND:

The Regional Catastrophic Preparedness Grant Program (RCPGP) provides funding to enhance catastrophic incident preparedness in selected RCPGP sites. RCPGP is intended to support coordination of regional all-hazard planning for catastrophic events, including the development of integrated planning communities, plans, protocols, and procedures to manage a catastrophic event. The HRPDC has been allocated \$30,400 of this funding to complete a Public Education Framework for the Hampton Roads Regional Catastrophic Preparedness Team.

RECOMMENDED ACTION:

Authorize the Interim Executive Director to sign the necessary documents to apply for and receive FY 2011 Regional Catastrophic Preparedness Program Grant funding.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9-F: REGIONAL COOPERATION IN STORMWATER MANAGEMENT REPORT

SUBJECT:

Annual Regional Cooperation in Stormwater Management Report for FY 2013-2014.

BACKGROUND:

On September 4, 2014, the HRPDC Regional Environmental Committee recommended Commission approval of the Annual Regional Cooperation in Stormwater Management report for FY 2013-2014. This report is prepared annually by the HRPDC staff on behalf of the regional stormwater program to document cooperative regional activities undertaken to support local stormwater programs. The permitted localities will include this report in their annual reports to the Virginia Department of Environmental Quality (DEQ).

Enclosure 9-F

RECOMMENDED ACTION:

Approve the report for distribution.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9-G: ANNUAL HAMPTON ROADS REGIONAL BENCHMARKING STUDY

SUBJECT:

The Hampton Roads Regional Benchmarking Study is an annual publication produced by the HRPDC Economics staff.

BACKGROUND:

In the Regional Cooperation Act, the Code of Virginia calls for Planning District Commissions (PDCs) to collect and maintain demographic, economic and other data concerning the region and member localities, and act as a State Data Center affiliate in cooperation with the Virginia Employment Commission (VEC).

In keeping with this mandate, the HRPDC staff has completed the ninth annual Regional Benchmarking Study. This publication includes a locality profile for the 16 jurisdictions as well as graphical illustrations for 155 regional benchmarks covering the economy, demographics, housing, transportation, and various quality of life indicators. Each graph is accompanied by a brief explanation regarding the purpose of the benchmark and the current condition in Hampton Roads. Complete data tables for each of the data sets are available here:

<http://www.hrpdcva.gov/uploads/docs/Hampton%20Roads%20Benchmarking%20Study%202014.pdf>

This item and enclosure were discussed under Workshop Agenda Item #3

RECOMMENDED ACTION:

Approve the release of the Hampton Roads Regional Benchmarking Study.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10: HRPDC THREE-MONTH TENTATIVE SCHEDULE

The HRPDC staff has developed a tentative schedule of issues that will come before the Commission for action over the next three months. These issues are the primary action items the Commission will be considering. Other items may be added depending on new priority requests from the Commission, state and federal legislative and regulatory activities and new funding opportunities.

October 2014

Breakfast Club-Visioning Process
HRPDC 2014-2015 Officer Elections
Chesapeake Bay TMDL
Emergency Management Sustainability

November 2014

Sea Level Rise Viewer
Legislative Agenda
Groundwater

December 2014

Meeting Cancelled

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #11: ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE SUMMARY MINUTES

The summary minutes of the August 6, 2014 and September 3, 2014 Directors of Utilities Meetings are attached.

Attachment 11-A1

Attachment 11-A2

B. REGIONAL ENVIRONMENTAL COMMITTEE MEETINGS SUMMARIES

The summaries of the August 7, 2014 and September 4, 2014 meetings of the Regional Environmental Committee are attached.

Attachment 11-B1

Attachment 11-B2

MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on August 6, 2014. The following items were discussed during the meeting:

- HRPDC staff briefed the Committee on campaign highlights from the 2013-14 askHRgreen.org program and described media outreach, public relations activities, and regional events. Staff presented the plan for the 2014-15 campaign, including goals, media strategies, website improvements, and evaluation research. Funding proposals will be presented as part of the draft FY2016 Water and Wastewater Program budgets at the September 3, 2014 Committee meeting.
- The Committee discussed the Department of Environmental Quality's plans to meet with the 14 largest permitted groundwater users to reduce permit limits. HRPDC staff will draft a statement for the Committee's consideration, with the intent of providing comments at the September meetings of the State Water Control Board and State Water Commission and incorporating the statement into the HRPDC legislative agenda.
- The Committee discussed the revised draft white paper describing policy proposals for managing the use of private wells and groundwater withdrawals less than 300,000 gallons per month to mitigate impacts to the Eastern Virginia Groundwater Management Area. The revised draft was approved. HRPDC staff will finalize the white paper and incorporate it into the HRPDC legislative agenda.
- HRPDC staff briefed the Committee on the draft whitepaper "Chloride Concentrations in Hampton Roads Drinking Water Sources, Salt Water Intrusion and Potential Impacts to Community Water Systems." The draft will be circulated to the Committee for review and comment.
- The Committee discussed the proposed language of the draft Consent Order distributed by the Department of Environmental Quality on July 18, 2014. HRPDC staff will compile and circulate consolidated comments to the Committee.
- HRPDC staff reported on the status of the affordability research project. The Committee provided feedback on the analysis approach and next steps. Assumptions for the draft analysis will be circulated to the Committee for review and comment.

MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on September 3, 2014. The following items were discussed during the meeting:

- The Committee discussed the draft white paper describing policy proposals for managing the use of private wells and groundwater withdrawals less than 300,000 gallons per month to mitigate impacts to the Eastern Virginia Groundwater Management Area. The Committee could not agree on whether or not to recommend that the permit threshold be reduced from 300,000 gallons per month to 100,000 gallons per month.
- The Committee discussed DEQ's groundwater permitting program. DEQ is holding meetings with the largest groundwater withdrawal permit holders and identifying permit reduction targets for each one. The current permitted withdrawals cannot be reissued using the existing management criteria. Eleven of the fourteen largest permits are due for renewal. The Committee is working on a regional response to this issue.
- The Committee reviewed locality comments on the modified Consent Order drafted by DEQ to address the need for continued implementation of Management, Operations, and Maintenance (MOM) plans for local sewer systems. The Consent Order must be signed by December 31, 2014 to meet the deadlines in the regional Memorandum of Agreement signed in March 2014.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on August 7, 2014. The following items were discussed.

- Ms. Whitney McNamara, Virginia Beach, and Mr. Ben McFarlane, HRPDC, briefed the Committee on the final report for the HRPDC's Coastal Zone Management Program grant project, "Developing a Local Sea Level Rise Adaptation Plan for Virginia Beach."
- Mr. Ben McFarlane updated the Committee on efforts related to recurrent flooding and sea level rise, including a training workshop for area local staff provided by NOAA and new LIDAR data for eastern Hampton Roads.
- Ms. Sara Kidd, HRPDC, provided an update to the Committee on the status of regional trails in Hampton Roads.
- Ms. Katie Cullipher, HRPDC, briefed the Committee on the FY13-14 askHRgreen.org annual report and provided an overview of the group's 2014-2015 plan.
- Ms. Jill Sunderland, HRPDC, briefed the Committee on an analysis by HRPDC staff of projections funded through the 2013 Stormwater Local Assistance Fund.
- Ms. Jenny Tribo, HRPDC, updated the Committee on the status of statewide land cover data.
- The Committee discussed a proposal to use reserve funds from the regional Stormwater Program to pay for enhancement to the Stormwater Permit Administration Reporting System (PARS). Of the fifteen localities present, thirteen voted in favor of the proposal and two abstained.
- Several committee members and guests provided status reports.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on September 4, 2014. The following items were discussed.

- Ms. Joan Salvati, DEQ, gave a presentation to the Committee on DEQ's upcoming Chesapeake Bay Preservation Act compliance reviews.
- Ms. Jenny Tribo, HRPDC, briefed the Committee on proposed regional comments on EPA's proposed changes to the definition of "Waters of the United States."
- Ms. Whitney Katchmark, HRPDC, and Ms. Julia Hillegass, HRPDDC, briefed the Committee on the proposed FY16 Stormwater Program budget.
- Ms. Tribo briefed the Committee on the FY14 Regional Stormwater Cooperation Summary, and the Committee voted to recommend that the Commission approve the report for distribution.
- Ms. Katie Cullipher, HRPDC, briefed the Committee on the askHRgreen.org annual report, and the Committee voted to recommend that the Commission approve the report for distribution.
- Mr. Ben McFarlane, HRPDC, briefed the Committee on changes to the HRPDC Virginia Beach Sea Level Rise Final Report. The Committee requested more time to review the report before making a recommendation to the Commission.
- Ms. Jai McBride, HRPDC, and Ms. Hillegass led a Visioning Session for the Envision Hampton Roads strategic planning effort with the Committee.
- Several committee members and guests provided status reports.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #12: CORRESPONDENCE OF INTEREST

A. City of Williamsburg Reappointment Letter

Attached is an appointment letter for Mayor Clyde Haulman and Mr. Jackson Tuttle to serve on the Hampton Roads District Commission from July 1, 2014 to June 30, 2016.

