

**HAMPTON ROADS
PLANNING DISTRICT COMMISSION
ANNUAL MEETING**

**October 15, 2020
12:30 PM**

**The Regional Building
723 Woodlake Drive, Chesapeake**

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Commission members, staff, and general public, the Hampton Roads Planning District Commission (HRPDC) meeting will be held electronically.

- 1. Call to Order**
- 2. Approval/Modification of Agenda**
- 3. Submitted Public Comments**

There were no submitted public comments since the last HRPDC meeting. Any new written public comments received after the preparation of this agenda will be announced at the meeting.

- 4. Public Comment Period**

Members of the public are invited to address the HRPDC. Due to the COVID-19 pandemic, interested persons may submit comments to the Commission in advance of the meeting by email to kmiller@hrpdcva.gov or phone (757) 366-4370. All comments received by noon on October 14, 2020 will be provided to the Commission Members and included in the official record.

- 5. Executive Director's Report (Attachment 5)**
- 6. Election of Officers**

The HRPDC Bylaws provide that, at its Annual Meeting in October, the Commission will elect a Chair, Vice-Chair, Secretary and Treasurer to serve during the upcoming year. The Chair and Vice-Chair must come from separate localities and be elected officials. The offices of Secretary and Treasurer must be voted on an annual basis but need not be elected officials and may succeed themselves.

During the July 16, 2020 Commission Meeting, Chair Michael Hipple requested that the Nominating Committee prepare recommendations of nominees for the officer positions for the upcoming year. A Nominating Committee representative will provide a report for Commission consideration.

Action Requested: The HRPDC should take action to elect a Chair, Vice-Chair, Secretary, and Treasurer to serve during the upcoming year.

7. Consent Agenda (Attachment 7)

- a. Meeting Minutes – July 16, 2020 Commission Meeting (Attachment 7A)**
- b. Treasurer’s Report – August 2020 (Attachment 7B)**
- c. FY 2021 Budget Amendment (Attachment 7C)**

The current FY 2021 HRPDC/HRTPO Budget was approved on May 15, 2020 with the condition that the budget is re-evaluated at the October 15, 2020 meeting. The previously approved operating expenditures totaled **\$5,681,080**. Based on events since May 15, 2020, an increase of **\$22,825** is proposed, bringing the total operating expenditures to **\$5,703,905**. The additional expenses are comprised of the following:

\$31,000	Increased internal transfers (offset through contingency reserve budget line item)
<u>-\$8,178</u>	Decrease in personnel expense category (reorganization/reduced workforce)
\$22,825	Increase in operating expenditures

- The budget approved in May eliminated the proposed 2% performance-based salary increase for staff. This request supports the reinstatement of the 2% increase for staff from January 2021 through June 2021. The personnel expense category will decrease by \$8,175 despite the salary adjustment, due to reorganization and a reduction in workforce.
- Internal transfers accounted for a \$31,000 increase to operating expenses. The amendment would not affect the total expenditures, as it would be offset through the contingency reserve line item.

Staff recommends approval of the HRPDC FY 2021 Budget Amendment.

d. HRPDC Fiscal Year 2021 Work Program (Enclosure 7D)

Annually, the HRPDC staff prepares a Work Program for the upcoming fiscal year. This document outlines the work activities that the HRPDC staff will undertake in support of the Commission and member localities. The Work Program is the result of input from the seventeen local governments served by the HRPDC and applicable State and Federal planning and regulatory

requirements. Much of this work directly supports the local committees that serve in an advisory capacity to the HRPDC.

This document describes planning work to be performed by the HRPDC staff for the period between November 1, 2020 and June 30, 2021. This document replaces the FY 2020 Work Program Extension approved by the Commission at the May 21, 2020 meeting. The proposed FY 2021 Work Program was made available for public review and comment from September 29, 2020 through October 13, 2020.

Keith Cannady, Deputy Executive Director, will be present to answer any questions Commission Members may have.

