

July 27, 2016

Memorandum #2016-93

TO: Chief Administrative Officers

BY: James Bourey, Chair

RE: Chief Administrative Officers Meeting – August 3, 2016

The next meeting of the Hampton Roads Chief Administrative Officers will be held Wednesday, August 3, 2016 at 11:45 A.M. (lunch will be served at 11:30 A.M.) at the Isle of Wight Volunteer Rescue Squad Building, 13080 Great Spring Road, Smithfield, VA 23430.

The agenda and related materials are attached.

RAC/ka

Attachments

Chief Administrative Officers:

James E. Baker, CH
Jim Bourey, NN
Mary Bunting, HA
Marvin Collins, WM
Tyrone W. Franklin, SY
Brent Fedors, GL
Dave Hansen, VB
Bryan J. Hill, JC
Michael W. Johnson, SH
Marcus Jones, NO
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
Patrick Roberts, SU
Michael Stallings, WN
Peter M. Stephenson, SM
Sanford Wanner, IW
J. Randall Wheeler, PQ

**Hampton Roads
Chief Administrative Officer (CAO) Meeting**

**AUGUST 3, 2016
11:45 a.m.
(Lunch served beginning at 11:30 a.m.)**

**Isle of Wight
Volunteer Rescue Squad Building
13080 Great Spring Road
Smithfield, VA 23430**

I. Call to Order

II. Public Comment Period (limit 3 minutes per individual)

III. Meeting Minutes

The summary minutes from the July 6, 2016 Regional CAO Committee meeting are attached for the Committee's review and approval.

IV. CAO Committee Addition

Randy Keaton, HRPDC Deputy Executive Director, has been named the next County Administrator for Isle of Wight County. We wish Randy the very best and look forward to working with him in his new position. Randy will begin his new duties with Isle of Wight County on September 1.

V. HRPDC Governance Proposal

Staff will review the input received on the Governance Proposal at the July 21 HRPDC meeting, discuss options for consideration and request direction from the CAO Committee.

VI. Review of September and October HRPDC Meeting Agendas

The following items have been scheduled for upcoming HRPDC meeting agendas:

September

- College of William and Mary President Taylor Reveley and Old Dominion University President John Broderick will address the HRPDC regarding ongoing initiatives at these institutions and opportunities for collaboration.
- The Commission may receive a presentation on the uranium mining issue
- HRPDC Governance Proposal

October (Annual Meeting of the HRPDC)

- As discussed at the July HRPDC meeting, the agenda for the October Annual Meeting will focus on regional poverty issues and potential approaches to address this topic. The City of Norfolk has agreed to initiate this discussion by presenting the findings from the City's poverty work. The agenda will be structured to encourage discussion and information exchange among HRPDC members on this topic.

VII. Regional Legislative Strategy

A meeting with the Hampton Roads Caucus has been scheduled for August 31 at 10:30 a.m. in the HRPDC Regional Board Room. Members of the HRPDC, HRTPO and HRTAC Boards will be invited to attend and participate in this session.

Staff will review a potential list of regional legislative agenda items (based on input received from the HRPDC/HRTPO Boards) for discussion with the Hampton Roads Caucus.

VIII. Future CAO Committee Agenda Items

Staff requests input from the CAO Committee on future meeting agenda items.

IX. Calendar/Location of Future Meetings

A schedule for the location of future Regional CAO Committee meetings is provided below:

September 7	Virginia Beach
October 5	York County
November 2	Portsmouth
December 7	_____

X. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of July 6, 2016**

James Bourey, City of Newport News, called the Chief Administrative Officers Meeting to order at 11:45 a.m. in the Newport News City Center Office, James Room, 700 Town Center Drive, Newport News, Virginia, with the following in attendance:

James Bourey (NN)	Lydia Pettis Patton (PO)
J. Randall Wheeler (PQ)	James E. Baker (CH)
Neil Morgan (YK)	Marvin Collins (WM)
Marcus Jones (NO)	Dave Hansen (VB)
Bryan J. Hill (JC)	Peter M. Stephenson (SM)
Brian DeProfio (HA)	Sanford Wanner (IW)

Others Recorded Attending:

Robert Crum (HRPDC)
Randy Keaton (HRPDC)
Whitney Katchmark (HRPDC)
Diane Kaufman (U.S. Sen. Kaine's Office)
Erin Carter (U.S. Sen. Warner's Office)
Steve Shapiro (Hampton)
Bonnie Brown (Hampton)

Mr. Bourey brought CAO Committee members attention to the summary minutes from the June 1, 2016 Regional CAO Committee meeting. The Committee unanimously approved the Summary Minutes.

Land Subsidence Monitoring Proposal

Whitney Katchmark, HRPDC, presented a Land Subsidence Monitoring Proposal to the CAO Committee. The proposal reviewed the three different methods of subsidence measurement along with the strengths and weaknesses of each method. The United States Geological Survey (USGS) was tasked with assessing the methods and developing cost estimates. The Study recommendations included the installation of 1-3 extensometers at existing tidal stations and establishing a benchmark survey network using mobile GPS antennas from the Piedmont to the Coastal Plain. The extensometers cost approximately \$1M each to install while the benchmark survey will cost \$120K for the initial survey and \$30K/year for the annual survey and analysis. The Coastal Resiliency Committee recommended at their March meeting to fund the Benchmark Monitoring Network through the HRPDC with locality contributions based on population. The Committee also recommended pursuing state or federal funding for the extensometers. HRSD currently plans to install an extensometer as part of their pilot project for injection of treated water back into the groundwater aquifer.

Discussion followed by the Committee members about HRSD and DEQ funding more of the project. There were also questions about how we will use the data when we acquire it and the value of beginning the collection of data now instead of waiting until sometime in the future. The Committee members agreed to invite HRSD to a future meeting to discuss the project in more detail.

Intergovernmental PILOT Project Resolution

Mr. Crum presented an overview about a resolution that was developed by the Legal Working Group for the PILOT Project. The members of the Steering Committee are submitting this resolution to their respective organizations for review and comment. Discussion followed by the Committee members about the resolution and concerns regarding a regional authority having control over traditionally local decisions. There was also discussion about the ability of the region to collaborate without the development of a new regional entity. HRTAC is a model that could be used in the future. The consensus from the Committee members was that none of the localities are ready for a new regional organization to address Sea Level Rise and they should work within the HRPDC to develop a regional plan. The Committee members requested that correspondence be drafted to the PILOT Project Steering Committee for signature by the Chair expressing the concerns of the CAO Committee.

July 21, 2016 HRPDC Meeting

Mr. Crum reported on items that will be on the agenda for the upcoming HRPDC meeting including the proposed revisions to the HRPDC Governance Structure. Dave Hansen, City of Virginia Beach reported the concerns of his City Council regarding the changes to the governance structure.

Regional Interest Items

The Region’s CAOs shared information in a roundtable discussion on issues or concerns within their jurisdictions that are of regional interest. Mr. Bourey reported on the Virginia Velocity Tour. Mr. DeProfio, Mr. Shapiro and Ms. Brown reported on new FEMA regulations that could drastically change how permitting of “development” in the special flood hazard area is defined. Hampton has been informed that they should be regulating all development on any type regardless of how minor, even when they are exempted for permitting under the statewide building code. An example that was given was interior painting or replacing cabinets in a house. Hampton requested endorsement of communication with the Congressional Delegation for assistance in addressing this issue with FEMA.

Calendar/Location of Future Meetings

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The Committee members also discussed having a ½ day retreat in the future.

There being no further items for discussion, the meeting was adjourned at 1:30 .pm.

Respectfully Submitted,
Robert Crum, Recording Secretary