Attachment 12-A

B. Stormwater Local Assistance Fund Assessment and Recommendation Letter

Attached is a letter to Ms. Melanie Davenport, DEQ Water Division Director, outlining the HRPDC's suggestions for the BMP selection process.

Attachment 12-B

C. City of Suffolk Reappointment Letter

Attached is an appointment letter for Mayor Linda T. Johnson and Ms. Selena Cuffee-Glenn to serve on the Hampton Roads Planning District Commission until June 30, 2016

Attachment 12-C

D. Letter of Support for Recurrent Flooding and Sea Level Rise from Governor Terrance McAuliffe

Attached is a letter from The Honorable Terrance McAuliffe, Virginia Governor, reiterating his Administration's commitment to climate change and thanking the HRPDC for its efforts toward recurrent flooding and sea level rise.

Attachment 12-D



CITY OF WILLIAMSBURG

Office of the City Manager

July 17, 2014

The Honorable Kenneth Wright
Chairman, Board of Directors
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Mayor Wright:

At the July 1, 2014 organizational meeting of the Williamsburg City Council, Clyde A. Haulman was reappointed as Mayor of the City of Williamsburg.

At the July 10, 2014 Williamsburg City Council meeting, Mayor Haulman announced that he will continue to serve on the Hampton Roads Planning District Commission Board of Directors and Executive Committee. City Manager Jackson Tuttle will continue to serve on the Executive Committee. Both will serve through June 30, 2016.

Should you have any questions, please feel free to contact me at (757) 220-6101.

Sincerely,

Gerry S. Walton
Deputy Clerk of Council

cc: Randy Keaton, Interim Executive Director
Jennifer Coleman, Administrative Assistant

RECEIVED

JUL 21 2014

HRPDC

August 13, 2014

E-MAILED
AUG 13 2014
HRPDC

MEMBER JURISDICTIONS

Ms. Melanie Davenport
Water Division Director
Virginia Department of Environmental Quality
P.O. Box 1105
Richmond, VA 23218

CHESAPEAKE

FRANKLIN

RE: Stormwater Local Assistance Fund Assessment and Recommendations

GLOUCESTER

Dear Ms. Davenport:

HAMPTON

The localities within Hampton Roads are pleased that Virginia has dedicated funding for implementing stormwater best management practices, and will put the nearly \$7 million received to good use throughout the Region. However, localities did have some concerns about the focus on only phosphorus removal and the cost effectiveness threshold of \$50,000 per pound of phosphorus that was applied after the proposals were received. The HRPDC staff analyzed project information provided by DEQ and developed the attached summary and recommendations.

ISLE OF WIGHT

JAMES CITY

NEWPORT NEWS

Before releasing the next solicitation for projects, the HRPDC encourages DEQ to consider the following revisions to the selection process:

NORFOLK

POQUOSON

1. **Change the methodology for calculating nutrient reductions.** The current SLAF guidelines direct applicants to use the Runoff Reduction Method Spreadsheet to calculate the load from the lands draining to the proposed BMP. The loading rates utilized in the Runoff Reduction Method Spreadsheet are not consistent with the loading rates contained in the draft Chesapeake Bay TMDL Action Plan Guidance for MS4s. Applicants should use the loading rates provided in the draft Action Plan Guidance.

PORTSMOUTH

SOUTHAMPTON

SUFFOLK

SURRY

2. **Track and evaluate the nitrogen, phosphorus, and sediment removed by projects.** Because these projects are being implemented to achieve Chesapeake Bay TMDL goals, nitrogen and sediment removal should also be considered to encourage the implementation of BMPs that target all three pollutants of concern.

VIRGINIA BEACH

WILLIAMSBURG

3. **Utilize a portion of the SLAF to encourage innovative projects.** The HRPDC staff recommends that DEQ reserve at least 10 percent of the available funds for projects using innovative BMPs. DEQ should remove the \$50,000 per pound of total phosphorous threshold for these projects.

YORK

Ms. Melanie Davenport

August 13, 2014

Page 2

Thank you for providing the SLAF project data to us. This type of information helps us communicate to our Commissioners the cost of urban stormwater BMP retrofits and give specific examples of progress and funding needed to meet the Chesapeake Bay TMDL. Please find attached a brief summary of the projects funded by the Stormwater Local Assistance Fund (SLAF) and recommendations for improving selection criteria and tracking for future solicitation.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Katchmark", written over a horizontal line.

