

**AGENDA
HAMPTON ROADS PLANNING DISTRICT COMMISSION
QUARTERLY COMMISSION MEETING**

April 18, 2013

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

WORKSHOP AGENDA

3. FY 2014 Budget
4. Urban Areas Security Initiative (UASI) Update
5. Stormwater Update
6. Energy Management Incentive Program

REGULAR AGENDA

7. Submitted Public Comments
8. Public Comment Period
9. Approval of Consent Items
 - A. Minutes of March 21, 2013 Meeting
 - B. Treasurer's Report of February 28, 2013
 - C. Regional PNRS Reviews
 - D. Regional Environmental Impact Assessment/Statement Review
 - E. FY 2014 Budget
 - F. FY 2014 Unified Planning Work Program
 - G. Regional Stormwater Program Memorandum of Agreement Renewal
 - H. Urban Area Security Initiative Contract Amendment for Completion of a Regional Communication Plan
 - I. Urban Area Security Initiative Contract Amendment for the Purchase of Regional Communications Equipment
 - J. Urban Area Security Initiative Contract Amendment for the Purchase of Person Protective Equipment
 - K. Coastal Zone Program – Amendment to Hampton Roads Technical Assistance Program-Final Report
 - L. Coastal Zone Management Program –FY 201 309 Grant
 - M. Energy Management Incentive Program
10. HRPDC Three-Month Tentative Schedule
11. Project Status Reports and Advisory Committee Summaries
12. Correspondence of Interest
13. For Your Information
14. Old/New Business

ADJOURNMENT

AGENDA NOTE – HRPDC QUARTERLY COMMISSION 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 QUARTERLY COMMISSION MEETING

ITEM #3: FY 2014 BUDGET

SUBJECT:

The FY 2014 HRPDC budget is being presented to the Commission for its consideration. The Personnel and Budget Committee has reviewed this budget prior to this Quarterly meeting.

BACKGROUND:

Member contributions remained at the reduced \$.80 per capita rate approved by the Commission in FY 2013. The FY 2014 budget reflects the current economic conditions in that it is conservative in nature, and represents a total revenue (and corresponding expenditure) decrease of 29% from that of FY 2013. This decrease is due to grant reductions in UASI, MMRS, Planning & Environmental, and Transportation funding. The majority of these funds are pass-through.

As a result of the revenue shortfall, the HRPDC will experience reductions in all areas including personnel. This line item decrease is due to one full-time position and one part-time position being eliminated. This budget will support a proposed 2% merit-based salary adjustment, and an increase in health care premiums. A previously funded reserve account established in anticipation of the employer rate increase helped fund the 1.9% VRS increase. Decreases in standard and special contracts, and in operations (which include telephone, printing, memberships, software & network upgrades, and photo copy expenses) helped offset the reduced revenue. Staff recommends continuing to fund our reserves in order to continue to offset increasing costs with stagnant or reduced funding.

HRPDC Chief Financial Officer, Nancy Collins, will provide an overview of the FY 2014 budget.

Attachment 3-A
Attachment 3-B
Attachment 3-C
Attachment 3-D

Note: This item will be presented for action under item 9E

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
FY2014 SUMMARY BUDGET**

	2014	2014	2014	2014	2013
	PDC OPER	PDC	PDC	TOTAL	TOTAL
	BUDGET	PASS-THRU	PASS-THRU	BUDGET	BUDGET
			TO TPO		
NEW REVENUE					
Local Member Contributions (\$.80)	971,375	65,000	303,807	1,340,182	1,329,440
Other Local Program Assessments	337,285	1,136,339	0	1,473,624	1,694,589
DHCD State Grant	151,943	0	0	151,943	151,943
Planning & Environmental Programs	219,439	154,000	0	373,439	1,235,677
MMRS Grant	25,500	724,500	0	750,000	1,269,676
VDHCD HR Loan Fund Partnership Federal Grants	16,500	103,500	0	120,000	111,875
UASI Grants	170,000	130,000	0	300,000	2,618,924
Transportation Grants	0	0	3,475,594	3,475,594	3,740,147
General Services & Miscellaneous	181,350	6,000	0	187,350	116,150
TOTAL NEW REVENUE	2,073,392	2,319,339	3,779,401	8,172,132	12,268,421
DEFERRED REVENUE					
Local Assessments for Construction Standards	0	12,000	0	12,000	11,973
Local Assessments for Debris Management	0	10,025	0	10,025	10,025
Planning & Environmental Programs	418,730	954,227	0	1,372,957	1,334,164
Transportation Grants	0	0	54,000	54,000	28,396
MMRS Sustainment Program	12,754	0	0	12,754	0
TOTAL DEFERRED REVENUE	431,484	976,252	54,000	1,461,736	1,384,558
TOTAL REVENUE	2,504,876	3,295,591	3,833,401	9,633,868	13,652,979
EXPENDITURES					
Personnel	2,001,570	0	2,498,264	4,499,834	4,532,387
Standard Contracts	90,393	0	112,552	202,945	209,869
Special Contracts	33,169	0	43,131	76,300	81,701
Pass-Through Activity	0	3,295,591	827,500	4,123,091	7,925,207
Operations	379,744	0	351,954	731,698	903,815
TOTAL EXPENDITURES	2,504,876	3,295,591	3,833,401	9,633,868	13,652,979

Legend:

DHCD Department of Housing & Community Development
MMRS Metropolitan Medical Response System
UASI Urban Areas Security Initiative
VDHCD Virginia Department of Housing & Community Development

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

		2014	2014	2014	2014	2014	2014
TITLES	Amended			TPO	PDC	TPO OPER	PDC OPER
	MATCH	ELEMENT	BUDGET	PASS-THRU	PASS-THRU	BUDGET	BUDGET

REVENUES

NEW REVENUE

1	State Grant (DHCD) Note 1	40500	100000	151,943			151,943
2	Local Assmt Member Contrib (\$.80) Note 2	45400	100200	1,340,182		65,000	971,375
3	Local Assmt HRWET	49500	234000	64,771			64,771
4	Local Assmt HRWET	49500	234300	97,000		96,160	840
5	Local Assmt Water TA	49500	235100	137,000		137,000	0
6	Local Assmt Water Quality	49500	235400	7,500		7,500	0
7	Local Assmt H2O	49500	235700	20,000		20,000	0
8	Local Assmt Storm Water	49100	237000	217,811		217,811	0
9	Local Assmt HR Storm	49100	237100	52,798			52,798
10	Local Assmt HR Storm	49100	237200	75,000		74,160	840
11	Local Assmt Stormwater Legal	49100	237600	48,000		48,000	0
12	Local Assmt Waste Water	49600	239000	109,000		25,000	84,000
13	Local Assmt HR FOG	49600	239200	50,000		49,620	380
14	Local Assmt HR FOG Technical	49600	239300	94,771		30,000	64,771
15	Local Assmt HR Clean	48000	239500	34,910			34,910
16	Local Assmt HR Clean	48000	239600	67,864		67,484	380
17	Local Assmt MMRS Sustainment	46000	398700	335,947		302,352	33,595
18	Local Assmt Construction Stds	47100	670514	61,252		61,252	0
19	Interest Earnings	44000	100000	18,000			18,000
20	DCR Roundtable	42594	239400	11,970		4,000	7,970
21	Windsor Comp Plan	40800	231300	7,500			7,500
22	VCZMP-TA	20,000	40800	236000	20,000		20,000
23	VCZMP Water Quality 13	40800	236300	45,000			45,000

24 NOTE 1: FY04 \$325,472; FY05 -07 \$293,995; FY08: \$279,295; FY09 \$275,106; FY10 \$253,879; FY11 \$132,124; FY12 \$151,943; FY13 \$151,943

25 NOTE 2: \$.80 per capita - 2.5% reduction for FY2013 (\$.82 FY2006 - FY2012); TPO Mbr Contr. for Match

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES	Amended MATCH	CODE	2014 ELEMENT	2014 BUDGET	2014 TPO PASS-THRU	2014 PDC PASS-THRU	2014 TPO OPER BUDGET	2014 PDC OPER BUDGET
26 REVENUES								
27 NEW REVENUE (cont)								
28 Regional Sewer Consolidation		40800	238000	98,969		96,000		2,969
29 VCZMP-TA 14	40,000	40800	246000	40,000				40,000
30 VCZMP Water Quality 14		40800	246300	90,000				90,000
31 VCZMP Public Access Norfolk 13		40800	236500	30,000		27,000		3,000
32 VCZMP Public Access Suffolk 13		40800	236600	30,000		27,000		3,000
33 VDHCDC HR Loan Fund Partnership		40900	300414	16,500				16,500
34 VDHCDC HR Loan Fund Partnership		49800	300514	103,500		103,500		0
35 MMRS #8: \$1,126,772 (2011)		48600	398911	750,000		724,500		25,500
36 FHWA PL	266,337	40100	40xx14	2,130,695			2,130,695	0
37 VDOT PL State Match		40100	40xx14	266,337			266,337	0
38 FTA 5303 14	21,452	40400	40xx14	171,611			171,611	0
39 VDRPT FTA 5303 State Match 14		40400	40xx14	21,451			21,451	0
40 VDOT SP&R	14,500	41400	470114	58,000			58,000	0
41 FHWA CMAQ (HSR)		4xxxx	493714	400,000	400,000			0
42 UASI M&A		46903	650011	140,000		20,000		120,000
43 UASI M&A		46903	650012	60,000		60,000		0
44 UASI MSN 11		46903	650511	100,000		50,000		50,000
45 Construction Stds Report Sales		43000	670514	6,000		6,000		0
46 General Services Reimbursements		41000	8xxxxx	5,000				5,000
47 Hospitality Reimbursements		41011	8xxxxx	3,000				3,000
48 VRS Reserve offset employer increase		4xxxx	997000	72,850				72,850
49 SPSA Reimbursement		415/416	999000	18,700				18,700
50 Miscellaneous		49000	999000	11,000				11,000
51 Local Printing & Presentation Rev		43000	999000	49,500				49,500
52 Sales & Local Contract Revenues		43000	999000	3,300				3,300
53 TOTAL NEW REVENUE	362,289			7,744,632	400,000	2,319,339	2,951,901	2,073,392
54 REVENUES								
55 DEFERRED REVENUE FROM PRIOR YEARS								
56 Local Assmt H2O		47800	205700	18,236		18,236		0
57 Local Assmt HR Green		47800	213500	100,000		100,000		0
58 Local Assmt HR Wet		47800	214300	45,000		45,000		0
59 Local Assmt H2O		47800	215700	20,000		20,000		0
60 Local Assmt HR Storm		47800	217200	60,000		60,000		0
61 Local Assmt HR FOG		47800	219200	7,000		7,000		0
62 Local Assmt Solid Waste 2018		47800	219700	5,000		5,000		0
63 SE Paddling Trail		47800	222700	2,500		1,250		1,250
64 Local Assmt HR Wet		47800	224300	65,000		65,000		0
65 Local Assmt Groundwater		47800	225000	38,153				38,153

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES			Amended	2014	2014	2014	2014	2014	2014
MATCH	CODE	ELEMENT	BUDGET	TPO	PDC	TPO OPER	PDC OPER	BUDGET	BUDGET
66	Local Assmt	USGS		47800	225300	81,291			81,291
67	Local Assmt	H2O		47800	225700	20,000		20,000	0
68	Local Assmt	HR Storm		47800	227200	45,000		45,000	0
69	Local Assmt	Stormwater Legal		47800	227600	45,000		45,000	0
70	Local Assmt	PARS		47800	227700	25,000		25,000	0
71	Local Assmt	HR Fog		47800	229200	44,000		44,000	0
72	Local Assmt	HR Wet		47800	234300	65,000		65,000	0
73	Local Assmt	Groundwater		49500	235000	27,000		12,800	14,200
74	Local Assmt	USGS		49500	235300	119,411		119,411	0
75	Local Assmt	Water Quality		47800	235400	7,500		7,500	0
76	Local Assmt	Stormwater Tech		49100	237000	30,000		2,030	27,970
77	Local Assmt	HR Storm		49100	237200	60,000		60,000	0
78	Local Assmt	Stormwater Legal		47800	237600	48,000		48,000	0
79	Local Assmt	PARS		47800	237700	25,000		25,000	0
80	Local Assmt	Wastewater		49600	239000	15,000		15,000	0

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES	Amended MATCH	CODE	2014 ELEMENT	2014 BUDGET	2014 TPO PASS-THRU	2014 PDC PASS-THRU	2014 TPO OPER BUDGET	2014 PDC OPER BUDGET
81 REVENUES								
82 DEFERRED REVENUE FROM PRIOR YEARS (cont)								
83 Local Assmt HR FOG		47800	239200	39,000		39,000		0
84 Local Assmt Stormwater Ph II 05		47800	257500	22,479				22,479
85 Local Assmt Water Planner		49500	265000	54,855				54,855
86 Local Assmt H2O 06		49500	265700	20,000		20,000		0
87 Local Assmt Stormwater Ph II 06		49500	267500	72,571				72,571
88 Local Assmt H2O 07		47800	275700	20,000		20,000		0
89 Local Assmt Source Water Quality		49500	285500	11,169				11,169
90 Local Assmt Stormwater Ph II 08		47800	287500	62,699				62,699
91 Local Assmt H2O 09		47800	295700	20,000		20,000		0
92 Local Assmt SWM II 09		47800	297500	32,093				32,093
93 Local Assmt Debris Management		47800	350000	10,025		10,025		0
94 Local Assmt MMRS Sustainment		46000	398700	12,754				12,754
95 FTA 5303 14	6,000	42xxx	42xx14	48,000			48,000	0
96 FTA 5303 14 State Match		42xxx	42xx14	6,000			6,000	0
97 Construction Stds Sales		47800	670514	12,000		12,000		0
98 TOTAL DEFERRED REVENUE				1,461,736	0	976,252	54,000	431,484
99								
100 REVENUES								
101 TRANS PASS-THROUGH REVENUE								
102 Virginia DRPT FTA FY14 FED		40006	42xx14	380,000	380,000			0
103 Virginia DRPT FTA FY14 St Match		40006	42xx14	47,500	47,500			0
104 TOTAL TRANS PASS-THROUGH REVENUE				427,500	427,500	0	0	0
105								
106 TOTAL REVENUE	362,289			9,633,868	827,500	3,295,591	3,005,901	2,504,876
107								
108								