Staff recommends approval of the HRPDC Fiscal Year 2021 Work Program.

e. Fiscal Year 2020 SHSGP and UASI Grants

The Virginia Department of Emergency Management requires the HRPDC to formally authorize the Executive Director to apply for and accept FY 2020 Homeland Security Funding. The following projects have been allocated to the HRPDC:

FY20 UASI	
Regional All Hazards Emergency Planner	\$100,000.00
PPE Replacement - Chemical Protective Clothing	\$61,672.00
MCI and Mass Care - Transportation Package Part I	\$199,500.00
MCI Transportation Package (Part II)	\$136,500.00
2021 THIRA SPR	\$65,000.00
Threat Identification Training for Elections Staff	\$30,000.00
Cybersecurity Election Security	\$25,000.00
MCI and Mass Care - Treatment Tents Enhancement	\$90,300.00
Regional Cybersecurity Implementation	\$150,000.00
FY20 SHSP	
CBRNE Pharmaceutical Stockpile –Antibiotic	\$86,100.00
MCI and MASS Care Capability Sustainment	\$94,500.00
HRMMRS Inventory Management System Enhancement	\$80,850.00
Shelter Registration and Management Equipment	\$71,400.00

Staff recommends that the Commission authorize the Executive Director to sign the following certificates (one for each of the above projects):

- State Homeland Security Grant Applications
- Grant Assurances
- Certificate Regarding Lobbying

- Non-Supplanting Certification
- Award Letter

f. HRPDC/HRTPO Procurement Manual (Enclosure 7F)

The Procurement Manual (Manual) is an internal document that sets forth procurement methods and establishes standards for obtaining goods and services for the HRPDC and HRTPO. The Manual was originally prepared by staff and approved by the Commission in 2010; it was amended in 2012 and 2014 to update the procedures required to purchase goods and services for the HRPDC/HRTPO.

To keep the Manual current, a 2020 review draft of the Manual (see enclosure) was prepared and made available for public review and comment from August 11, 2020 to August 31, 2020. No comments were received.

Commission approval is required for the implementation of new or amended policies and procedures. Staff recommends approving the changes shown in the Review Draft and the incorporation of the changes into the HRPDC/HRTPO Procurement Manual, amended 2020.

Staff recommends approval of the HRPDC/HRTPO Procurement Manual as amended.

g. Procurement of Audit Services

On September 24, 2020, HRPDC and the Southside Network Authority (Authority), in accordance with Va. Code §2.2-4304(A), initiated the joint procurement of FY2021 audit services with the release of Request for Proposal (RFP) no. FIN-RFP-2021-01. The HRPDC provides administrative, financial, and procurement support services to the Authority under a Memorandum of Understanding.

The formal selection process is anticipated to conclude in December 2020 with the award of two separate contracts to a single auditor: one contract will be negotiated and issued by the HRPDC; the second contract will be negotiated and issued by the Authority. The auditor will conduct separate year-end audits and prepare separate annual financial statements for the HRPDC and the Authority in accordance with generally accepted auditing standards as contained in GASB and the provisions of the Uniform Guidance that replaces OMB Circular A-133. The auditor will also provide professional advice and counsel as may be required throughout the year.

The HRPDC may renew its contract with the auditor upon written agreement of both parties to the contract for up to four successive one-year periods, under the terms of the initial contract. The HRPDC will retain the right to

renew its contract with the auditor, regardless of the status of the Authority's contract.

Staff recommends authorizing the Executive Director to award a contract for FY 2021 audit services based on the results of the formal selection process, in an amount not to exceed \$45,000.

h. Resolution of Support – Commercial Property Assessed Clean Energy (C-PACE) Program (Attachment 7H)

C-PACE is an innovative and tested tool that encourages private sector investment in energy use reductions in many cases where traditional commercial financing approaches are not feasible. These improvements can involve clean energy, energy efficiency, water efficiency, resiliency, or stormwater improvements for both existing properties and new construction.

The HRPDC Coastal Resilience Subcommittee has discussed the C-PACE program and is recommending that the HRPDC adopt a resolution encouraging local governments in Hampton Roads to consider adopting local C-PACE programs and coordinating with the Department of Mines, Mineral, and Energy to determine whether local administration or participation in the state program is the preferred option. The resolution would also direct the HRPDC Coastal Resiliency Committee to keep apprised of developments related to C-PACE programs.

Attached for the Commission's consideration is a resolution for consideration.

The HRPDC Coastal Resilience Subcommittee recommends that the Commission approve the attached resolution of support.

i. Proposed Building Code Changes – presented by HRPDC staff (Attachment 7I)

The Commonwealth of Virginia established a Resiliency Subworkgroup to recommend changes to the Uniform Statewide Building Code to be considered by the Board of Housing and Community Development. The subworkgroup included representatives from several localities and the HRPDC. Sixteen proposals were submitted to the group for its recommendation. Of these, eleven were recommended for adoption by the Board by consensus. The remaining five were submitted to the Board with a "non-consensus" recommendation. The consensus recommendations will be considered by the Board in a block vote, while the non-consensus recommendations will be voted on individually.