Whitney S. Katchmark, P.E.
Principal Water Resources Engineer

JLT/jc

Attachment

Analysis of the 2013 Stormwater Local Assistance Fund Projects

The purpose of the Virginia Stormwater Local Assistance Fund (SLAF) is to provide matching grants to local governments for the planning, design, and implementation of stormwater best management practices that prioritize cost efficiency and water quality pollutant load reduction. In November 2013, DEQ received 114 applications from 35 localities across the state. It was determined that 102 of these were eligible for funding. DEQ staff decided that only projects with costs below \$50,000 per pound of total phosphorous removal per year would be funded in this first phase of the SLAF. This resulted in 71 funded projects. Hampton Roads Planning District Commission (HRPDC) staff conducted a desktop analysis of the funded projects examining:

- the types of BMPs utilized,
- the range of total phosphorous removal costs,
- the amount of total phosphorous removed annually by the SLAF projects, and
- the localities receiving funding.

The purpose of this report is to identify the projects most likely to be funded and to compare BMP cost data. Because the SLAF program was based on TP removed using the Runoff Reduction Method, staff could not compare this cost data to the cost data now available in the Virginia Assessment Scenario Tool, which is based on acres treated and pounds removed using the Chesapeake Bay Model loading rates. It is suggested for future phases of SLAF awards that applicants be required to also calculate the acres treated and utilize the loading rate tables included in the draft Chesapeake Bay Action Plan Guidance. It would also be beneficial to know the effectiveness of the project in addressing the other two pollutants of concern in the Chesapeake Bay watershed, total nitrogen (TN) and sediment.

Types of BMPs

Figure 1 shows the number of eligible projects by BMP Type. Stream restoration, bioretention, wet ponds, and wetlands were the most commonly used BMPs, accounting for 66% of the eligible projects. Twenty-four stream restoration projects were submitted, and all of them were funded. However, only 11% of the bioretention projects that were submitted met the cost per pound threshold. The wet pond projects fared much better, with 13 out of 16 being awarded. Of the 9 wetland projects submitted, 7 of those were funded. Of note, the "other" category is for the four funded projects in which the type of BMP used was not available.