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES	Amended		2014	2014	2014	2014	2014	2014
	MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
109 EXPENDITURES								
110 PERSONNEL								
111 Salaries			50000 various	3,487,315			1,936,122	1,551,193
112 Flexible Benefits			51300 999000	6,500			3,609	2,891
113 Fringe Benefits			50500 various	1,006,019			558,532	447,487
114 TOTAL PERSONNEL				4,499,834			2,498,263	2,001,571
115 Note: Funding for: 46 Full Time; / Salary incr. of 2%; VRS employer 9.24%, employee 5.00%; VRSLI 1.32%								
116								
117 STANDARD CONTRACTS								
118 SPACE COSTS								
119 Regional Bldg O&M	SCH B	51500	999000	95,305			52,671	42,634
120 TOTAL SPACE				95,305	0	0	52,671	42,634
121								
122 MISCELLANEOUS								
123 Bank Service Charges			51200 999000	1,980			1,099	881
124 Internet Services			56900 999000	1,100			611	489
125 TOTAL MISCELLANEOUS				3,080	0	0	1,710	1,370
126								
127 INSURANCE & BONDING								
128 EE Blnkt Bond (Suff Ins) Crime Pol (Zurich)			51600 999000	880			489	391
129 Gen'l Liab Off Eq. PC Eq (Hartford) (Bus. Owners' Ins.)			51600 999000	13,230			7,345	5,885
130 Publ Offr Liab & Deduct (VaRISK2-VML)**			51600 999000	4,400			2,443	1,957
131 Worker's Comp (VMGSIA - VML)			51600 999000	12,650			7,023	5,627
132 TOTAL INS & BONDING (2: policy 14UUNTA7597DH)				31,160	0	0	17,300	13,860
133								

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES	Amended	2014	2014	2014	2014	2014	2014	
	MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
134 EXPENDITURES								
135 STANDARD CONTRACTS (concl)								
136 EQUIPMENT RENTAL								
137 Postage Machine (NeoPost/Friden 9282)	51700	999000		1,500			833	667
138 TOTAL EQUIP RENTAL				1,500	0	0	833	667
139								
140 EQUIPMENT/FURNITURE MAINT & REPAIR								
141 Mail&Scale - Frieden SM78BALC/ST7730	51800	999000		500			278	222
142 Copier RICOH FT2018D - West Wing	51800	999000		1,000			555	445
143 Furniture Repair	51800	999000		800			444	356
144 Miscellaneous	51800	999000		500			278	222
145 Copier Xerox 118 - Copy Center-copies	51800	999000		100			56	44
146 TOTAL EQUIP/FURN MAINT & REPAIR				2,900	0	0	1,610	1,290
147								
148 LEGAL SERVICES								
149 Willcox & Savage	51900	100000		11,000				11,000
150 Willcox & Savage	51900	401014		14,000			14,000	0
151 TOTAL LEGAL SERVICES				25,000	0	0	14,000	11,000
152								
153 AUDIT SERVICES								
154 Dixon Hughes Goodman llp & Milliman, Assoc.	53900	999000		44,000			24,428	19,572
155 TOTAL AUDIT SERVICES				44,000	0	0	24,428	19,572
156								
157 TOTAL STANDARD CONTRACTS				202,945	0	0	112,552	90,393

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES		2014	2014	2014	2014	2014	2014	
Amended				TPO	PDC	TPO OPER	PDC OPER	
MATCH	CODE	ELEMENT	BUDGET	PASS-THRU	PASS-THRU	BUDGET	BUDGET	
158	EXPENDITURES							
159	SPECIAL CONTRACTS							
160	WHRO FTP monthly charge	71000	100800	1,000			1,000	
161	Constant Contact	71000	100800	1,500			1,500	
162	Lobbyist in a Box	71000	120000	600			600	
163	EMMA (replaces Constant Contact)	71000	404814	800		800	0	
164	Public Involvement - various	71000	404814	4,800		4,800	0	
165	VITA	71000	999000	18,000		9,993	8,007	
166	WHRO Hosting	71000	999000	600		333	267	
167	Temporary Staffing Service	75000	999000	4,500		2,498	2,002	
168	Burrells News Clipping Services	71000	999000	1,100		611	489	
169	Tidewater Fibre Contract	71000	999000	600		333	267	
170	Cox Cable Television	71000	999000	900		500	400	
171	Cox Message Rate Line - (TTY)	71000	999000	275		153	122	
172	IPAC Benefits Data	71000	999000	750		416	334	
173	Cox Wireless Svc & Polycom	71000	999100	4,100		2,276	1,824	
174	Fire Alarm	71000	999100	275		153	122	
175	Advanced Systems Data Recovery	71000	999100	12,000		6,662	5,338	
176	Insercorp webhosting	71000	999100	5,500		3,054	2,446	
177	Insercorp design maintenance	71000	999100	5,000		2,776	2,224	
178	Access data base maintenance	71000	999100	1,500		833	667	
179	Comp Netwk Contractual ESI 100 hrs	71000	999100	12,500		6,940	5,560	
180	TOTAL SPECIAL CONTRACTS			76,300	0	0	43,131	33,169
181								

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES	Amended	2014	2014	2014	2014	2014	2014
	MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET
182 EXPENDITURES							
183 PASS-THROUGH ACTIVITY							
184 H2O 10		71000	205700	18,236		18,236	0
185 ODU Climate		71000	212300	25,000		25,000	0
186 HR Green/Cahoon & Cross		71036	213500	100,000		100,000	0
187 HR Wet 11		71035	214300	45,000		45,000	0
188 H2O 11		71036	215700	20,000		20,000	0
189 HR Storm		71000	217200	60,000		60,000	0
190 HR FOG		71000	219200	7,000		7,000	0
191 Solid Waste 2018		71000	219700	5,000		5,000	0
192 SE Paddling Trail		71000	222700	1,250		1,250	0
193 HR Wet 11		71035	224300	65,000		65,000	0
194 H2O		71000	225700	20,000		20,000	0
195 HR Storm 12		71035	227200	45,000		45,000	0
196 Stormwater Legal		71000	227600	45,000		45,000	0
197 PARS		71000	227700	25,000		25,000	0
198 HR FOG 12		71035	229200	44,000		44,000	0
199 DCR Rountable		71000	229400	4,000		4,000	0
200 LiDAR		71000	233200	40,000		40,000	0
201 HR Wet 13		71035	234300	161,160		161,160	0
202 Groundwater		71000	235000	12,800		12,800	0
203 Water TA		71000	235100	137,000		137,000	0
204 USGS 13		71035	235300	119,411		119,411	0
205 Water Quality 13		71035	235400	15,000		15,000	0
206 H2O 13		71036	235700	20,000		20,000	0
207 VCZMP Public Access Norfolk 13		71000	236500	27,000		27,000	0
208 VCZMP Public Access Suffolk 13		71000	236600	27,000		27,000	0

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES	Amended	2014	2014	2014	2014	2014	2014	
	MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
209 EXPENDITURES								
210 PASS-THROUGH ACTIVITY (cont)								
211 Stormwater		71000	237000	219,841		219,841		0
212 HR Storm 13		71035	237200	134,160		134,160		0
213 PARS 13		71000	237700	25,000		25,000		0
214 Stormwater Legal 13		71000	237600	96,000		96,000		0
215 Regional Sewer Consolidation		71000	238000	96,000		96,000		0
216 SSORS 13		71000	239000	40,000		40,000		0
217 HR FOG 13		71035	239200	88,620		88,620		0
218 HR FOG Technical 13		71000	239300	30,000		30,000		0
219 HR Clean 13		71035	239600	67,484		67,484		0
220 H2O 06		71036	265700	20,000		20,000		0
221 H2O 07		71036	275700	20,000		20,000		0
222 H2O 09		71036	295700	20,000		20,000		0
223 HRLFP Disbursement		74100	300514	103,500		103,500		0
224 Debris Management		71000	350000	10,025		10,025		0
225 TEMS MMRS Sustainability		71061	398700	302,352		302,352		0
226 MMRS Grant #8		8xxxx	398911	724,500		724,500		0
227 High Speed Rail		71000	493713	400,000	400,000			0
228 UASI		8xxxx	650011	20,000		20,000		0
229 UASI THIRA		71000	650012	60,000		60,000		0
230 UASI MSN 11		8xxxx	650511	50,000		50,000		0
231 Construction Stds CDM		8xxxx	670514	61,252		61,252		0
232 Construction Stds Sales		8xxxx	670514	18,000		18,000		0
233 TOTAL PASS-THROUGH ACTIVITY				3,695,591	400,000	3,295,591	0	0
234								

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES	Amended		2014	2014	2014	2014	2014	2014
	MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
235 EXPENDITURES								
236 TRANS PASS-THROUGH EXPENDITURES								
237 Trans Dist Comm of HR (HRT) 14	55000	42xx14	225,000	225,000				0
238 W'burg Area Transit Auth (WATA) 14	55000	42xx14	202,500	202,500				0
239 TOTAL TRANS PASS-THROUGH EXPENDITURES			427,500	427,500	0	0	0	0
240								
241 TOTAL PASS-THROUGH EXPENDITURES			4,123,091	827,500	3,295,591	0	0	0
242								

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES		2014	2014	2014	2014	2014	2014	
Amended		2014	2014	2014	2014	2014	2014	
MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET	
243	EXPENDITURE SCHEDULES							
244	Telephone Services	SCH C	53000	various	31,159		16,728	14,431
245	Consumable Supplies	SCH D	53100	various	31,304		16,331	14,973
246	Vehicle O&M	SCH E	53200	various	5,000		2,763	2,237
247	Printing & Presentations	SCH F	53300	various	23,950		8,750	15,200
248	Postage	SCH G	53400	various	15,246		7,992	7,254
249	Intra-Regional Travel	SCH H	53501	various	31,350		3,241	28,109
250	Conference Travel	SCH I	53504	various	16,745		8,058	8,687
251	Conference Fees	SCH J	53505	various	12,900		6,182	6,718
252	Recruitment / Relocation	SCH K	53600	various	7,700		5,216	2,484
253	Publications	SCH L	53700	various	5,412		2,690	2,722
254	Memberships	SCH M	53800	various	23,020		6,874	16,146
255	Professional Education	SCH N	54000	various	13,930		9,024	4,906
256	Public Notices / Advertising	SCH O	54100	various	30,000		24,000	6,000
257	Data Purchases	SCH P	54200	various	17,380		7,500	9,880
258	Software & Network Upgrades	SCH Q	54300	various	101,390		52,251	49,139
259	Training & Seminars	SCH R	54500	various	36,770		24,369	12,401
260	Miscellaneous	SCH S	54600	various	10,000		5,527	4,473
261	Board Room Hospitality	SCH T	54800	various	18,910		5,260	13,650
262	Non-Grant Hardware / Furniture	SCH U	55100	various	16,800		4,974	11,826
263	Grant Funded Hardware / Furniture	SCH V	56600	various	12,750		12,750	0
264	Photo Copies	SCH W	59500	various	31,142		20,458	10,684
265	Storage Facilities	SCH X	75500	various	4,600		1,194	3,406
266	Reserves for Contingencies TPO		71000		99,823		99,823	0
267	Reserves for Contingencies PDC		71000		134,417			134,417
268	TOTAL SCHEDULES				731,698	0	351,955	379,743

HAMPTON ROADS PLANNING DISTRICT COMMISSION

2014 BUDGET

TITLES	Amended		2014	2014	2014	2014	2014	2014
	MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
269 EXPENDITURES and CHANGE IN FUND BALANCE								
274								
275 TOTAL EXPENDITURES				9,633,868	827,500	3,295,591	3,005,901	2,504,876
276								
277 CHANGE IN FUND BALANCE				0	0	0	0	(0)
278								
279 SUMMARY								
280 REVENUES				9,633,868	827,500	3,295,591	3,005,901	2,504,876
281								
282 EXPENDITURES				9,633,868	827,500	3,295,591	3,005,901	2,504,876
283								
284 CHANGE IN FUND BAL [SURPLUS / (DEFICIT)]				0	0	0	0	(0)

HRPDC RESERVE BALANCES

	Annual Reserve Allocations	Notes	Projected 6/30/2013 Balances
RESERVE CONTRIBUTIONS:			
VRS/VRS LI Reserve	\$0	1	\$400,000
Leave Liability Reserve	25,000	2	631,429
GASB 45 Retiree Liabilities Reserve	140,000	3	763,874
Vehicle Replacement Reserve	5,000	4	20,000
Equipment Reserve	7,000	5	28,000
Network Servers/Software Replacement Reserve	10,000	6	40,000
Capital Building Replacement Reserve	50,000	7	183,985
Building Operations & Maintenance Reserve	5,000	8	37,745
Interior Upgrades to paint and carpet	3,000	9	7,555
TOTAL ANNUAL RESERVE CONTRIBUTIONS	<u><u>\$245,000</u></u>		<u><u>\$2,112,588</u></u>
FUND BALANCE:			
Total Fund Balance available			\$5,453,406
Less: Reserves' allocations			2,112,588
Less: Year-end allocations to depreciation/benefits liabilities			215,166
Less: Deferred revenue for ongoing projects			961,445
UNRESTRICTED FUND BALANCE AVAILABLE (for cash management & Bd designation)			<u><u>\$2,164,208</u></u>

NOTE

- 1 No longer being funded. Should cover employer rate increases for next five years.
- 2 Part of audit adjustments at year-end audit
- 3 GASB 45 Actuarial amount for retiree liabilities
- 4 Replace each vehicle every 5-6 years, reserves to replace 3 vehicles over 5 year period.
- 5 To be used for unexpected equipment replacement not in current budget.
- 6 Must replace network servers/software every 5 years.
- 7 Establish reserve for building replacement/HVAC system/roofing/carpet and paint for individual offices.
- 8 Establish reserve for minor building repairs/maintenance
- 9 Establish reserve for office and public space replacement of furniture/minor paint/carpet.