Enclosed for the Commission's review are the non-consensus recommendations. These recommendations were discussed and supported by both the HRPDC Technical Coastal Resiliency Committee and the HRPDC Coastal Resilience Subcommittee of elected officials.

Staff recommends approval of the Proposed Building Code Changes.

j. Consultant Services Contract Task Order – Hampton Roads Fats, Oils, and Grease Online Certification (HRFOG.com) Support

The HRFOG.com website was developed in 2012 to help localities inform and train individuals working in the foodservice industry on proper maintenance of grease control devices and the harmful effects of fats, oils, and grease (FOG) on the region's sanitary sewer systems. Certification is required by FOG ordinances in some Hampton Roads localities and the site offers two free certification programs: one for foodservice establishment employees and another for individuals hauling grease from food service establishments. The website also provides training materials and resources for self-printing, including presentations, step-by-step instructional guides, posters, and educational brochures.

The HRPDC has a consultant services contract with CDM Smith to provide professional services, on a task order basis. This project is funded by the localities through the Regional Wastewater Program.

Task Order Amount: Up to \$20,000

Period of Performance: October 1, 2020 through June 30, 2021

General Scope of Work:

- User assistance (i.e. new users not familiar with the system, forgotten passwords, browser or access issues)
- Database maintenance support (i.e. data corruption, storage attachment issues, backup management)
- Server administration support (i.e. server issues, capacity, and bandwidth)
- General troubleshooting issues (i.e. bug fixes, server issues)
- Minor updates and enhancements
- Coordination and management of task order

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 1 to CDM Smith under HRPDC Contract No. PDC-FY2021-C03 for HRFOG.com support.

k. Consultant Services Contract Task Order – Sanitary Sewer Overflow Reporting System (SSORS) Support

SSORS is a web-based spill reporting and tracking system that assists localities with the initial notification and five-day letter reporting requirements for sanitary sewer overflows. The Virginia Department of Environmental Quality, the Hampton Roads Sanitation District, HRPDC, and participating Hampton Roads localities have privileges within SSORS.

The HRPDC has a consultant services contract with CDM Smith to provide professional services, on a task order basis. This project is funded by the localities through the Regional Wastewater Program.

Task Order Amount: Up to \$15,000

Period of Performance: October 1, 2020 through June 30, 2021

General Scope of Work:

- User assistance (i.e. new users not familiar with the system, forgotten passwords, browser or access issues)
- Database maintenance support (i.e. data corruption, storage attachment issues, backup management)
- Server administration support (i.e. server issues, monitoring capacity, and bandwidth)
- General troubleshooting issues (i.e. bug fixes, server issues)
- Minor updates and enhancements
- Coordination and management of task order

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 2 to CDM Smith under HRPDC Contract No. PDC-FY2021-C03 for SSORS support.

l. Consultant Services Contract Task Order – Permit Application and Review System (PARS) Support

The web-based PARS database was developed in 2007 to help localities comply with data reporting requirements of Municipal Separate Stormwater Sewer System (MS4) permits. The database tracks the construction of stormwater management facilities (BMPs). Following significant changes in stormwater regulations, the Regional Stormwater Workgroup agreed to decommission PARS by the end of fiscal year 2020 and implement internal tracking systems instead. Currently, the system still serves the Cities of

Chesapeake and Norfolk while these localities implement individual solutions.

The HRPDC has a consultant services contract with CDM Smith to provide professional services, on a task order basis. This project will be funded through the Regional Stormwater Management Program by special assessments to the Cities of Chesapeake and Norfolk, the current system users.

Task Order Amount: Up to \$2,000

Period of Performance: October 1, 2020 through June 30, 2021

General Scope of Work:

- User assistance (i.e. new users not familiar with the system, forgotten passwords, browser or access issues)
- Database maintenance support (i.e. data corruption, storage attachment issues, backup management)
- Server administration support (i.e. server issues, monitoring capacity, and bandwidth)
- General troubleshooting issues (i.e. bug fixes, server issues)
- Minor updates and enhancements
- Coordination and management of task order

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 3 to CDM Smith under HRPDC Contract No. PDC-FY2021-C03 for PARS support.

Action Requested: The HRPDC should take action to approve the October 15, 2020 Consent Agenda.

8. FY 2020 Audited Financial Statements – presented by Michael Garber, PBMAres (Attachment 8 and Enclosure 8)

PBMares, LLP has completed its annual review of the FY2020 financial statements of the Hampton Roads Planning District Commission (HRPDC) and the Hampton Roads Transportation Planning Organization (HRTPO).