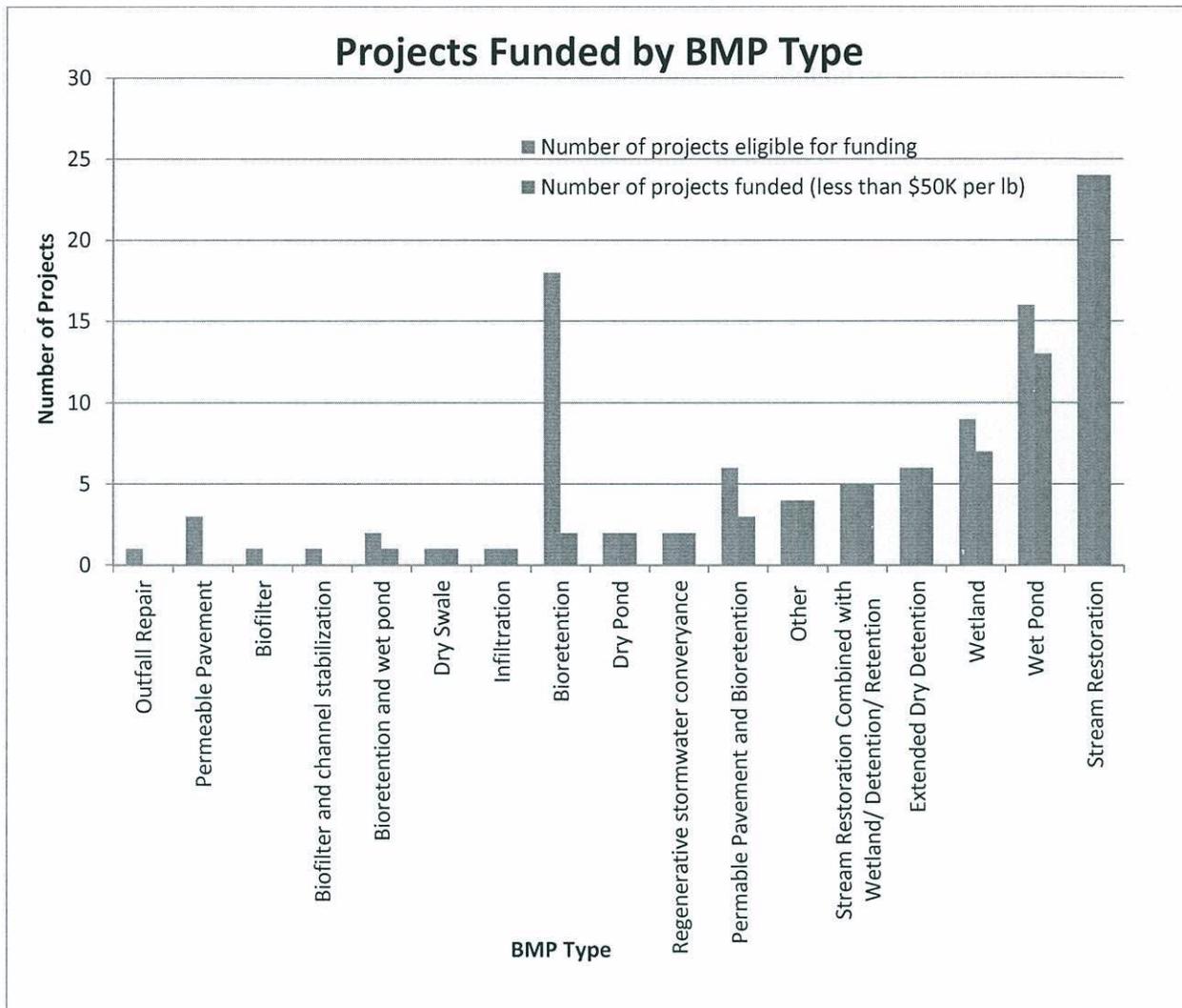


Figure 1. Projects Funded by BMP Type

Range of Costs

Local governments submitted projects with costs of total phosphorous removal per year ranging from \$1,087 to \$837,719 per pound. A summary of these costs, including the highest, lowest, and median costs, by BMP type are presented in Figure 2. The BMPs are displayed in order from the lowest median cost to the highest median cost. The permeable pavement projects were the most expensive, with a median cost of \$353,922; while, projects using dry ponds and stream restoration combined with wetlands, detention, and retention were the least expensive, with median costs of \$4,132 and \$4,853, respectively.