HAMPTON ROADS PLANNING DISTRICT COMMISSION
Local Jurisdiction Contributions
FISCAL YEAR 2014

11/7/2012

JURISDICTION	Weldon-Cooper 2010 CENSUS Population updated 7/1/2011	MEMBER CONTRIB. \$0.80 Per Capita	Regional Contraction Standards Committee (RCSC) \$0.03200 Per Capita (+ fixed \$ Non-Jurisd.)	Metropolitan Medical Response System (MMRS) \$0.20 Per Capita	**WATER / STORM WATER & ENVIRONMENTAL PROGRAMS**					GRAND TOTAL
					Regional Water Programs	Regional Storm Water Programs	Regional Storm Water Legal Support	HR Clean Community System	Waste Water Programs	
Chesapeake	225,898	\$180,718	\$7,229	\$45,180	\$39,220	\$46,479	\$4,000	\$14,203	\$16,542	\$353,571
Franklin	8,680	6,944	\$278	1,736	4,717	1,786	0	546	947	\$16,954
Gloucester County	36,987	29,590	\$1,184	7,397	5,319	7,610	0	0	356	\$51,456
Hampton	137,372	109,898	\$4,396	27,474	2,665	28,265	4,000	8,637	12,110	\$197,445
Isle of Wight County	35,457	28,366	\$1,135	7,091	4,378	5,631	4,000	1,721	629	\$52,951
James City County	68,874	55,099	\$2,204	13,775	14,435	14,171	4,000	4,330	5,880	\$113,894
Newport News	181,027	144,822	\$5,793	36,205	71,652	37,247	4,000	11,382	13,428	\$324,529
Norfolk	243,985	195,188	\$7,808	48,797	40,456	50,200	4,000	15,340	17,066	\$378,855
Poquoson	12,240	9,792	\$392	2,448	2,665	2,519	4,000	769	1,293	\$23,878
Portsmouth	96,368	77,094	\$3,084	19,274	21,426	19,828	4,000	6,059	8,647	\$159,412
Southampton County	18,714	14,971	\$599	3,743	3,152	3,850	0	1,176	353	\$27,844
Suffolk	85,692	65,218	\$2,742	17,138	17,167	17,631	4,000	5,388	5,725	\$135,009
Surry County	6,968	5,574	\$223	1,394	0	1,434	0	438	0	\$9,063
Virginia Beach	441,246	352,997	\$14,120	88,249	80,722	90,787	4,000	27,742	35,798	\$694,415
Williamsburg	14,256	11,133	\$456	2,851	5,122	2,933	4,000	896	785	\$28,176
York County	65,973	52,778	\$2,111	13,195	2,665	13,574	4,000	4,148	6,322	\$98,793
Smithfield	0	0	\$0	0	1,839	1,664	0	0	918	\$4,421
HRSD	0	0	\$5,000	0	8,671	0	0	0	126,972	\$140,643
NN Water Works	0	0	\$2,500	0	0	0	0	0	0	\$2,500
TOTAL	1,679,737	\$1,340,182	\$61,252	\$335,947	\$326,271	\$345,609	\$48,000	\$102,775	\$253,771	\$2,813,807

Water Program funding calculations derived through committees.

Details submitted by W. Katchmark & J. Hillegass (HR Clean)

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #4: URBAN AREAS SECURITY INITIATIVE (UASI) UPDATE

SUBJECT:

The Hampton Roads Urban Area Working Group (HR UAWG) has assessed the capabilities developed by the UASI grant program and critical issues related to sustainment.

BACKGROUND:

Hampton Roads was designated a high risk urban area eligible to receive Department of Homeland Security (DHS) UASI grant funding in FY 07. Since that time, these funds have been used to address unique planning, organization, equipment, training, and exercise needs of Hampton Roads, and assisted in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism and other disasters.

While the DHS total FY 13 State and Local grants allocation was increased from FY 12 the Continuing Resolution calls for a maximum of 25 Urban Areas to participate in the UASI grant program. It does not appear the region would qualify for future UASI funding. Therefore, the HR UAWG has begun to identify steps to maintain collaboration and sustain capabilities under a different governance structure.

Recent efforts to measure the effectiveness of our UASI grant initiatives, development of a Regional Threat Hazard Identification Risk Assessment, and a Regional Capabilities Assessment will assist with identifying and prioritizing capabilities requiring sustainment.

HRPDC Emergency Management Administrator, Curtis Brown, will provide a brief presentation on the UAWG's sustainment efforts over the last year and steps moving forward.

RECOMMENDED ACTION:

For discussion and informational purposes.

AGENDA NOTE - HRPDC QUARTERLY COMMISSION MEETING

ITEM #5: STORMWATER UPDATE

SUBJECT:

At the March 21, 2013 HRPDC Executive Committee Meeting, the Chairman requested an update on Virginia's response to the HRPDC's comments on the incorporation of Bay TMDL requirements in Phase I and Phase II Municipal Separated Storm System (MS4) permits.

BACKGROUND:

Virginia DCR is currently working to incorporate Chesapeake Bay TMDL requirements into Phase I and II MS4 permits through the renewal process. The HRPDC has repeatedly expressed concerns about the use of the referenced model run to set the baseline for reductions, since this baseline does not accurately reflect stormwater BMP implementation in Hampton Roads.

Ms. Whitney Katchmark, HRPDC Principal Water Resources Planner, will provide a brief update on any correspondence received from Virginia regarding this issue and also discuss any response to the letter of concern sent to Governor McDonnell from the Hampton Roads appointees to the Chesapeake Bay Program Local Government Advisory Committee.

Attachment 5-A

Attachment 5-B

Attachment 5-C

RECOMMENDED ACTION:

For discussion and informational purposes

AGENDA NOTE - HRPDC QUARTERLY COMMISSION MEETING

ITEM #5: STORMWATER UPDATE

SUBJECT:

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Ms. Whitney Katchmark, HRPDC Principal Water Resources Planner, will provide a brief update on any correspondence received from Virginia regarding this issue and also discuss any response to the letter of concern sent to Governor McDonnell from the Hampton Roads appointees to the Chesapeake Bay Program Local Government Advisory Committee.

Attachment 5-A

Attachment 5-B

Attachment 5-C

RECOMMENDED ACTION:

For discussion and informational purposes

March 29, 2013

MEMBER JURISDICTIONS

CHESAPEAKE

FRANKLIN

GLOUCESTER

HAMPTON

ISLE OF WIGHT

JAMES CITY

NEWPORT NEWS

NORFOLK

POQUOSON

PORTSMOUTH

SOUTHAMPTON

SUFFOLK

SURRY

VIRGINIA BEACH

WILLIAMSBURG

YORK

Mr. David C. Dowling
Director, Policy and Planning
Virginia Department of Conservation and Recreation
203 Governor Street
Richmond, Virginia 23219

RE: Recommendations for MS4 Outreach Advisory Group

Dear Mr. Dowling:

The Hampton Roads Planning District Commission appreciates the Department of Conservation and Recreation's willingness to work with local government stakeholders who have requested the Department assemble an MS4 Outreach Advisory Group. The purpose of the Advisory Group will be to work collaboratively with the Department and provide meaningful input as it develops guidance regarding "Compliance Strategies for Meeting Urban Stormwater Total Maximum Daily Load Allocations."

We have worked with the Virginia Association of Municipal Stormwater Agencies to develop a list of local government stormwater experts who are willing to serve on the Department's MS4 Outreach Advisory Group. The list below reflects a geographic mix of MS4 Phase I and Phase II communities.

Jason Papacosma	Arlington County
Betsy Smith	Fairfax County
L. J. Hansen	City of Suffolk
Weston Young	City of Hampton
Chip England	Hanover County
Grace LeRose	City of Richmond
Trafford McRae	City of Waynesboro
Dan Frisbee	City of Charlottesville
Keith White	Henrico County
Steve Hubble	Stafford County

Thank you for working with us and others who wish to develop a guidance document that will support local efforts to prepare effective TMDL Action Plans.

Sincerely,



Dwight L. Farmer
Executive Director/Secretary

JLT/jc

Summary of HRPDC comments (12/19/13) on Proposed Regulatory Action to Amend and Reissue the General Permit for Discharges of Stormwater from Small MS4s and Responses (1/4/13) prepared by the Virginia Department of Conservation and Recreation (DCR)

1. **HRPDC comment:** The baseline loading rates in Section I.C. of the Permit are not accurate and their use in calculating baseline pollutant loads will require the MS4 localities to achieve greater load reductions than necessary to reach their Bay TMDL target loads.

DCR Response: The Department collected data in MS4 reports and supplemented this information with reported data related to the Construction General Permit BMPs. These data were provided to EPA and incorporated in Chesapeake Bay Program Watershed Model 5.3.2. Given concerns regarding the accuracy and precision of modeling, the best professional judgment was to use information at a basin-wide level. In order to address a basin-wide approach and the fact that it may not capture all local data, the draft regulations require a smaller pollutant reduction for this permit cycle. If future permit cycles and the watershed data used to calculate the model run show that less reduction is needed, then the necessary reductions will be adjusted. The Department urges localities to continue to look at locally-documented BMPs and land uses that could be used for the next model run to correct any TMDL data.

2. **HRPDC comment:** Section I.C. fails to provide the localities with the opportunity to take credit for BMPs installed after June 30, 2008.

DCR Response: The June 30, 2008 date has been changed in the draft regulations to June 30, 2009.

3. **HRPDC comment:** We request that Section 1C be edited to instruct localities to base their loads and pollution reduction using loading rates from the 2010 No Action Model Run. Localities should also submit data on BMPs installed and the resulting nutrient reductions since 2006 and prior to 2013 and receive credit for these reductions beyond the baseline load.

DCR Response: The agreement in the WIP calls for the use of 2009 data. Consequently, the 2010 No Action Model Run could not be considered in the draft permit regulations. The Executive Council for the Chesapeake Bay Program provided guidance in the WIP development process to use the 2009 land use as the starting point for TMDL compliance. Consequently, this progress run looks at 2009 conditions not conditions going back to 2006. According to the draft regulations, BMPs from 2006 would have to be used to offset new growth and could not be applied to existing conditions (line 1306).

4. **HRPDC comment:** Neither the Permit nor the Fact Sheet refers to methodologies for calculating nutrient reductions and guidance for developing Action Plans.

DCR Response: It is the Department's intention to develop additional guidance to address acceptable methods for operators to demonstrate progress with the Chesapeake Bay TMDL.



March 26, 2013

The Honorable Robert R. McDonnell
Governor
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219

RE: Chesapeake Bay Total Maximum Daily Load Program

Dear Governor McDonnell:

Since 2010, we have served at your request on the Chesapeake Bay Program's Local Government Advisory Committee. The Committee is tasked with improving the role of local governments in Bay restoration efforts and advising the Bay Program's Executive Council. We are honored to serve Virginia as a voice for local government, but we are hindered from being able to provide more effective representation. For that reason, we feel compelled to share our concerns with you and seek improvements.

The attached outline describes our three areas of concern: communication between the State and localities, communication between the State and the Chesapeake Bay Program, and transition of the Stormwater Program from DCR to DEQ.

We understand that the implementation of the Bay TMDL is a monumental challenge that the EPA has forced on the Commonwealth without offering substantial support. We hope the Commonwealth will choose a different approach in dealing with localities by providing guidance and tools instead of forcing localities to shoulder the entire burden of TMDL implementation. Local governments need state agencies to represent their interests by actively supporting changes to the Bay Program.

Please respond to our outlined concerns prior to our next LGAC meeting on April 11, 2013. We welcome the opportunity to meet with you to refine solutions to these issues and improve communication moving forward.

Sincerely,

Debbie Ritter
City of Chesapeake

Sheila Noll
York County

Rosemary Wilson
City of Virginia Beach

Attachment

Copy: The Honorable Doug Domenech, Secretary of Natural Resources
The Honorable John Cosgrove, Delegate, Virginia General Assembly
David Paylor, Director, Department of Environmental Quality

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #6: ENERGY MANAGEMENT INCENTIVE PROGRAM

SUBJECT:

Energy, its availability, use and cost, is an increasingly relevant topic today. While in many areas of the country, and Hampton Roads, energy availability is not an issue, energy costs remain an ongoing and significant concern.

BACKGROUND:

Even in areas with abundant energy supplies, the cost of energy continues to grow. Governments, have two reasons for focusing on energy. First, their citizens are more educated and aware about the need to conserve energy and “be green”. Second, energy costs to government represent a significant item of expenditure.

Utilizing existing energy management saving measures, the Commonwealth of Virginia has set a goal of reducing agency energy expenditures by 20% over the next four years. Early initiatives by agencies have proven that organizations who take a proactive focused approach on energy management can achieve realistic cost savings of between 20-40%.

A successful energy management strategy requires three fundamental components 1) energy expertise, 2) project management expertise and 3) project financing. Many local government officials find that overcoming these three initial barriers prevent the development of a comprehensive energy management strategy. Not only are energy savings a complex issue, but development of a comprehensive program must compete with a significant number of other public policy challenges facing governments. Moreover, energy management expertise is unevenly spread across and within the layers of government. A regional approach to energy management holds the potential for overcoming barriers that impact individual local governments.

The Commonwealth of Virginia, through the Department of Mines Minerals and Energy, offers assistance on all three aspects of overcoming these barriers. DecideSmart has been working with local governments throughout the Commonwealth to address energy management issues and is interested in exploring possible regional approaches. DecideSmart has been centrally involved in developing approaches that can help position PDCs to respond more effectively to the challenges faced by member localities.

Mr. Bill Leighty, DecideSmart Managing Principal, will provide an overview of a region-wide initiative to capture potential energy cost savings to member jurisdictions.

Note: This item will be presented for action under item 9M to create a Working Group of staff to work with the Virginia Department of Mines Minerals and Energy, and DecideSmart LLC to develop a region-wide Energy Management Incentive Program.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION 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 REGULAR AGENDA ITEMS

A. MINUTES

The Minutes of the HRPDC Executive Committee meeting of March 21, 2013 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 February 2013 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 Report be accepted.

C. REGIONAL REVIEWS – PNRS

The HRPDC staff is routinely involved in the review of applications for grants to support projects involving federal or state funding. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included in the Agenda. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. Review and comment by more than one locality is requested when a project may affect the entire region or a sub-regional area. There were no outstanding comments as of April 3, 2013 on these projects.