The Independent Auditors' Report states that the statements present fairly, in all material respects, the basic financial statements of the HRPDC/HRTPO. There were no material weaknesses or deficiencies identified in any of the internal controls or processes of the financial activity, and all information was free of any material misstatements. The audited financial statements, along with supplemental management letters, and the auditor's opinion report, based on census data

reported to the Virginia Retirement System (VRS), have been posted on both websites.

Additional information that may be of value to Board members is the breakdown of the Fund Balance as shown in the attachment.

Mr. Michael Garber, Partner at PBMares, will brief the HRPDC Board on this item. Both the PBMares representative and Ms. Sheila Wilson, CFO HRPDC/HRTPO, will be available to address any questions the Commission may have.

Action Requested: The HRPDC should take action to approve the HRPDC FY 2020 Audited Financial Statements.

9. Offshore Wind Video – presented by Jennifer Palestrant, Chief Deputy, Virginia Department of Mines, Minerals, and Energy

Ms. Palestrant will introduce and present the first release of this video, which will highlight the competitive advantages of the Hampton Roads region related to supply chain support jobs for the offshore wind industry.

This item is presented for information and discussion by Commission members.

10. “It’s in Our Hands” – Regional COVID-19 Messaging Campaign – presented by Robert A. Crum, Jr., HRPDC Executive Director

On October 5, the HRPDC issued a press release announcing that the 17 localities in the Hampton Roads region have come together to produce and launch a regional public information campaign, “Its in Our Hands”, to promote behaviors to stop the spread of COVID-19 in our region. The timing for the release of this video was coordinated by the region’s public information officers. This campaign includes graphics, logos, and a video for sharing throughout the region. These materials will be promoted on local government websites, local information stations, social media platforms, and locally owned billboards.

The print media and social media campaign include a brief video and several social media-friendly graphics which will be shared with the HRPDC.

This information is being presented as background for Commission members.

11. Regional Legislative Agenda – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director (Attachment 11)

Each year, the HRPDC/HRTPO adopts a regional legislative agenda to convey to the Hampton Roads Caucus of the General Assembly and the Hampton Roads Congressional Delegation issues of regional significance that should be addressed on behalf of the Hampton Roads region. In preparing the proposed Regional

Legislative Agenda for the 2021 Calendar Year, staff recommends that the Commission continue to use the following guiding principles:

- Develop a short and targeted list of regional legislative priorities
- Include items of regional significance that benefit all jurisdictions

Attached for the Commission's consideration is a recommended Regional Legislative Agenda. In preparing this proposed agenda, staff incorporated input received from HRPDC Advisory Committees such as the Coastal Resilience Subcommittee as well as input from other technical committees and past regional legislative agendas.

Action Requested: The HRPDC should take action to approve the HRPDC Regional Legislative Agenda.

12. Three Month Tentative Schedule

November 19, 2020

Hampton Roads Economic Benchmarking Study
Environmental Education Program
Legislative Update

December 2020

No Meeting per the Regional Meeting Schedule

January 21, 2021

Hampton Roads 2021 Economic Forecast
Emergency Management Program
Legislative Update

13. Advisory Committee Summaries (Attachment 13)

Summaries of HRPDC Advisory Committee meetings that were held since the last HRPDC meeting are attached for review.

14. For Your Information (Attachment 14)

- Letter from City of Franklin announcing the appointment of Mayor Frank Rabil as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Virginia Beach announcing the appointment of City Manager Patrick Duhaney as a voting member of the Hampton Roads Planning District Commission

- City of Norfolk Resolution announcing the reappointment of Councilwoman Courtney Doyle, Councilwoman Andria McClellan, and City Manager Larry “Chip” Filer as voting members of the Hampton Roads Planning District Commission
- Letter from City of Portsmouth announcing the appointment of Interim City Manager LaVoris Pace as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Newport News announcing the reappointment of Mayor McKinley Price as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Newport News announcing the reappointment of Councilman David Jenkins as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Newport News announcing the reappointment of City Manager Cynthia Rohlf as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Hampton announcing the appointment of Councilman Steve Brown as a voting member of the Hampton Roads Planning District Commission