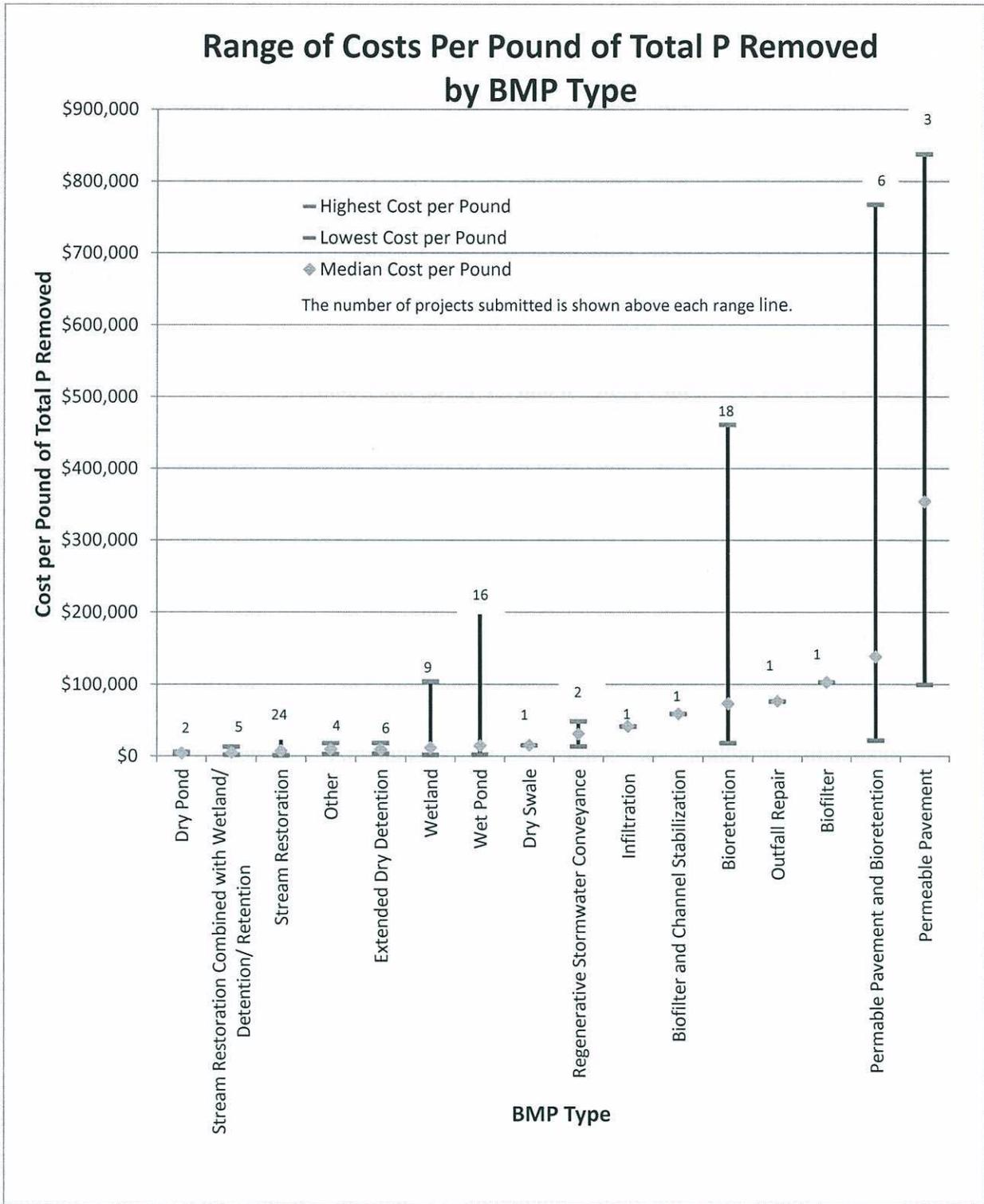


Figure 2. Cost Comparison of all Eligible Projects Submitted by BMP Type

Total Phosphorous Removed

The SLAF projects combined, once constructed, will remove a total of 7,374 pounds of total phosphorous annually. Figure 3 shows the distribution of the number of pounds removed by each BMP type. Stream restoration projects account for the majority, with wet ponds and wetlands also having a significant impact.