Attachment 9-C

RECOMMENDED ACTION:

None required

D. REGIONAL REVIEWS – ENVIRONMENTAL IMPACT ASSESSMENT/STATEMENT REVIEW

The HRPDC staff is routinely involved in the review of environmental impact assessments and statements for projects involving federal funding or permits as well as state development projects. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. There were no outstanding comments as of April 3, 2013 on these projects.

Attachment 9-D

RECOMMENDED ACTION:

None required.

Hampton Roads Planning District Commission
Executive Committee Meeting
Minutes of March 21, 2013

The Executive Committee Meeting of the Hampton Roads Planning District Commission was called to order at 9:31 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

EXECUTIVE COMMITTEE:

Thomas Shepperd, Chairman (YK)
Kenneth Wright, Vice Chairman (PO)*
James O. McReynolds, Treasurer (YK)
Dr. Ella P. Ward (CH)
Randy Martin (FR)
Brenda Garton (GL)
Will J. Moffett (HA)
Dee Dee Darden (IW)

Mary Jones (JC)
McKinley Price (NN)*
Marcus Jones (NO)
J. Randall Wheeler (PQ)
Selena Cuffee-Glenn (SU)
John Seward (SY)
Louis R. Jones (VB)
Jackson C. Tuttle, II (WM)

Executive Director:

Dwight L. Farmer

EXECUTIVE COMMITTEE (ABSENT)

Christopher Stuart (HA)
Paul D. Fraim (NO)

Michael W. Johnson (SH)
Tyrone Franklin (SY)

OTHER COMMISSIONERS:

James Baker (CH)
Amar Dwarkanath (CH)
Scott Matheson (CH)
Debbie Ritter (CH)*
Barry Cheatham (FR)
Mary Bunting (HA)*
Douglas Caskey (IW)
Robert Middaugh (JC)

Neil Morgan (NN)*
Sharon Scott (NN)*
John L. Rowe (PO)
Robert Dyer (VB)
Barbara Henley (VB)
James Spore (VB)
Clyde Haulman (WM)

*Late arrival or early departure.

OTHERS RECORDED ATTENDING:

Earl Sorey (CH); Brian DeProfio (HA); Bryan Pennington, Jeff Raliski, (NO); Michael King, Jerri Wilson, (NN); Paige D. Cherry, Sherri Neil (PO); Sherry Hunt, Eric Nielsen (SU); Dewey Hurley, Branscome; Phil Hubbard, Ted Henifin, HRSD; Steve Romine, LeClair Ryan; Ellis James, Sierra Club Observer; Mark Geduldig-Yatrofsky, Portsmouth City Watch Org.; L. Frank Mach, US DOT Maritime; Patrick Crute, Virginia Port Partners; Thomas C. Inglima, Amber Randolph, Willcox & Savage; Cathy Aiello, Aiello Enterprises, Inc.; John Gergely, Citizen; Staff: Camelia Ravanbakht, Shernita Bethea, Melton Boyer, Rick Case, Jennifer Coleman, Nancy Collins, Katie Cullipher, Natalie Easterday, Kathlene Grauberger, Greg Grootendorst, Jim Hummer, Whitney Katchmark, Sara Kidd, Robert Lawrence, Mike Long, Jai McBride, Kendall Miller, Jessica Nappi, Tiffany Smith, Jennifer Tribo, Joe Turner, Chris Vaigneur.

APPROVAL/MODIFICATION OF AGENDA

Chairman Shepperd asked if there were any modifications or additions/deletions to the agenda. Mr. Farmer requested to include a presentation by Ms. Sara Kidd, HRPDC Senior Regional Planner, of the revised delineation of the Virginia Beach-Norfolk-Newport News VA-NC Metropolitan Statistical Area (MSA).

Commissioner Randy Martin Moved to approve the agenda; seconded by Commissioner John Seward. The Motion Carried.

WORKSHOP AGENDA

REGIONAL BENCHMARKING STUDY

Mr. Greg Grootendorst, HRPDC Chief Economist, informed the Commission the 2013 Benchmarking study was funded by an Office of Economic Adjustment (OEA) grant and serves the purpose of informing and assisting local leaders in the decision making process. Included in the document are 104 graphs and nine chapters:

- Introduction
- The economy
- Industry
- Demographics
- Housing
- Transportation
- Quality of life
- Local comparison
- Data tables

The Commission was presented with a series of charts displaying Hampton Roads' ranking among 103 comparable MSAs with populations totaling over 500,000. Hampton Roads ranked first for civilian population who are veterans, 20th for median monthly cost for homeowners, 65th for median age and 93rd for people in poverty.

Mr. Grootendorst explained the gross metro product is a relative economic indicator of the metro area. He displayed a graph comparing Hampton Roads to other MSAs, such as, Washington D.C., Baltimore, Orlando, Richmond and Greenville. The area was compared against the same metro areas in respect to per capita gross metro product. This figure shows the productivity and is usually higher with greater incomes. Hampton Roads is \$47,860; below Charlotte and Baltimore, but above, Greenville and Tampa.

Commissioner Sharon Scott arrives

Employment in Hampton Roads between the years 2008 and 2011 has slipped below the average U.S. metro area annualized growth rate to comparable areas like Charleston, Charlottesville and Atlanta. Mr. Grootendorst noted this value was a good indicator of a region's economy. Additionally, over the same three years, sectors which have seen the

largest growth include government and other services, such as hair salons and car repair shops.

Per capita income of the Region in 2011 was about the national average with \$41,976. However when Hampton Roads was compared to other metro areas in respect to purchasing power of per capita income in 2011, that amount fell to \$39,863.

Mr. Grootendorst explained the area's per capita income levels were above the average U.S. per capita income levels for the years 2009 through 2011. This is attributed to the rise in military allowances and pay increases. Subsequently, Hampton Roads' average real median family income level is higher than the nation's.

Commissioners McKinley Price and Neil Morgan arrive

The Commission was given a summary on the following data:

- Military Personnel as a percentage of total employment
- General Cargo in Hampton Roads
- Construction Employment
- Building Permits
- House Price Index
- Three Year Change in Median Sales Price of Single Family Homes, 2008-2011
- Regional Cost of Living
- Real Per Capita Government Revenues
- 2010 Fair Market Value of Real Estate Per Capita
- 2011 Retail Sales

Commissioner Kenneth Wright inquired about the number of MSAs used to compare against Hampton Roads.

Mr. Grootendorst replied 103 MSAs were the total number of metro areas with a population above 500,000 as these were better for comparative purposes.

Chairman Shepperd asked for further clarification on Hampton Roads' ranking of 64th in travel time.

Mr. Grootendorst responded the highest value of 103 is the longest, and the lowest number is the shortest, Therefore, Hampton Roads falls somewhere in the middle.

REGIONAL SEWER CONSOLIDATION STUDY

Mr. Ted Henifin, General Manager, Hampton Roads Sanitation District (HRSD), briefed the Commission on the progress of the Regional Consolidation of Sanitary Sewer Assets Study.

The study was driven by the Federal Consent Decree and State Order to eliminate overflows. Currently, overflows have been reduced by the localities tightening the system to reduce the amount of leaking water and to handle a higher capacity, as well as HRSD building regional infrastructure to subsequently handle the increased flows. The State

Order, presently, requires the localities to focus on rehabilitation plans and make peak flow commitments to HRSD.

Regional consolidation examines the most cost effective regional solution when political borders are not considered with the following potential benefits:

- Focus efforts in leakiest sewer basins
- Additional potential savings from shared services
- Facilitate timing and right size improvements region wide.

Mr. Henifin explained the study will compare capital costs, which include rehabilitation and wet weather management costs, for the current and regional options. The Commission was provided a graphic comparing the amount of basins which required being rehabilitated in both the current plan and the regional plan for the South and North shores.

The study will calculate a rate for each locality under the current independent structure to compare to a regional rate under a consolidated plan.

The Commission was presented with a deadline of July 2013 for the study to be completed and localities then have six months to consider moving forward. If a regionalization plan is approved, the deadline is February 2015 to draft the appropriate documentation.

Commissioner Debbie Ritter arrives

Mr. Henifin reviewed the status of the study:

- HRPDC are contract administrators
- Regional Workshops have been productive
- No non-starters found to date

Potential savings from regionalizing are significant avoided costs because of reduced capital requirements.

Chairman Shepperd asked for clarification on basin consolidation.

Mr. Henifin responded each locality in Hampton Roads would have to perform rehabilitation work in a basin if flow exceeded a certain threshold. By eliminating this requirement, rehabilitation work would only need to be done in a few basins.

Chairman Shepperd confirmed HRSD would be working with individual localities.

Commissioner Neil Morgan questioned the due dates of decisions to be made by the localities to HRSD.

Mr. Henifin confirmed the study will close in July 2013 and localities will have six months to approve moving forward with the consolidation with any changes included. The next steps will be submittal to the EPA and DEQ, with an additional year to implement the agreement.

Commissioner Morgan questioned the possibility of a partial regional consolidation and the outcomes.

Mr. Henifin stated the study is looking at the effectiveness of partial regionalization.

Chairman Shepperd inquired if the Commission will be provided briefings before schedule milestones.

Mr. Farmer confirmed Mr. Henifin will be presenting as the study moves forward.

FY 2014 UNIFIED PLANNING WORK PROGRAM (UPWP) DRAFT

Mr. Dwight Farmer, HRPDC Executive Director, explained to the Commission the UPWP was a blueprint for all HRPDC work activities during FY 14. He summarized the following work activities of the economics department:

- Regional benchmarking study
- Hampton Roads Quarterly
- Annual economic forecasts
- Long-range socioeconomic forecasts

The HRPDC includes work activities to support localities' emergency management coordinators and other stakeholders in eliminating preparedness and response gaps. An internal initiative, ReadyHamptonRoads, is a tool used to disseminate information to prepare for catastrophic events. This tool is coupled with the special needs registry which is a national model for outreach. Additional departmental programs include the Urban Area Security Grant and MMRS.

The Housing and Human Services department's core goal is improving quality of life such as access to affordable housing, services and programs for the disabled and senior citizens. A new research project of examining the correlation between housing, transportation and employment will be undertaken in FY 14. Shernita Bethea, HRPDC Housing and Human Services Administrator is the regional administrator for the Hampton Roads Loan Fund Partnership (HRLFP), which assists residents with down payment and closing costs. Additionally, the development of the housing services portal, a comprehensive resource for all housing assistance in the Hampton Roads area, will be included.

The public information and community affairs staff provide information to a variety of audiences on issues of regional importance by the use of newsletters, news releases, reports and the HRPDC website. The HRPDC hosts the environmental education programs mandated by regulation at a highly effective cost rate.

Commissioner Mary Bunting arrives

Mr. Farmer noted the regional planning department has embarked on a new task of comprehensive regional planning, this includes technical writing and updating of comprehensive and master plans. Additional work products of the department include:

- Climate change/sea level rise research

- Coastal zone management program
- Green infrastructure planning
- Regional strategic plan and initiative tool

Currently the HRPDC is the designated agency responsible for the regional solid waste management planning program. This includes completing an annual recycling rate report and the SPSA post 2018 initiative.

Mr. Farmer summarized the water resources department activities:

- Stormwater Program: permit support, TMDL implementation issues
- Wastewater Program: consent order support, SSORS, Consolidation Study
- Drinking Water Program: resiliency improvements, groundwater mitigation and regulations.

Chairman Shepperd emphasized the regional strategic initiative tool and the importance to the region.

Commissioner Wright inquired about the total number of HRPDC staff.

Mr. Farmer replied the number is approximately 45, including full and part time employees.

REGULAR AGENDA

Public Comment

Two people requested to address the Hampton Roads Planning District Commission.

Patrick Cruet

Good morning, My name is Patrick Cruet, and I'm here today representing Virginia Port Partners, an organization which has submitted a proposal to the Commonwealth to manage the Port of Virginia. VPP is a newly formed entity wholly owned by J. P. Morgan IIF acquisitions advised by J. P. Morgan Global real assets with the support of Noatum Ports and Maher Terminals. Virginia Port Partners will be an independent Port operator run by a local management team and local employees. The current port work force of Virginia International Terminals will continue to be an essential component of this operation as they provide uninterrupted understanding of the Port, the customer and the community. Simply stated the employees of Virginia International Terminals will become the employees of Virginia Port Partners. Our proposal seeks to build upon the past successes of VIT, through the implementation of best practices that promote operations that are ecofriendly, efficient and cost effective. Additionally, Noatum Ports which has non-containerized cargo expertise and Maher Terminals, which has development experience and understanding North American labor practices will provide transitional support and temporary guidance for the first three to five years of our proposal. The world class expertise and guidance will assist us in positioning the Port of Virginia for future growth and modernization projects. J. P. Morgan will be able to provide significant capital for modernization expansion that is currently unavailable to the Port of Virginia and to the Commonwealth. However, to be clear, the fund that seeks to invest in our port is comprised of state pension funds and union pension funds and a small amount of sovereign wealth. It is the fiduciary responsibility of our team to invest wisely and cautiously so hard working men and women can retire as they have planned. The proposal put forth by

Virginia Port Partners exhibit significant benefits to Hampton Roads and the Commonwealth. First, as this is a concession, not a sale, the Commonwealth will retain ownership of the port but will not incur the risk associated with managing and investing in port operations.

Second, Virginia Port Partners will have a common user terminal focus, meaning that the Port of Virginia and the business that it handles will not be sacrificed as part of a larger global strategy. The Port of Virginia will be the only port investment J. P. Morgan seeks to make in North America and thus will be its sole focus. Third, as I have stated, VPP will have access to significant capital resources inside and outside the gate, which will lead to growth and new opportunities for employment in Hampton Roads. Our goal is to be a long-term strategic partner for the Commonwealth, the Virginia Port Authority and the Hampton Roads community. We believe that for the Port of Virginia to grow and expand we must work with you all to ensure the economic vitality of our entire region. The port will only be able to increase its market share and expand its volumes if we are as successful in partnering with you all. Thank you for allowing me to share this information with you today. There is a handout available with more information.

