

Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officer (CAO) Committee Meeting
Summary Minutes of July 2, 2025

The July 2, 2025 meeting of the CAO Committee was called to order at 11:45 am by CAO Committee Chair Mary Bunting at Two City Center, 11820 Fountain Way, Suite 300, Newport News, VA 23606.

CAO Committee Members in Attendance

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| Mary Bunting, Chair | Hampton |
| Rosylen Oglesby | Franklin |
| Carol Steele | Gloucester County |
| Don Robertson | Isle of Wight County |
| Scott Stevens | James City County |
| Alan Archer | Newport News |
| Randy Wheeler | Poquoson |
| Michael Stallings | Smithfield |
| Brian Thrower | Southampton County |
| Al Moor | Suffolk |
| Melissa Rollins | Surry County |
| Andrew Trivette | Williamsburg |
| Mark Bellamy | York County |

CAO Committee Members Absent

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| Chris Price, Vice Chair | Chesapeake |
| Patrick Roberts | Norfolk |
| Steven Carter | Portsmouth |
| Patrick Duhaney | Virginia Beach |

Executive Director:

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| Robert Crum | HRPDC |
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Others Recorded Attending:

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| Doug Beaver | City of Norfolk |
| Erin Carter | Senator Mark Warner's Office |
| Alex Case | Cordillera Applications Group |
| Annie Eng | Access Point |
| Alex Frazier | Senator Tim Kaine's Office |
| Bob Geis | City of Chesapeake |
| Greg Grootendorst | HRPDC |
| Gretchen Heal | Hampton Roads Chamber |
| Blaine Hutchens | Senator Mark Warner's Office |
| Diane Kaufman | Senator Tim Kaine's Office |
| Peter Stephensen | VRSA |
| Cassidy Taylor | Access Point/City of Suffolk |
| David Westcott | City of Chesapeake |
| Jerri Wilson | City of Newport News |

Welcome

Ms. Bunting thanked Mr. Alan Archer for hosting the CAO meeting. Mr. Archer welcomed the CAO Committee and provided a brief overview of the new office space in City Center.

Approval of Agenda

Ms. Bunting reviewed the proposed agenda for the CAO meeting and asked if there were any adjustments to the agenda as distributed. There being none, Mr. Stallings moved to approve the agenda as presented, Mr. Wheeler seconded, and the motion carried unanimously.

Public Comment

Ms. Bunting asked if there were any members of the public present who wanted to address the CAO Committee. There being no comments, the Public Comment period was closed.

Approval of the Minutes

Ms. Bunting asked if there were any questions on the minutes of the previous meeting; hearing none, Mr. Stallings moved to approve the minutes, Ms. Steele seconded, and the motion carried unanimously.

Regional Operational Coordination Tabletop Exercise Briefing

Mr. Bob Geis of Chesapeake and Mr. Doug Beaver of Norfolk introduced Mr. Alex Case of Cordillera Applications Group to brief the CAOs on a series of emergency management tabletop exercises planned for 2025.

Mr. Case explained that the exercises are designed to strengthen coordination and decision-making during emergency situations through a tiered training approach. An initial staff-level exercise took place on June 24, involving representatives from all 17 jurisdictions as well as other local and regional agencies. The next session is scheduled for July 29 and will engage Deputy City Managers and Assistant County Administrators. A final exercise with Chief Administrative Officers is planned for September 11. These upcoming sessions will utilize regionally relevant scenarios to reinforce internal procedures, enhance cross-jurisdictional understanding, and foster stronger regional collaboration.

Items of Regional Interest

Ms. Bunting opened the discussion on topics of regional interest, emphasizing that a key benefit of CAO meeting agendas is the exchange of information on shared issues, challenges, and best practices across localities. She noted that, at the Executive Director's recommendation, today's regional information-sharing item was moved to the beginning of the agenda. Each CAO then had the opportunity to present an item of regional interest from their locality in a roundtable format.

A summary of items reported out by the CAOs is as follows:

- Surry County staff are working to bring a YMCA to the county
- Mr. Robertson is new to his role as CAO and looks forward to future participation in regional meetings
- The City of Hampton received an “All American City” award for its efforts on resilience
- Virginia 250 will be kicking off at Fort Monroe
- Kevin Hughes of Suffolk will be assuming the role of acting City Manager
- Providing additional benefits for emergency dispatchers is a topic requiring regional attention. Suggestions include personal property tax breaks, adding operators to VRS, and adding dispatchers to the LEOs plan; animal control and park rangers also require consideration
- Gloucester Point Beach restoration project received \$2.4 million to construct a living shoreline

Regional Legislative Agenda

Ms. Bunting initiated the legislative agenda discussion, noting that Bob Crum will begin developing the Regional Legislative Agenda in July to prepare for its consideration and approval by the Commission and HRTPO Board in October and November.

Mr. Crum outlined the timeline and general process necessary for the development of the regional legislative agenda, noting the scope and the significant role it has as a regionally relevant document.

Mr. Crum discussed the following topics specifically:

Primary and secondary road funding
Regional flood prevention
Funding for walking and biking trails
Regional energy supply
State funding for Planning District Commissions

There was discussion regarding the veteran’s tax deferral program, with a general consensus that this topic requires further discussion. Decisions made by the Commonwealth that have a significant impact on localities can result in questions of equity, hardship, and effective administration. Further discussion resulted in an agreement to discuss tax modernization at the next CAO meeting.

HRPDC/HRTPO Committee Structure

Mr. Crum noted that the HRPDC has numerous committees made up of staff from localities, who offer guidance on a wide range of regional initiatives and programs led by both the HRPDC and the HRTPO. At present, 49 committees, subcommittees, and working groups are facilitated by HRPDC and HRTPO staff; a list of the committees was provided to the CAOs. Mr. Greg Grootendorst and Mr. Crum provided a brief synopsis on several committees and working groups, noting the benefits of collaboration, sharing of best practices, and uniformity in working towards solutions to

common issues. Mr. Al Moor shared some experiences he has had with his involvement in the Directors of Utilities Committee, touching on the benefits of camaraderie with neighboring localities when problem-solving.

Hampton Roads 2050 Long-Range Transportation Plan (LRTP)

Mr. Crum provided the CAO Committee with an update on the 2050 LRTP planning process and highlighted the input needed from each locality to ensure their transportation projects are incorporated into the ranking process of the long-range plan.

Other Business

There was no other business to come before the CAO Committee.

Next Scheduled Meeting

The next regularly scheduled meeting will be held on September 3, 2025, at 11:30 AM and will be hosted by the City of Chesapeake.

Adjournment

There being no further business to discuss, the CAO Committee meeting was adjourned at approximately 1:18 pm.

Respectfully submitted,

Robert Crum
Recording Secretary