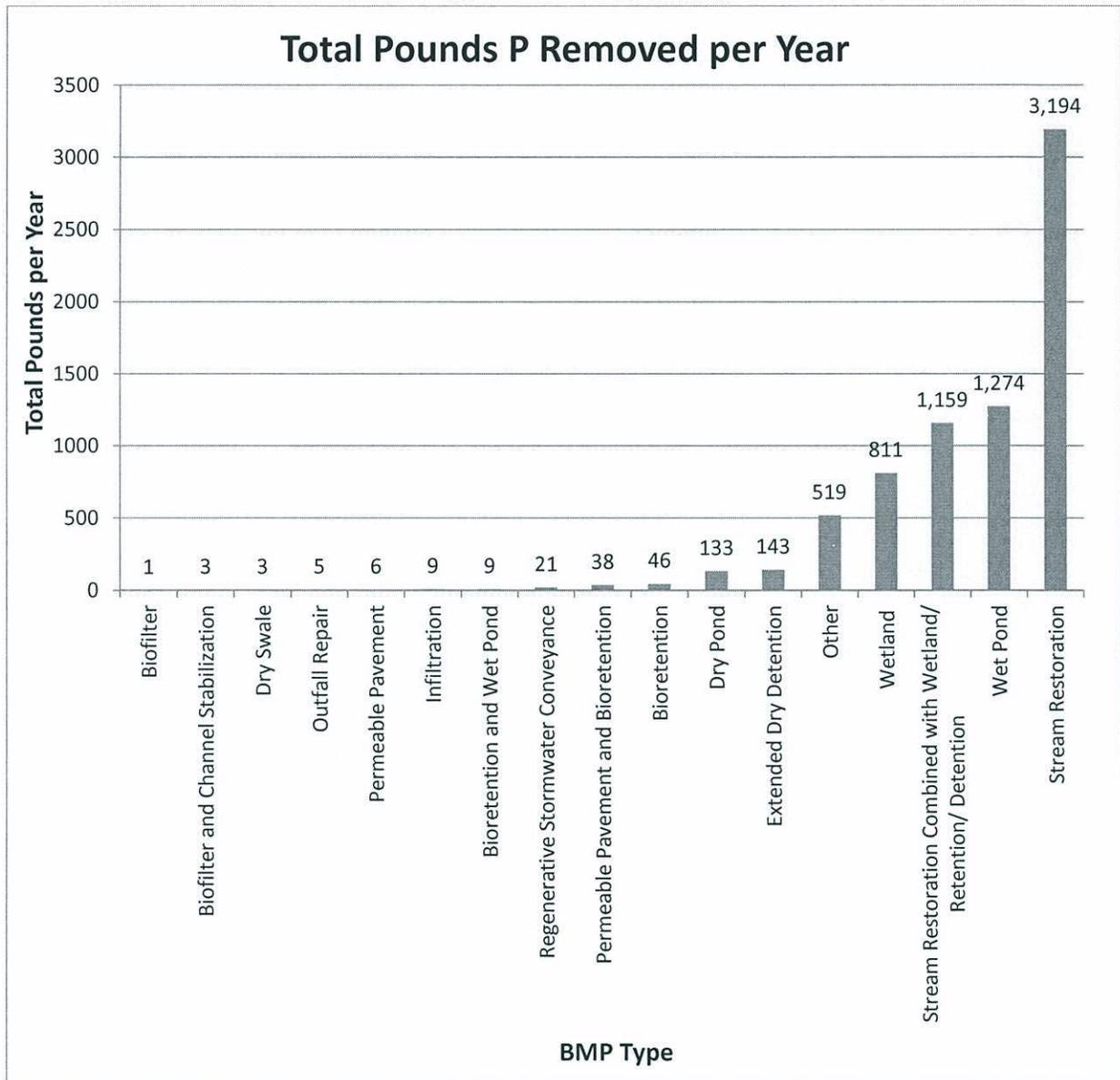


Figure 3. Total Pounds of TP Removed by SLAF Projects by BMP Type

Localities

Local governments from across the Commonwealth submitted projects to the SLAF program. Of the funded projects, 35% were submitted by Phase I MS4s and 59% were submitted by Phase II MS4s. Furthermore, 70% were submitted by Chesapeake Bay Preservation Area (CBPA) localities. Several CBPA localities have portions of their locality that are not in the Bay watershed. It was not determined which portion of the locality the SLAF projects are located in. The percentages are presented to provide a snapshot of the types of localities that received funding.

Recommendations

For future phases of the SLAF program, HRPDC staff recommends additional criterion be evaluated beyond phosphorus removal efficiency. Because these projects are being implemented to achieve Chesapeake Bay TMDL goals, nitrogen and sediment removal should also be considered. This will encourage the implementation of BMPs that target all three pollutants of concern. DEQ should consider utilizing a portion of the SLAF to encourage innovative projects by removing the \$50,000 per pound of total phosphorous removed threshold for a portion of the available funds. These two changes may assist Virginia in addressing EPA’s recent milestone evaluation comment that Virginia needs to increase implementation of infiltration and filtration practices in order to meet WIP targets.

DEQ should also change the methodology for calculating nutrient reductions. The SLAF guidelines directed applicants to use the Runoff Reduction Method Spreadsheet to calculate the load from the lands draining to the proposed BMP. The loading rates utilized in the Runoff Reduction Method Spreadsheet (which is designed for new development and redevelopment projects) are not consistent with the loading rates contained in the draft Chesapeake Bay TMDL Action Plan Guidance for MS4s (which is designed for retrofit projects, like those submitted for SLAF). According to the tables below, this discrepancy will lead to miscalculations of nutrients removed in Virginia. HRPDC staff utilized the tables below to evaluate the potential magnitude of the discrepancy in total phosphorus removed. For a 25 acre project in the James River Basin, the SLAF calculation method overestimated total phosphorus removal by 13 percent compared to the Action Plan Guidance. If this difference were extrapolated to all funded projects, then the pounds of total phosphorus removed would be approximately 1,000 pounds less than the 7,374 pounds reported.

Table 1: Comparison of Runoff Reduction Method (RRM) and Chesapeake Bay Model (Model) Loading Rates for Impervious Surface

Total Phosphorous and Nitrogen Loading Rates (lbs/ac/yr)						
Basin	TP (Model)	TP (RRM)	Percent Difference	TN (Model)	TN (RRM)	Percent Difference
James	1.76	2.17	23%	9.39	15.5	65%
Potomac	1.62	2.17	34%	16.86	15.5	-8%
Rappahannock	1.41	2.17	54%	9.38	15.5	65%
York	1.51	2.17	44%	7.31	15.5	112%

Table 2: Comparison of Runoff Reduction Method (RRM) and Chesapeake Bay Model (Model) Loading Rates for Pervious Surface

Total Phosphorous Loading Rates (lbs/ac/yr)						
Basin	TP (Model)	TP (RRM)				
		A soils	B soils	C soils	D soils	% Difference (C soils)
James	0.5	0.34	0.46	0.5	0.57	0%
Potomac	0.41	0.34	0.46	0.5	0.57	22%
Rappahannock	0.38	0.34	0.46	0.5	0.57	32%
York	0.51	0.34	0.46	0.5	0.57	-2%

Table 3: Comparison of Runoff Reduction Method (RRM) and Chesapeake Bay Model (Model) Loading Rates for Pervious Surface