Ellis W. James

Thank you, Mr. Chairman, members of the Commission. My name is Ellis W. James, I'm a lifelong resident of Norfolk. I want to take your attention back briefly to the Unified Planning Work Program because what I'm concerned about speaks directly to what your plans are. There is a very significant gap in the protection of the residents of both my city and Hampton Roads when it comes to the issue, and I'll try to pronounce this correctly and any Ph.D. in the room can correct me if they want to, but the basic issue is the hexavalent chromium. Now, under water resources, in the presentation that you've just gone through and also with respect to several other of the components of that unified program, there are water quality issues, and the big problem at this point as I see it is there are no state or federal laws which currently protect against this situation. Okay, why is it important to Hampton Roads? Several of the components of concern are the fact that there is a great deal of exposure to this in levels way above what any reasonable person would think would be acceptable from just the practice of steel workers and welding and so on. This chromium is going into our waterways and potentially into our water supply, and we don't at this point, I believe with all due respect to the excellent work that Mr. Farmer and his staff have been doing on a lot of issues, I don't believe we have a good firm handle on what the exposure is, or whether or not there are problems for the communities in Southside Hampton Roads as well as on the Peninsula side. And so I would like to urge that this Commission examine that in the terms of the unified work program that you're putting forward, but I would hope that it would get a little bit of a priority because there are two aspects to the exposure, inhaling and drinking, and liver cancer is one of the critical issues that's involved health-wise. Thank you, Mr. Chairman.

Submitted Public Comments

Chairman Shepperd indicated there was no submitted public comment.

Approval of Consent Items

Chairman Shepperd expressed his concern with items 8-G, Coastal Zone Program and 8-J, comments on the draft Arlington County MS4 permit and the States' dismissal of the HRPDC and Localities' valid concerns in relation to the TMDL. He suggested submitting a final letter stating the HRPDC's position on the errors and if there is still no action contacting the Governor.

Mr. Farmer stated the issue could be brought before the Commission again in April.

Commissioner Ritter commented the local advisory panel for the Chesapeake Bay Executive Commission are experiencing the same problems with communicating apprehensions to the State as well.

Chairman Shepperd thanked Ms. Ritter for her participation and noted the importance of sharing vital information.

Commissioner Ritter stated the communication problems between the State and localities is not Virginia specific, but is occurring across the watershed.

Chairman Shepperd asked for approval of the following consent items:

- A. Minutes of January 17, 2013 Meeting
- B. Summary Minutes of February 21, 2013 Meeting
- C. Treasurer's Report of January 31, 2013
- D. Regional PNRS Reviews
- E. Regional Environmental Impact Assessment/Statement Review
- F. Hampton Roads Watershed Roundtable Final Report
- G. Coastal Zone Program-Land & Water Quality Protection Final Report
- H. Coastal Zone Management Program-FY 2014 Grants
- I. 2013 Community Development Block Grant (CDBG) Regional Priorities
- J. Arlington Phase I Permit
- K. Consultant Services Contract for Post SPSA 2018 Support Services

Commissioner James McReynolds Moved to approve the consent items, seconded by Commissioner Selena Cuffee-Glenn. The Motion Carried.

HRPDC Three Month Tentative Schedule

Chairman Shepperd underlined the three month agenda schedule and noted the Commission meeting is cancelled in May due to the HRTPO retreat.

Project Status Reports

Chairman Shepperd discussed the Project Status Reports and highlighted the report on dredging and Norfolk.

Correspondence of Interest

Chairman Shepperd stated there were items in the Correspondence of Interest section of the agenda.

For Your Information

Chairman Shepperd noted the For Your Information part of the agenda.

Old/New Business

Ms. Sara Kidd, HRPDC Senior Regional Planner, briefed the Commission on the change of the Virginia Beach-Norfolk-Newport News VA-NC Metropolitan Statistical Area (MSA). Surry County VA was removed and Gates County, NC was added.

In order to be included in a MSA, outlying counties need to obtain a minimum of 25% of residents commuting to the central counties.

Delineations occur after each census and/or updating of the “urban areas”. Williamsburg and James City County changed from central county to a new “urbanized area” and therefore residents commuting from Surry to Williamsburg and James City County did not apply toward the required 25% threshold.

The addition of Gates County occurred because approximately 50% of residents were commuting to central counties in the Virginia Beach-Norfolk-Newport News MSA.

Ms. Kidd summarized the following:

- There is no appeals process
- Richmond MSA lost two counties as well
- Louisa, Cumberland and Surry County are now all unattached to any MSA

Chairman Shepperd noted the Commission should consider inviting Gates County to join in regional discussions.

Adjournment

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

Thomas G. Shepperd, Jr.
Chairman

Dwight L. Farmer
Executive Director/Secretary

**FISCAL YEAR 2013
2/28/2013
BALANCE SHEET**

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	314,566	Current Liabilities	1,294,369
Accounts Receivables	2,299,500	Net Assets	4,697,470
Investments	1,941,047		
Other Current Assets	664		
Net Capital Assets	<u>1,436,061</u>		
Total Assets	<u><u>5,991,838</u></u>	Total Liabilities & Equity	<u><u>5,991,838</u></u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>YTD</u>
Grant and Contract Revenue	6,583,611	1,385,114	4,448,391
VDHCD State Allocation	151,943	-	113,957
Interest Income	18,000	200	9,045
Local Jurisdiction Contributions	1,362,302	-	997,079
Other Local Assessment	1,661,727	-	1,021,307
Sales and Miscellaneous Revenue	18,150	4,995	24,497
Special Contracts/Pass thru	3,857,246	-	-
Total Revenue	<u><u>13,652,979</u></u>	<u><u>1,390,309</u></u>	<u><u>6,614,277</u></u>
EXPENDITURES			
Personnel	4,532,387	487,040	2,939,783
Standard Contracts	209,869	4,142	107,743
Special Contracts / Pass-Through	8,006,908	278,408	3,161,093
Office Services	903,815	31,242	328,510
Capital Assets	-	-	-
Total Expenses	<u><u>13,652,979</u></u>	<u><u>800,832</u></u>	<u><u>6,537,130</u></u>
Agency Balance	<u><u>-</u></u>	<u><u>589,477</u></u>	<u><u>77,147</u></u>

Project Notification and Reviews

Date 3/26/2013 **CH #** VA130311-0123670

Title VADEQ FY13 Pollution Prevention Grant Program

Applicant Virginia Dept. of Environmental Quality

State/Federal Program EPA - Pollution Prevention Grants Program

Type of Impact Statewide

Project Staff Sara Kidd

Project Description

The proposed project will expand and enhance the agency's core pollution prevention programs, the Virginia Environmental Excellence Program, the Governor's Environmental Excellence Awards program, the Virginia Green tourism program, and the Southwest Virginia E3 initiative, with a goal of achieving a greater level of sustainability throughout the Commonwealth.

Federal	\$80,000.00	Local	\$0.00
Applicant	\$80,000.00	Other	\$0.00
State	\$0.00	Income	\$0.00
TOTAL		\$160,000.00	

Environmental Impact Reviews

Received 3/8/2013

Number 13-042F

Name Dredging at Perdue Agribusiness, Inc.

Sponsor DOD/Dept. of the Army/Army Corps of Engineers

Description

Perdue Agribusiness, Inc. (Perdue) has submitted a Joint Permit Application to the U.S. Army Corps of Engineers (Corps) for the issuance of an individual permit pursuant to Section 10 of the Rivers and Harbors Act of 1899 and Section 404 of the Clean Water Act to increase dredge depths at its facility located 0.30 mile south of the Jordan Bridge on the Southern Branch of the Elizabeth River in the City of Chesapeake. Purdue is seeking a change in the dredge limits and depth as a result of the company having recently brokered a deal to import and export product on larger vessels than its facility can currently handle. The dredging would occur at two piers on site; the unloading pier and the loading pier. The unloading pier is located on the Southern Branch of the Elizabeth River and is used for vessels ranging in size from 300 feet to 500 feet with a draft of up to 36 feet. The loading pier is located on Jones Creek which runs perpendicular to the Southern Branch of the Elizabeth River and is primarily used to load vessels with a draft of up to 40 feet. Purdue is requesting an allowable dredge depth of 42 feet below mean low water with a 1-foot allowable over dredge at the unloading pier and an allowable dredge depth of 42 feet below mean low water with a 1-foot allowable over dredge at the loading pier. In addition, Perdue seeks a western dredge limit of 115 feet and a northern dredge limit of 250 feet from the face of the loading pier. A 2:1 slope or greater would need to be maintained between any adjacent shorelines and the edge of the dredge limits to ensure that the proposed dredging does not cause erosion of the shorelines. The dredge spoils will be removed from the river bottom and placed in a barge for transport to Craney Island's rehandling basin where it will later be moved upland by the Corps. Perdue has submitted a Federal Consistency Certification that finds the proposed project consistent with the enforceable policies of the Virginia Coastal Zone Management Program.

Affected Localities Chesapeake

Finding

The proposed project is consistent with local and regional plans and policies.

Comments Sent 4/2/2013

Final State Comments Received

Received 3/25/2013

Number 13-052S

Name Child Study Center Addition and Renovation

Sponsor Old Dominion University

Description

Old Dominion University submitted an environmental impact report for the construction of an addition to the Child Study Center on its campus in the City of Norfolk. The project site includes parking spaces and playground. The one-story addition to the center will be approximately 6,623 square feet in size.

Affected Localities Norfolk

Finding

Comments Sent

Final State Comments Received

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #9E: FY 2014 BUDGET

SUBJECT:

The FY 2014 HRPDC budget is being presented to the Commission for its consideration. The Personnel and Budget Committee has reviewed this budget prior to the Quarterly meeting.

BACKGROUND:

Member contributions remained at the reduced \$.80 per capita rate approved by the Commission in FY 2013. The FY 2014 budget reflects the current economic conditions in that it is conservative in nature, and represents a total revenue (and corresponding expenditure) decrease of 29% from that of FY 2013. This decrease is due to grant reductions in UASI, MMRS, Planning & Environmental, and Transportation funding. The majority of these funds are pass-through.

As a result of the revenue shortfall, the PDC will experience reductions in all areas including personnel. This line item decrease is due to one full-time position and one part-time position being eliminated. This budget will support a proposed 2% merit-based salary adjustment, and an increase in health care premiums. A previously funded reserve account established in anticipation of the employer rate increase helped fund the 1.9% VRS increase. Decreases in standard and special contracts, and in operations (which include telephone, printing, memberships, software & network upgrades, and photo copy expenses) helped offset the reduced revenue. Staff recommends continuing to fund our reserves in order to continue to offset increasing costs with stagnant or reduced funding.

RECOMMENDED ACTION:

Staff recommends the Commission approve the FY 2014 budget. The proposed merit salary adjustment will be presented in July with a regional analysis of pay adjustments.

Note: This item was presented under the Workshop Agenda as item #3

AGENDA NOTE - HRPDC QUARTERLY COMMISSION MEETING

ITEM #9F: FY 2014 UNIFIED PLANNING WORK PROGRAM

SUBJECT:

Annually, the HRPDC staff prepares the Unified Planning Work Program (UPWP) for the coming Fiscal Year. The UPWP describes the work activities that the HRPDC staff will undertake in support of the Commission and member localities.

BACKGROUND:

Enclosed separately is the proposed HRPDC Unified Planning Work Program for FY 2014, starting July 1, 2013. It is the result of input from the sixteen local governments served by the HRPDC and various state and federal planning requirements. The vast majority of the work elements evolved from local advisory and technical committees. It also includes ideas, comments and suggestions generated at the HRPDC Retreat on February 21, 2013.

Enclosure

RECOMMENDED ACTION:

Approve the FY 2014 HRPDC Unified Planning Work Program.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #9G: REGIONAL STORMWATER PROGRAM MEMORANDUM OF AGREEMENT (MOA) – RENEWAL

SUBJECT:

Approve revisions to renew the Regional Stormwater Program MOA.

BACKGROUND:

Over the past decade, the region's localities through the Regional Stormwater Management Program have developed a comprehensive, cooperative approach to stormwater management and compliance with state and federal regulatory requirements. This program includes technical studies, participation in the state and federal regulatory processes and education and training. Many HRPDC projects are integral to local government compliance with Municipal Separate Storm Sewer System (MS4) Permits.

In September 2003, a MOA, establishing the Hampton Roads Regional Stormwater Management Program, was executed by the HRPDC and fifteen of the member localities. The agreement formalizes the current Regional Program and establishes the framework for future program development. It outlines the responsibilities of the HRPDC staff and the local governments and details the approach to funding the program. The MOA has a five year term and is currently scheduled to terminate on June 30, 2013.

As required, the HRPDC staff and local government stormwater staff have reevaluated the MOA. A number of minor modifications have been made to reflect experience, modifications to state legislative authority, and expectations about the HRPDC role under the new MS4 Permits.

A copy of the revised MOA establishing the Hampton Roads Regional Stormwater Management Program is attached.

Attachment 9-G

RECOMMENDED ACTION:

Authorize the Executive Director to submit the Regional Stormwater Management Program Memorandum of Agreement to the localities for approval and to execute the MOA upon approval by the participating localities.

**MEMORANDUM OF AGREEMENT
ESTABLISHING THE
HAMPTON ROADS REGIONAL STORMWATER MANAGEMENT PROGRAM**

WHEREAS, Section 15.2-4200 of the Code of Virginia enables local governments to establish Planning District Commissions; and

WHEREAS, the ~~sixteen~~ eighteen local governments that are signatories to this Agreement have acted, in accordance with Section 15.2-4200 of the Code of Virginia, to establish the Hampton Roads Planning District Commission (HRPDC); and

WHEREAS, the HRPDC has been requested and has undertaken various studies to support local government stormwater management programs, including compliance with Virginia Stormwater Management Program (VSMP) Municipal Separate Storm Sewer (MS4) Permits; and

WHEREAS, the signatory local governments have requested the HRPDC to administer and coordinate a regional stormwater management program ~~on their behalf~~; and

WHEREAS, pursuant to the Clean Water Act, the U.S. Environmental Protection Agency (EPA) has promulgated implementing regulations, 40 Code of Federal Regulations Part 122, which established the National Pollutant Discharge Elimination System (NPDES) Permits for Municipal Separate Storm Sewer System (MS4) Discharges; and

WHEREAS, pursuant to the Virginia Stormwater Management Act, 10.1-603.1, et. seq. of the Code of Virginia, 1950 As Amended, the Board of Soil and Water Conservation has promulgated implementing regulations 4 VAC 50-60, et. seq., which establish the Virginia Stormwater Management Permit Program (VSMP) requirements that localities obtain ~~VSMP~~ Ppermits for their ~~Municipal Separate Storm Sewer System (MS4)~~ discharges; and,

WHEREAS, the majority of the ~~_____~~ eighteen signatory local governments are required by their ~~VSMP~~ MS4 permits to conduct certain activities, including reporting on their discharges, conducting public information and education programs, and certain other activities; and

WHEREAS, the Water Quality Monitoring and Reporting Act and implementing regulations promulgated by the State Water Control Board establish requirements for the preparation of Total Maximum Daily Load (TMDL) Implementation Plans, which apply to activities conducted by localities in general as well as activities conducted in implementing ~~VSMP~~ MS4 permit requirements; and,

WHEREAS, the Chesapeake Bay Preservation Act and the Virginia Erosion and Sediment Control Law and implementing regulations also establish stormwater management requirements that govern one or more of the ~~sixteen~~ eighteen signatory local governments; and,

WHEREAS, ~~fifteen sixteen Cities and Counties~~local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management Program on September 5, 2003 and that Agreement expired on December 31, 2007; and,

WHEREAS, eighteen local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management Program on March 6, 2008 and that Agreement expires on June 30, 2013,

NOW THEREFORE, the signatory parties enter into the following Agreement.

This Memorandum of Agreement entered into this ~~first~~ day of July 2013, among and between the ~~TBD eighteen cities and counties~~local governments in Hampton Roads and the HRPDC, establishes and maintains the Hampton Roads Regional Stormwater Management Program.

BASIC PREMISES

All local governments in Hampton Roads operate stormwater management programs.

The Cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach received VPDES Permits in 1996. Those permits, which were renewed in 2001, govern the discharges from their MS4s to waters of the state and impose certain operational and reporting requirements on those systems. In 2005, these permits were converted to VSMP permits. These permits must be renewed on a five (5) year basis and the localities applied for renewed permits in 2005. Localities continue to operate programs under administratively continued permits. Permit renewals are expected in 2014.

The Cities of Poquoson, Suffolk and Williamsburg and the Counties of Gloucester, Isle of Wight, James City, and York were all identified by the EPA as requiring VPDES permits under Phase II of the MS4 regulations. Those localities that operate MS4s obtained VPDES permits in March 2003. Those permits also imposed certain operational and reporting requirements on those systems. In 2005, these permits were converted to VSMP permits. These permits must be renewed on a five (5) year basis with the next renewal planned for ~~2007~~2013.

Although Gloucester County was initially identified by the EPA as requiring a Phase II MS4 permit, it was subsequently determined that permit coverage for Gloucester County was not required.

The City of Franklin, the Counties of Gloucester, Southampton and Surry and the Towns of Smithfield and Windsor are governed by stormwater management requirements established under the Virginia Stormwater Management Act and the Virginia Erosion and Sediment Control Law. The Chesapeake Bay Preservation Act also governs Gloucester and Surry Counties and the Towns of Smithfield and Windsor.

~~As of July 1, 2014, all localities must. The City of Franklin and Southampton County are the only Hampton Roads localities that are not required to~~ develop stormwater management programs that meet the minimum requirements established in the Virginia Stormwater Management Act. The Virginia Stormwater Management Act imposes operational and reporting requirements on all localities that are required to implement stormwater management programs.

The ~~above-mentioned~~ local governments are interested in managing stormwater in a manner which protects and does not degrade waters of the state and which meets locally established quality of life goals and objectives. The Clean Water Act and the VSMP ~~permits~~ require that stormwater quantity and quality be managed to the maximum extent practicable.

In carrying out their stormwater management responsibilities, the aforementioned local governments have developed a consensus on regional goals to guide the operation of their stormwater management programs. Initially, approved by the HRPDC at its Executive Committee Meeting of September 15, 1999, they are:

1. Manage stormwater quantity and quality to the maximum extent practicable (MEP)
 - Implement best management practices (BMP) and retrofit flood control projects to provide water quality benefits.
 - Support site planning and plan review activities.
 - Manage pesticide, herbicide and fertilizer applications.
2. Implement public information activities to increase citizen awareness and support for the program.
3. Meet the following needs of citizens:
 - Address flooding and drainage problems.
 - Maintain the stormwater infrastructure.
 - Protect waterways.
 - Provide the appropriate funding for the program.
4. Implement cost-effective and flexible program components.
5. Satisfy ~~VSMP-MS4~~ stormwater permit requirements:
 - Enhance erosion and sedimentation control.
 - Manage illicit discharges, spill response, and remediation.

This Agreement establishes the administrative framework, which will be used by the local governments in Hampton Roads to address certain stormwater management requirements under the above-cited state and federal laws and regulations.

Eighteen local governments in the Hampton Roads Region will be participants in and signatories to the Agreement.

HRPDC RESPONSIBILITIES

~~The Hampton Roads Planning District Commission HRPDC will serve as the policy-making guiding body of the Hampton Roads Regional Stormwater Management Program with the concurrence of the signatory local governments to the extent allowed by applicable law.~~

Under the terms of this Agreement, the HRPDC staff is responsible for the following:

- ~~Establish and provide appropriate technical and logistical support and policy analysis related to stormwater and water quality issues to the Regional Stormwater Management Committee (RSMC), local government staff, which will be the technical decision-making body of the Hampton Roads Regional Stormwater Management Program. It will provide technical and policy advice to the HRPDC.~~
- Provide the necessary administrative, technical and clerical resources to support all program activities ~~directed by the RSMC~~ in order to ensure that the MS4 permit-holding cities and counties meet applicable stormwater management requirements, ~~including the agreed upon provisions of the VSMP permits.~~
- Prepare, ~~in cooperation with the RSMC,~~ an annual work program and budget for the Hampton Roads Regional Stormwater Management Program. The annual work program will be incorporated into the HRPDC Unified Planning Work Program and the annual budget will be incorporated into the HRPDC budget.
- Assist the signatories in coordinating reporting on stormwater related activities to other state and federal agencies to ensure that program requirements are met in a cost-effective manner, which minimizes duplicative reporting and the administrative burden on the signatories. ~~This assistance will may include management of the Permit Administration and Review System (PARS), developed on a cooperative, regional basis. Development of the PARS is scheduled to be completed in 2008.~~
- Conduct a regional stormwater education program. This will include public education activities and may include outreach to specific economic sectors and groups. The ~~Public Information and Education Subcommittee (HR STORM)~~ stormwater education subcommittee of askHRGreen.org will be responsible for guiding the development of original materials, including publications, media advertising and promotional items. This may also include development of locality-specific materials or coordination of bulk purchases. The stormwater education subcommittee of askHRGreen.org ~~Public Information and Education Subcommittee~~ will advise coordinate with the RSMCHRPDC staff on the educational and outreach components of the Hampton Roads Regional

Stormwater Management Program.

- Develop and conduct a regional training program for municipal employees, contractors, civic leaders and other interested parties. The training program will emphasize stormwater management, pollution prevention and permit issues.
- Respond equitably and in a timely fashion to requests from all signatory local governments for technical assistance. The time frame for responses will be based on experience, the complexity of individual requests and the overall work load of program staff.
- Provide other technical support, as requested, to the signatory local governments.

~~Develop and maintain staff capability to conduct more comprehensive activities, including stormwater discharge impact analyses and modeling in support of local programs.~~

- Upon request from one or more participating localities, conduct technical studies to support compliance by the localities with ~~VSMP-MS4~~ permit requirements and VSMP program requirements.
- ~~Facilitate development of multi-jurisdictional management plans for shared watersheds, as necessary requested. This may include conducting necessary technical analyses.~~
- Take steps, in conjunction with the signatory local governments, to obtain financial support for program activities from outside sources, including state, federal and private grants, to the extent that this may be accomplished without creating a conflict of interest, as determined by the signatory local governments.
- RSMC membership.
- Contract with and manage consultants, including both private firms and academic institutions, to support the regional program, including provision of requested services to local governments in excess of the common program elements.
- Represent the Hampton Roads Regional Stormwater Management Program at federal, state, regional and local governmental, civic, professional and political organizations, agencies, and committees.
- Provide technical and administrative support, as appropriate, to those localities that are required to develop stormwater management programs to meet VSMP requirements, but that are not required to obtain ~~VSMP-MS4~~ permits for their stormwater discharges.
- ~~Prepare annual program reports, or components thereof, which comply with the provisions of the individual VSMPMS4 permits and stormwater management~~

programs of the signatory localities. ~~The basis for this reporting will be the Permit Administration and Reporting System (PARS), being developed cooperatively by the signatory localities and the HRPDC. Where appropriate, the Regional Indicators of Stormwater Management Program Effectiveness, developed through the HRPDC in 2000 will also be used.~~

- Facilitate ~~public outreach in support of~~local government involvement in TMDL studies being prepared through the Virginia Department of Environmental Quality and EPA and facilitate preparation of TMDL Implementation Plans for impaired waters ~~in all localities~~ in the Hampton Roads Region as requested.
- Prepare an annual report of activities undertaken through the Hampton Roads Stormwater Management Program. This report will include summaries of related activities undertaken on a cooperative basis by the signatories.
- Identify state and federal regulatory actions that may affect local government stormwater programs, serve on regulatory advisory panels (RAPs) as necessary, conduct policy analysis, and develop policy recommendations on behalf of the HRPDC.
- Coordinate the compilation of regional data for ~~the~~ MS4 permit annual reports to the ~~DGR~~appropriate regulatory authority.

Regional Phase II Program

~~The HRPDC will be responsible for undertaking certain activities to enable localities permitted under Phase II, and participating in the Regional Phase II Program, to comply with the terms of their MS4 Permits. These activities include:~~

~~Operate the regional stormwater management and pollution prevention training programs for local government employees. This program will be one element of the local programs to meet the Pollution Prevention/Good Housekeeping for Municipal Operations Minimum Management Measure and the education component of the Illicit Discharge Detection and Elimination Management Measure.~~

~~Operate the stormwater public information and education program. This program will be one element of the local programs to meet the Public Education and Outreach Minimum Management Measure and the education component of the Illicit Discharge Detection and Elimination Management Measure.~~

~~Maintain a Best Management Practices (BMP) Tracking System. This system will serve as one element of the local programs to meet the Construction Site Stormwater Runoff Control and Post-Construction Stormwater Management in new Development and Redevelopment Minimum Management Measures. The BMP Tracking System is a component of the Permit Administration and Reporting System.~~

~~Maintain an Illicit Discharge Tracking System. This system will serve as one element of~~

~~the local programs to meet the Illicit Discharge Detection and Elimination Minimum Management Measure. The Illicit Discharge Tracking System is a component of the Permit Administration and Reporting System.~~

~~Continue assisting the localities in the preparation of Annual Reports to DCR, using reporting protocols, developed through the Phase II Program and being developed through the Permit Administration and Reporting System. These reports are to be submitted annually to the Department of Conservation and Recreation to satisfy permit requirements.~~

~~Assist the localities with MS4 Permits issued under Phase II of the Program with ongoing program development and evaluation and preparation of applications for permit reissuance.~~

LOCAL GOVERNMENT RESPONSIBILITIES

Under the terms of the Agreement, the signatory local governments are responsible for the following:

- Appoint ~~a one voting representative member~~ and alternates, as appropriate, to the ~~Regional Stormwater Management Committee~~ RSMC Regional Environmental Advisory Committee to represent the local government stormwater and water quality related concerns. Generally, the voting representative should be the MS4 permit or program administrator.
- Appoint a representative and alternates, as appropriate, to the ~~Public Information and Education Subcommittee (HR STORM)~~ stormwater education subcommittee of askHRGreen.org.
- ~~Provide, in a timely fashion, all locally generated data required by their VSMP MS4 permits and such other data as may be necessary to accomplish locally requested services. This may include data necessary to meet the Annual Reporting requirements of other programs.~~
- Provide timely technical review of HRPDC analyses and conclusions.
- ~~Provide technical recommendations to local representatives on the HRPDC, the policy-making body of the Hampton Roads Regional Stormwater Management Program (HRPDC).~~
- Participate in regional efforts to conduct public outreach and education activities in ~~support of regard to~~ the state's TMDL study process and efforts to develop TMDL Implementation Plans for impaired waters lying within the locality or within watersheds that include the locality.
- Provide input on regulatory issues to HRPDC staff and serve on RAPs or provide input to the regional RAP representative as appropriate.

- Support HRPDC efforts to obtain additional funding to support the regional programs, to the extent that this may be accomplished without creating a conflict of interest, as determined by the signatory local governments.
- ~~Comply with all terms of their VSMP Ppermits and related program requirements.~~
- ~~In those cases where a locality is not required to obtain a VSMP pPermit, comply with all minimum requirements of the Virginia Stormwater Management Program.~~
- Provide annual funding to support the agreed-upon regional program.

~~ROLE OF THE REGIONAL STORMWATER MANAGEMENT COMMITTEE~~

~~The RSMC will consist of one voting representative of each signatory, appointed by the Chief Administrative Officer of the signatory local government. One or more alternates may be formally designated by the CAO. Generally, the voting representative of each locality will be the VSMP permit or program administrator.~~

~~The term of membership on the RSMC will be at the pleasure of the Chief Administrative Officer.~~

~~The RSMC may elect a Chairman and Vice-Chairman from among its membership. The HRPDC staff will serve as Secretary for the RSMC.~~

~~Ex officio members of the RSMC will include representatives of the Hampton Roads Sanitation District, U.S. Navy and the Virginia Departments of Environmental Quality, Conservation and Recreation, and Transportation. The RSMC may determine that representatives of other organizations should serve as ex officio members of the Committee.~~

~~Generally, the RSMC will operate on a consensus basis. All cConsideration of and recommendations concerning the Annual Work Program and Budget will require a majority vote of the RSMC membership. Each signatory is entitled to one (1) vote on the RSMC. Approval of the Aannual Wwork Pprogram and Bbudget may be accomplished through an electronic letter ballot. Following approval of an electronic letter ballot, the RSMC will ratify the letter ballot. A quorum constitutes a majority of the member locations. If a vote is requested by a member, and seconded, a quorum must be present, and a majority vote of those present shall constitute the determination of the group.~~

~~The RSMC will provide technical and policy recommendations to the HRPDC Joint Environmental Committee, which is the policy-making body of the Hampton Roads Regional Stormwater Management Program. It will provide day-to-day technical guidance on behalf of the signatory local governments to the HRPDC staff.~~

~~Various subcommittees may be established by the RSMC to facilitate operation of the Hampton Roads Regional Stormwater Management Program. The Public Information and Education Subcommittee (HR STORM) is a standing subcommittee of the RSMC. The Phase I Subcommittee and the Phase II Subcommittee are standing committees of the RSMC.~~

METHOD OF FINANCING

Program costs will be allocated on a pro-rata basis among the local governments. ~~There will be a base buy-in per participating local government with the balance of annual~~ Annual costs will be allocated according to a formula reflecting the local share of regional population. Costs for additional projects or services will be allocated based on a Formula ~~formula details will be~~ developed by the RSMC HRPDC staff and approved by the HRPDC with the concurrence of the signatory local governments. The most current estimate of population developed by the Weldon Cooper Center for Public Service/Virginia Employment Commission, will be used as the population base for allocating program costs. Local contributions may be adjusted on an annual basis to reflect program experience and projected program expenditures necessary to satisfy permit requirements and local needs. A locality will not be assessed for any services which it refuses in writing.