Total Nitrogen Loading Rates (lbs/ac/yr)						
Basin	TN (Model)	TN (RRM)				
		A soils	B soils	C soils	D soils	% Difference (D soils)
James	6.99	2.45	3.26	3.59	4.08	-42%
Potomac	10.07	2.45	3.26	3.59	4.08	-59%
Rappahannock	5.34	2.45	3.26	3.59	4.08	-24%
York	7.65	2.45	3.26	3.59	4.08	-47%

It would also be beneficial to track specific project information in a database to allow for additional project comparisons, including cost comparisons in accordance with the Action Plan Guidance and VAST. This analysis could not be completed with the available information on the 2013 SLAF projects. It appears that the costs per pound of total phosphorous removed per year were calculated using the total project costs divided by the total number of pounds removed annually. It is unclear whether the cost effectiveness calculations included design and construction costs or just construction costs and whether it was consistently calculated for each project. A complete list of recommended data to be tracked is as follows:

- specific BMP(s) used and whether it is classified as a level 1 or level 2 (per Virginia’s BMP Clearinghouse)
- acres treated
- impervious and pervious acres on the site
- nitrogen and sediment removed
- whether project is located in the regulated or non-regulated portion of a locality
- break out design versus construction costs



OFFICE OF THE CITY CLERK

CITY OF SUFFOLK

P.O. BOX 1858
SUFFOLK, VA 23439

PHONE: (757) 514-4018
FAX: (757) 514-4027

August 21, 2014

Mr. Randy Keaton
Interim Executive Director
Hampton Roads Planning
District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Mr. Keaton:

At its meeting held August 20, 2014, Suffolk City Council reappointed Mayor Linda Johnson to the Hampton Roads Planning District Commission and City Manager Selena Cuffee-Glenn to serve on the Executive Committee, for a term effective immediately and expiring on June 30, 2016

Sincerely,

Erika S. Dawley, CMC
City Clerk

Enclosures

c: Mayor Linda T. Johnson
City Manager Selena Cuffee-Glenn

AUG 27 2014

Attachment 12-C



COMMONWEALTH of VIRGINIA

Office of the Governor

Terence R. McAuliffe
Governor

August 26, 2014

The Honorable Kenneth I. Wright
Mayor of Portsmouth
Chairman, Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Mayor Wright:

Thank you for your letter and for sharing with me your concerns on recurrent flooding and sea level rise.

My administration is committed to finding solutions to the major challenges facing the Commonwealth. This is precisely why I re-convened the Climate Commission for the first time in four years. As climate change continues to be a growing threat to Virginia's coastal communities, it is especially important that we focus on protecting Virginia's citizens, especially those in Hampton Roads.

In this regard, we will continue to support the Recurrent Flooding Subpanel of the Secure Commonwealth Panel and the Joint Subcommittee on Recurrent Flooding.

Thank you again for your letter and for your support on this issue. With your help, we will accomplish the critical goal of helping Virginia find creative ways to fight climate change.

Sincerely,

A handwritten signature in black ink, appearing to read "Terence R. McAuliffe".

Terence R. McAuliffe

RECEIVED

AUG 29 2014

HRFDC

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #13: FOR YOUR INFORMATION

Invitation to Participate in an Envision Hampton Roads Visioning Session

Please join us over breakfast as we discuss a vision for the region. Mark your calendars for **Thursday, October 16, 2014, 8:30 – 9:30 a.m. at the Hampton Roads Planning District Commission**. The HRPDC has embarked on an effort to develop Hampton Roads' first Community-based Regional Strategic Plan entitled, Envision Hampton Roads. In developing Envision Hampton Roads, the HRPDC will be following a 6 step Community Based Planning approach. As you are aware the HRPDC has recently completed the first step in the process which established the region's Values and Aspirations. Currently, work is being completed on the 2nd Step which is to establish a shared Regional Vision. The objective of this phase is to establish a set of guiding regional vision principles and establish a regional vision statement. This will be accomplished through a series of Visioning Sessions that will take place throughout the region. The HRPDC invites you to participate in an Envision Hampton Roads Visioning Session that will be held during the HRPDC's October Breakfast Club. This session will be prior to the October 16, 2014 HRPDC Annual Commission Meeting.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #14: OLD/NEW BUSINESS

Appointment of Commissioners to Legislative Committee

As a follow-up to Retreat discussions, the HRPDC will convene a Legislative Committee comprised of members of the official Advisory Committees (Regional Environmental and Directors of Utilities), local Legislative Liaisons and Commissioners. The Legislative Committee will develop the 2015 Legislative Agenda for the HRPDC.

Recommended Action:

The Chairman appoint a minimum of two Commissioners to serve on the Legislative Committee.