Individual local governments may request specific services from the HRPDC, which are in excess of the program elements common to all participants. The cost of such services will be borne by the requesting locality or localities.

Financial support from other entities, such as state and federal agencies, and the private sector, may be sought and obtained to support the activities of the Hampton Roads Regional Stormwater Management Program at the will of the RSMC, to the extent that this may be accomplished without creating a conflict of interest, as determined by the signatory local governments. ~~the RSMC membership.~~

AVAILABILITY OF FUNDS

Performance by the HRPDC of its responsibilities under this Agreement is subject to the availability of funding from the signatory local governments. Failure of the local governments to provide the necessary funding to support these activities will constitute a Notice to Modify or Terminate the Agreement.

MODIFICATIONS

Modifications to this Memorandum of Agreement must be submitted in writing, ~~recommended for approval by the Regional Stormwater Management Committee,~~ approved by the HRPDC, and accepted by all signatories.

DURATION AND TERMINATION

This Agreement will have a term of five ~~and one-half~~ years, extending from the date of full execution of the renewed Agreement by the signatories or ~~January 1~~ June 30,

| ~~2008~~2013, whichever occurs last through June 30, ~~2013~~2018. To conform to local government charter and Virginia Code requirements, the funding provisions of this Agreement will be subject to annual appropriations.

| No later than January 1, ~~2013~~2018, the signatories will institute a formal reevaluation of the Hampton Roads Regional Stormwater Management Program. This reevaluation will serve as the basis for appropriate modification of the Agreement and the Hampton Roads Regional Stormwater Management Program.

Any signatory may terminate its participation in the Hampton Roads Regional Stormwater Management Program by written Notice To Terminate to all other parties. Such termination will be effective with the start of the following Fiscal Year. Depending upon the terms of individual VSMP permits, termination of participation in the Hampton Roads Regional Stormwater Management Program in the middle of a permit term may result in changes to permit conditions and require renegotiation of the individual locality's VSMP permit from the state (Virginia Department of Conservation and Recreation).

OWNERSHIP OF PROPERTY

It is not the intent of the signatories that the Memorandum of Agreement will result in the purchase, ownership, leasing, holding or conveying of any real property.

INDEMNITY

It is the intent of the signatories that no signatory will be held liable for any damage or associated penalties caused by or associated with the failure of any other signatory to discharge its duties or to exercise due diligence in discharging its duties under this Agreement, and that no signatory, by entering this Agreement, waives any defenses or immunities available to it at law, including, but not limited to, those set forth in Section 15.2-970 of the Code of Virginia.

It is the intent of the signatories that no signatory will be held liable for any damage or associated penalties caused by or associated with the failure of any other signatory to comply with the terms and conditions of the signatory's VSMP permit.

LIST OF SIGNATORIES

Signature pages will be signed in counterparts.

CITY OF CHESAPEAKE

CITY OF FRANKLIN

GLOUCESTER COUNTY

CITY OF HAMPTON

ISLE OF WIGHT COUNTY

JAMES CITY COUNTY

CITY OF NEWPORT NEWS

CITY OF NORFOLK

CITY OF POQUOSON

CITY OF PORTSMOUTH

SOUTHAMPTON COUNTY

CITY OF SUFFOLK

SURRY COUNTY

CITY OF VIRGINIA BEACH

CITY OF WILLIAMSBURG

YORK COUNTY

TOWN OF SMITHFIELD

TOWN OF WINDSOR

HAMPTON ROADS PLANNING DISTRICT COMMISSION

This listing of participants will be followed by individual signature pages.

IN WITNESS THEREOF, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

HAMPTON ROADS PLANNING
DISTRICT COMMISSION

By: _____

Date: _____

Date: _____

Attest: _____

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

**ITEM #9H: URBAN AREA SECURITY INITIATIVE (UASI) CONTRACT AMENDMENT
FOR COMPLETION OF A REGIONAL COMMUNICATIONS PLAN**

SUBJECT:

Entering into a contract with SRA International, Inc. for the completion of a Regional Emergency Communications Plan.

BACKGROUND:

Utilizing an Emergency Communications Federal Grant, the City of Suffolk begin drafting a Regional Communications Plan. The grant covered the first three of five phases of the Plan. The Hampton Roads Interoperable Communications Advisory Committee decided to use the FY 11 UASI grant to complete the remaining phases. As the recipient of the FY 11 UASI Communications grant, the HRPDC is requesting authorization to enter into a contract with SRA International, Inc. to complete that plan at a cost of \$162,591.09.

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract amendment with SRA International, Inc. for necessary work required to complete the Regional Communications Plan.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

**ITEM #9I: URBAN AREA SECURITY INITIATIVE (UASI) CONTRACT AMENDMENT
FOR THE PURCHASE OF REGIONAL COMMUNICATIONS EQUIPMENT**

SUBJECT:

Entering into a contract with Electronic Systems, Inc. for the purchase of regional communications equipment.

BACKGROUND:

The Hampton Roads Interoperable Communications Advisory Committee and ORION Steering Subcommittee have been using the UASI grant to maintain and expand the Hampton Roads Overlay Regional Interoperable Network (ORION). The FY 11 UASI grant for communications has been awarded to the HRPDC and the ORION Steering Committee has identified the necessary equipment to sustain the ORION and HRTacRAN networks. Electronic Systems, Inc. currently has a cooperative agreement in place for the HRPDC to obtain this equipment, with the contract not exceeding \$737,408.91.

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract with Electronic Systems, Inc. for equipment needed to sustain and expand the ORION and HRTacRan networks.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

**ITEM #9J: URBAN AREA SECURITY INITIATIVE (UASI) CONTRACT AMENDMENT
FOR THE PURCHASE OF PERSONAL PROTECTIVE EQUIPMENT**

SUBJECT:

Entering into a contract with Safeware, Inc. for the purchase of personal protective equipment.

BACKGROUND:

The Hampton Roads Fire Chiefs applied for and received a FY 11 UASI grant for the purchase of personal protective equipment. Project management is being provided by the Tidewater Emergency Medical Services (TEMS) who is working with fire departments to determine the list of equipment to be purchased. TEMS has also selected the vendor, Safeware Inc., as the best option for procuring the equipment. While TEMS is providing programmatic management, financial management is being provided by the HRPDC. Safeware Inc. currently has a contract in place with Fairfax County that the HRPDC is able to utilize through U.S. Communities. The contract will not exceed \$930,000 (the available UASI award for this project).

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract with Safeware, Inc. for personal protective equipment.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #9K: COASTAL ZONE PROGRAM – AMENDMENTS TO HAMPTON ROADS TECHNICAL ASSISTANCE PROGRAM – FINAL REPORT

SUBJECT:

The Virginia Department of Environmental Quality manages the Virginia Coastal Zone Management (CZM) Program. During FY 2012 the HRPDC received a grant to support the Coastal Zone Management technical assistance program.

BACKGROUND:

In March 2011, the HRPDC applied for and received grant funding from the Virginia Department of Environmental Quality through the Virginia Coastal Zone Management Program to continue the HRPDC Technical Assistance (Regional Coastal Resources Management) Program. The HRPDC has received annual funding through this grant program since 1986. This program encompasses HRPDC staff efforts to review state and federal Environmental Impact Assessment/Statements, support the Hampton Roads Chesapeake Bay Committee, the evolving Chesapeake Bay-wide TMDL process, and provide regular technical assistance on environmental issues. It also supports HRPDC staff participation in the Chesapeake Bay Program and a variety of state and federal environmental initiatives. In the past, this program has provided the seed money for the establishment of the regional water, stormwater and environmental education programs.

The Commission approved the report, *Hampton Roads Technical Assistance Program Fiscal Year 2011-2012 Final Report*, at its Quarterly Meeting in January 2012. After the report was submitted, Virginia CZM Program contacted HRPDC staff to request several changes to the report. Those changes are summarized below.

At its meeting on April 4, 2013, the HRPDC Joint Environmental Committee recommended the Commission approve the changes to the report.

REPORT CHANGES:

Page #/Section	Change
4	New sentences
4	New material added at end of first paragraph: “HRPDC’s responses are combined with any others from state agencies when DEQ makes its final determinations. While these determinations (and the collected comments) are conveyed back to HRPDC, DEQ staff does not generally identify any specific impacts to projects based on HRPDC staff comments. However, in several cases DEQ staff has followed up with HRPDC staff to have comments clarified. Occasionally, HRPDC staff also submits scoping comments for environmental impact studies which have been addressed in draft documents (an example would be scoping comments submitted for the Camp Peary Range 37 Shoreline Stabilization Project in York County, which are included in Appendix A).”

Page #/Section	Change
8	Replace entire second paragraph with: “HRPDC staff met with the members of the Elizabeth River Steering Committee, including the Cities of Chesapeake, Norfolk, and Virginia Beach, the U.S. Army Corps of Engineers (USACE), and the Virginia Institute of Marine Science (VIMS), to discuss the possibility of upgrading a previously developed methodology for assessing and prioritizing wetlands restoration projects. This working group met several times and developed a grant proposal and project scope of work to be used as future grant opportunities become available.”
8	New sentence added at end of third paragraph: “This analysis is discussed further in Appendix B.”
8	New sentence added to fourth paragraph: “A goal of this exercise was to help in the development of a regional vision for the future of Hampton Roads, in terms of recognizing and capitalizing on existing assets, including coastal resources, and identifying where future growth should occur.”
8	New sentences added to fourth paragraph: “Several other maps developed by HRPDC staff for the participant guidebook were based on previous projects funded by VCZMP. These maps provided critical information on coastal natural resources and hazards for game participants to consider.”
15	New sentence added to first bullet point: “(This presentation is included as part of Appendix E).”
16	New sentence added to second-to-last paragraph: “In addition, HRPDC staff regularly places articles on the HRPDC website discussing items of regional relevance. Examples of these articles are included in Appendix E.”
Appendix A	DEQ#12-162F comment letter removed. Comment letter (and attachments) on Camp Peary Range 37 Shoreline Stabilization Project added. Comment letter for DEQ #12-008F added. Comment letter for DEQ #12-065F added. Comment letter for DEQ #12-151F added.
Appendix B	“Analysis of Areas Eligible for Designation as Targeted Employment Areas in Hampton Roads” replaced with “Development of Seamless Regional Digital Elevation Model (DEM)”
Appendix C	Section on “Reality Check Hampton Roads and Coastal Zone Management” added.
Appendix E	New appendix: “Representative Educational and Outreach Materials”.

Enclosure

RECOMMENDED ACTION:

The HRPDC staff and Joint Environmental Committee recommend the Commission approve the changes to the report.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #9L: COASTAL ZONE MANAGEMENT PROGRAM – FY 2014 GRANT

SUBJECT:

The Virginia Department of Environmental Quality manages the Virginia Coastal Zone Management (CZM) Program. PDCs are eligible for formula grants to support technical assistance programs and competitive grants for projects addressing a high priority issue, as determined by the CZM Program.

BACKGROUND:

In October 1986, Virginia received its first grant from the National Oceanic and Atmospheric Administration for the State's Coastal Zone Management Program. Since that time, the HRPDC and its predecessors have received over \$2,500,000 through this program to provide technical assistance on environmental issues to the local governments and to complete a variety of technical studies.

The process is also underway for distributing funds for the FY 2013-14 CZM 309 Strategy. CZM 309 funds are match free and must propose creation of enforceable polices in any of nine identified areas: wetlands, coastal hazards, public access, marine debris, cumulative and secondary impacts, special area management plans, ocean resources, energy and government facility siting and aquaculture. The HRPDC 309 proposal focuses on Cumulative and Secondary Impacts and was included in the state's proposed Section 309 Strategy. It will evaluate on a pilot basis the relationship between local plans and regulations and water quality. The HRPDC staff is currently working with the Cities of Norfolk and Suffolk on this project. The grant proposal will be submitted to DEQ by April 8, 2013 and will be included in the UPWP and Budget for FY 2013. The HRPDC anticipates receiving funding in the amount of \$81,000, which reflects cuts made due to sequestration.

RECOMMENDED ACTIONS:

Authorize the Executive Director to submit grant proposals to the DEQ to support the CZM 309 Strategy Grant as well as to accept grant offers when they are made.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #9M ENERGY MANAGEMENT INCENTIVE PROGRAM

SUBJECT:

Energy, its availability, use and cost, is an increasingly relevant topic today. While in many areas of the country, and in Hampton Roads, energy availability is not an issue, energy costs remain an ongoing and significant concern.

Background:

Even in areas with abundant energy supplies, the cost of energy continues to grow. Governments, have two reasons for focusing on energy. First, their citizens are more educated and aware about the need to conserve energy and “be green.” Second, energy costs to government represent a significant item of expenditure.

Utilizing existing energy management saving measures, the Commonwealth of Virginia has set a goal of reducing agency energy expenditures by 20% over the next four years. Early initiatives by agencies have proven that organizations who take a proactive focused approach on energy management can achieve realistic cost savings of between 20-40%.

A successful energy management strategy requires three fundamental components 1) energy expertise, 2) project management expertise and 3) project financing. Many local government officials find that overcoming these three initial barriers prevent the development of a comprehensive energy management strategy. Not only are energy savings a complex issue, but development of a comprehensive program must compete with a significant number of other public policy challenges facing governments. Moreover, energy management expertise is unevenly spread across within the government. A regional approach to energy management holds the potential for overcoming barriers that impact individual local governments.

The Commonwealth of Virginia, through the Department of Mines Minerals and Energy, offers assistance on all three aspects of overcoming these barriers. DecideSmart has been working with local governments throughout the Commonwealth to address energy management issues and is interested in exploring possible regional approaches. DecideSmart has been centrally involved in developing approaches that can help position PDCs to respond more effectively to the challenges faced by member localities.

RECOMMENDED ACTION:

Recommend the Commission create a Working Group, including staff from member jurisdictions, to work with the Virginia Department of Mines Minerals and Energy, and DecideSmart LLC to develop a region-wide Energy Management Incentive Program. The Working Group should report back to the Commission within 90 days on a plan to move forward.

Note: This item was presented under the Workshop Agenda as item #6

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #10: 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.

May 2013

Planned Cancellation – HRTPO Retreat

June 2013

AskHRgreen Update

Housing Portal Update

Hurricane Season Update

FY 2013 Budget Amendment

July 2013

Budget/Staff Merit Adjustments

Defense Analyst

Strategic Plan

Water Sewer Rate Summary

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #11: PROJECT STATUS REPORTS AND ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE SUMMARY MINUTES

The summary of the April 3, 2013 meeting of the Directors of Utilities are attached.

Attachment 11-A

B. HAMPTON ROADS CHESAPEAKE BAY COMMITTEE AND REGIONAL STORMWATER MANAGEMENT COMMITTEE MEETING SUMMARY

The summary of the April 4, 2013 Hampton Roads Chesapeake Bay Committee and Regional Stormwater Management Committee Meeting is attached.

Attachment 11-B

C. PROJECT STATUS REPORT

Attached are status reports on other HRPDC programs.

Attachment 11-C

MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met on April 3, 2013. The following items were addressed during the meeting:

- HRPDC staff presented an overview of the second wave of askHRgreen.org research. The report compares responses from 2010 and 2012 surveys to measure changes in population behavior and the evolving effectiveness of the askHRgreen campaign.
- The HRPDC staff briefed the Committee on the draft deliverable for task 1 of the water and wastewater rate structures project, which characterizes issues related to water and wastewater utility rate structures and revenue gaps.
- The Committee discussed the preliminary results of the comparative analysis and next steps for the Regional Sewer System Asset Consolidation Study.
- HRPDC staff briefed the Committee on upcoming training for utility staff on the 2013 upgrades to the Sanitary Sewer Overflow Reporting System (SSORS) and the agenda for the June 5, 2013 joint meeting with local Health Directors and Emergency Managers.

MEETING SUMMARY
CHESAPEAKE BAY AND REGIONAL STORMWATER MANAGEMENT COMMITTEES

The Chesapeake Bay and Regional Stormwater Management Committees met on April 4, 2013. The following items were discussed.

- Mr. Ben McFarlane, HRPDC, briefed the Committee on the status of the coastal resiliency project and other related efforts. The Committee discussed potential ideas for collaborative projects with Virginia Sea Grant.
- Ms. Gayle Hicks and Ms. Sabrina Carr, Hampton, gave a presentation to the Committee on Hampton's Comprehensive Waterways Management Plan and public engagement process.
- The Committee voted to recommend approval of the FY13-14 Stormwater Memorandum of Agreement.
- Ms. Jai McBride, HRPDC, briefed the Committee on HRPDC's FY13-14 Unified Planning Work Program.
- Mr. McFarlane briefed the Committee on potential grants available to HRPDC from the Virginia Coastal Zone Management Program (VCZMP).
- Mr. McFarlane briefed the Committee at changes made to the FY11-12 HRPDC Coastal Resources Technical Assistance Program Final Report. The changes were made at the request of VCZMP staff after they received the report in January.
- Status updates from HRPDC staff, Chesapeake, Isle of Wight, Norfolk, Suffolk, Virginia Beach, and York.

PROJECT STATUS REPORTS

1. Regional Housing Program

Hampton Roads Loan Fund Partnership

The staff is continuing to provide down payment and closing cost assistance to qualified first-time homebuyer in the region. Staff members are working with new partners to bring down payment and closing cost assistance to service areas previously not covered by the program. Staff will be conducting an assessment of all homeownership programs available in the region.

Housing & Human Services Technical Assistance

Staff members continue to assist the Hampton Roads Housing Consortium (HRHC) and are currently working on several activities for the month of April. HRHC is planning an event on April 11, 2013 to discuss agency sustainability through challenging economic times. Staff will also be participating Fair Housing Month activities and training. A regional information session will be held at the HRPDC to discuss funding opportunities through the newly formed Virginia Housing Trust Fund. DHCD will facilitate this meeting on April 19, 2013 to share the funding opportunities and application process to Hampton Roads agencies to include; non-profits, city/county agencies, and housing authorities.

Staff members are also working with Housing Virginia to facilitate local discussions on determining future affordable housing by evaluating local trends and predictors. More information will be provided in future months.

2. Regional Economics Program

Technical Assistance

Economics staff routinely provides technical assistance and support to member jurisdictions and regional organizations. Both the HRPDC Data Book and the Commission's Benchmarking Study provide easy access to a great deal of regional information. Staff also provides special reports and newsletter articles on topics of timely significance, such as payroll and unemployment reports. Over the past month, staff has provided briefings to member localities (per requests) and has responded to information requests from individuals, member localities, regional organizations, and the media.

Analysis of Department of Defense Presence

The Department of Defense plays a significant role in the Hampton Roads economy, a role that is continuously being re-defined. In an attempt to better understand the economic impact of the DoD on the region, staff have begun work on an in-depth analysis of the federal presence in Hampton Roads, specifically as it relates to defense activities.

Hampton Roads Data Center

In keeping with the state mandate that calls for Planning District Commissions to collect and maintain demographic, economic, and other data concerning the region and member localities, and to act as a state data center affiliate in cooperation with the Virginia Employment Commission, staff routinely collect and maintain a variety of data sets. This year, as per the Commission's work program, staff are moving from the publication of data in an annual Data Book, to an online data repository that will enable efficient access for those seeking regional data. Staff have begun the process of moving to an online system; a process that is expected to be ongoing as new information is released.

3. Emergency Management Project Update

Ready Hampton Roads

Staff continues to support the Ready Hampton Roads program. Current efforts include the launch of a Ready Hampton Roads Facebook page and coordination with Ready Virginia regarding the Virginia Hurricane Guide and outreach campaigns.

Regional and Local Jail Exercise

Staff continues to support the Hampton Roads Inmate Evacuation committee. Current efforts include project management of a regional and local jail exercise series. Kickoff and Initial Planning Workshop have been accomplished.

Regional Emergency Management Technical Advisory Committee (REMTAC)

The Emergency Management staff continues to manage and support the Regional Emergency Management Technical Advisory Committee and its associated tasks and committees. The REMTAC last met on March 26, 2013. Recent activities included:

- Support the planning of a coordinated regional outreach event among localities, VDEM, and ReadyHamptonRoads at Harbor Park on June 1st.
- Were briefed on the Hampton Roads Water and Wastewater Systems Emergency Preparedness and Response Regional Implementation Plan and invited to a joint Director of Utilities/Health Dept. meeting
- Changed the name of the "Hampton Roads Special Needs Registry" to "Ready Hampton Roads Functional/Medical Needs Planning Registry"
- Had a presentation and discussion of the draft Region V Measures document and its importance in focusing planning activities and resources in the region to address identified capability gaps.

WebEOC Subcommittee

The Subcommittee met on March 26 following REMTAC. Activities included the following:

- There was a briefing by ESi/Intermedix on the future of WebEOC and partnering strengths, such as bundled notification services.
- Virginia Beach and Suffolk demonstrated their daily use of WebEOC.

- VDEM sharing policy update to allow sharing among WebEOC systems, to reduce required use of multiple WebEOC systems/logins.
- It was determined that representatives from Virginia Beach, Chesapeake, Norfolk, and Newport News would attend the WebEOC User Conference with support of grant funds from HRPDC.
- The list of updated regional boards to be ready prior to hurricane season was reviewed.

Special Needs Subcommittee

The REMTAC Special Needs Subcommittee continues to be supported by the Regional Special Needs Planner and EM Staff as needed. The Subcommittee last met March 19, 2013. Meeting activities included:

- Introduction and discussion with Dawn Brantley, our new Regional Special Needs Planner who replaced Mary Donny.
- An update on improved evacuation coordination with Hampton Roads Transit (HRT) that included sharing Office of Emergency Management points of contact and lists/GIS data of possible shelter locations. Recommended changes in HRT policy are under review.
- The 2013 Healthcare Organization Emergency Preparedness Seminars are now open for registration through the ReadyHamptonRoads.org website. HOEPS.org now redirects to readyhamptonroads.org
- There was a discussion regarding the importance of keeping a regional perspective of “special needs planning” and the need to sustain the regional special needs planning program past September 2014.
- It was agreed to change the name of the special needs registry prior to printing of the 2013 Virginia Hurricane Guide and the next batch of registry brochures.
- Legal review had come up with a possible solution to solve HIPPA concerns that would allow future updates of the regional registry by localities without violating HIPPA. Legal verbiage to be added to registry brochures and website would be developed for local review.

Hampton Roads Tactical Regional Area Network (HRTacRAN)

HRPDC and VDEM staff has obtained an extension to the FY 2008 UASI grant from FEMA. The extension extends the FY08 performance period until February 28, 2013. Communications stakeholders have indicated that the new timeframe allows for sufficient time to complete the augmentation of the HRTacRAN system. Since the extension has been received, communications stakeholders have published a request for proposals to complete the associated work.

Urban Area Security Initiative (UASI)

The Emergency Management staff continues to manage and support the Hampton Roads Urban Areas Security Initiative (UASI) Grant Program for the Urban Area Working Group (UAWG). In February 2012, the HRPDC received official notice that Hampton Roads has been eliminated from the UASI program in fiscal year 2012. As such, the HRPDC has been assisting the UAWG in restructuring into a regional body for strategic collaboration and cooperation within the preparedness community. Recent work includes:

a) The closeout of FY08 and FY09 UASI Grants

All FY08 and FY09 projects have been closed out. HRPDC will not focus on closing out FY10 project prior to June 30, 2013.

b) Completion of a regional Threat and Hazard Identification and Risk Assessment (THIRA)

A completed THIRA is a requirement of receiving federal grant funding from the Department of Homeland Security. While Hampton Roads was removed from the UASI list in FY 2012, stakeholders agreed that a THIRA should be done as a slight change in DHS' risk formula could result in continued funding. The final THIRA was submitted to FEMA in December.

c) Completion of a UASI Effectiveness Report

The UASI effectiveness report has been completed. The report will be assimilated to state and federal decision-makers.

d) Restructuring

In order to function in a new role of strategic regional collaboration and coordination, the UAWG has begun a restructuring process. Three subcommittees (listed below) have been formed. Additionally, discussions are ongoing to update the UAWG's governance structure and merging it with the Regional Catastrophic Preparedness Team and Hampton Roads Metropolitan Medical Response System.

Resource Subcommittee

The Resource subcommittee is responsible for completing initial prioritization and division of preparedness grant funding to the region within relevant grant rules and regulations. As the regional need outweighs available resources, this subcommittee's duty is to apply available funding to potential projects that will maximize preparedness in the Hampton Roads region. Prioritization will be based

on known capability gaps, The Hampton Roads Homeland Security Strategic Plan, the Hampton Roads THIRA, and the Virginia Regional Preparedness Measure. This includes new funding opportunities available to the region, in addition to reallocations of previously awarded funds.

Bylaws and Governance Subcommittee

The Bylaws and Governance Subcommittee is responsible for updating and maintaining the governance structure of the HR UAWG. As the preparedness landscape evolves, so too must the modus operandi of the HR UAWG. Sample tasks of this subcommittee include redrafting of the current Guidelines and Governance Structure and making membership recommendations to the UAWG.

Risk and Capabilities Subcommittee

The Risk and Capabilities Subcommittee is responsible for responding to data calls from the Department of Homeland Security and tracking capabilities throughout the region. As regional gaps and capabilities change, this committee will be tasked with ensuring that relevant plans and priorities therein are updated and maintained.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #12: CORRESPONDENCE OF INTEREST

- A. Letter from the Honorable Alan Krasnoff, Mayor, City of Chesapeake, to Ms. Julia Hillegass, Public Information & Community Affairs Administrator, HRPDC, March 11, 2013.**

Attached is a letter from the Honorable Alan Krasnoff, Mayor, City of Chesapeake, to Ms. Julia Hillegass, Public Information & Community Affairs Administrator, HRPDC, congratulating the HRPDC for receiving the Communication Award for the askHRgreen.org website.

Attachment 12-A



CITY OF CHESAPEAKE

OFFICE OF THE MAYOR
306 CEDAR ROAD
CHESAPEAKE, VA 23322

March 11, 2013

PHONE 1-757-382-6153
FAX 1-757-382-6678
PHONE MAIL 1-757-382-6974

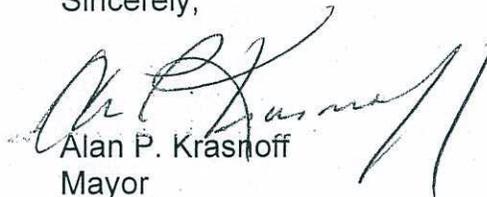
Ms. Julia Hillegass
Public Information & Community
Affairs Administrator
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Ms. Hillegass:

I wanted to take a moment to congratulate the Hampton Roads PDC for the askHRgreen.org website, and to thank you for appearing at the Annual Chesapeake Environmental Improvement Council Awards Luncheon to accept the Communications Award on behalf of the Hampton Roads Planning District Commission. It really says something special about a business that wins environmentally friendly awards, and we appreciate the good corporate partnerships we have with "green" businesses. Please keep up the great work!

Again, thank you for keeping Chesapeake beautiful. Please do not hesitate to call on me for any reason.

Sincerely,


Alan P. Krasnoff
Mayor

APK/rjc

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MAR 14 2013

HRPDC

Attachment 12-A

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #13: FOR YOUR INFORMATION

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #14: OLD/NEW BUSINESS