15. Old/New Business

16. Adjournment



Michael J. Hipple, Chair
Andria P. McClellan, Vice-Chair



John L. Rowe, Chair
Donnie R. Tuck, Vice-Chair

TO: HRPDC/HRTPO Boards

BY: Robert Crum, Executive Director

RE: Executive Director's Report – October 2020

On October 5, the HRPDC issued a press release announcing that the 17 localities that comprise the Hampton Roads region have come together to produce and launch a regional public information campaign, "It's in Our Hands," to promote behaviors to stop the spread of COVID-19 in Hampton Roads. The print media and social media campaign includes a 1:13 minute video and several social-media ready graphics. The video outlines the behaviors necessary to help prevent the spread of coronavirus as well as highlights popular activities/events from each of the 17 HRPDC localities. "The campaign reminds residents and visitors to follow essential behaviors such as wearing a mask, keeping six feet apart, washing hands and sanitizing high-touch areas to help reduce the risk of COVID-19 infection," said Danielle Spach, HRPDC All-Hazards Emergency Planner. By following CDC guidelines, we all can help get back to the things we love within the region such as attending amusement parks, local festivals, concerts and sporting events.

The timing for the release of this information has been coordinated by the region's public information officers. Residents will see these graphics and the video on local government web sites, local information stations, social media platforms and locally-owned billboards. A link to the *It's In Our Hands Tool Box* is provided below, which includes graphics, logos and the video for sharing and use throughout the region.

<https://www.hrpdcva.gov/departments/emergency-management/its-in-our-hands-tool-box/>



The HRPDC/HRTPO staff continues to work in a “hybrid work environment” at the Regional Building. Approximately 12 – 15 staff have worked in person at the Regional Building every day since early March, including management and key administrative and building services staff, with the remaining staff teleworking from home. I am pleased to report that staff has responded exceptionally well to this remote work environment, and your Regional Team has maintained or exceeded productivity and project advancement during this difficult time. To facilitate this telework environment, our Agency has worked with Cox Communications to install a dedicated 1 GB fiber line to the Regional Building.

For those staff working on-site, public safety precautions have been established, and staff must adhere to these requirements. All staff must wear masks when in common areas and requirements have been established related to social distancing, hand washing, use of hand sanitizer, etc. In addition, hand sanitizer stations, protective screening and signage outlining operational policies have been installed at key locations throughout the Building. The Regional Building has been deep cleaned and is also disinfected every Friday night.

The HRPDC continues to maintain the COVID-19 dashboard to provide data, information, maps and resources concerning the COVID-19 pandemic impact in the Hampton Roads region.

The Southside Network Authority (Authority) has entered into an agreement with Columbia Telecommunications Corporation and Energy (CTC) to advance the design of the Southside fiber ring to provide construction cost estimates by the end of December. This effort will include making determinations on the final routing for this fiber ring, as well as the advantages and disadvantages of a public sector or public/private partnership funding approach. This work will allow the Authority Board to make these final determinations for the Southside fiber ring by the end of January. Construction of the Southside fiber ring is expected to begin in the 2021 calendar year, with a goal for completion by the end of 2022.

The Southside fiber ring is Phase I of a regional effort to construct an interconnected fiber network that will connect to the subsea cables that have come ashore in Virginia Beach and distribute this ultrafast broadband service throughout the Hampton Roads region. The second phase of this project will extend to the Peninsula, creating a similar ring interconnecting key resources on the Peninsula. The third phase of this effort will then extend westward into the rural areas of our region.

On September 30, the Executive Director moderated a virtual meeting in cooperation with the Hampton Roads Alliance that discussed the regional broadband initiative. He was joined by Broadband Authority Chair Susan Vitale (Chesapeake), Vice Chair Andria McClellan (Norfolk), Steven DeBerry (Authority Executive Director) and local IT consultant Mark Klett.

The HRPDC Coastal Resilience Subcommittee met on October 6. Discussion items included Coastal Resilience Legislative Priorities, Proposed Building Code Changes, and a Draft Resolution in support of the Commercial Property Assessed Clean Energy (C-PACE) program.

The HRPDC Chief Administrative Officer Committee held its regularly scheduled meetings in a virtual environment on September 2 and October 7. Agenda items were as follows:

September 2

- Discussion of Senate Bill 5118 – Utility Debt Repayment Plan
- Status of locality plans for holiday parades
- President's Memoranda regarding payroll taxes
- Bills under consideration at the General Assembly of interest to localities

October 7

- Sheltering strategies during the COVID-19 pandemic
- Other COVID related discussion items
- Review of October 15 HRPDC Agenda

The HRPDC Nominating Committee met on October 5 and the HRTPO Nominating Committee met on October 8 to recommend officers for consideration by both Boards at the upcoming October 15 HRPDC and HRTPO meetings.

The Executive Director continues to participate on the Old Dominion University Offshore Wind Executive Committee.

The Executive Director is working with community stakeholders on appointments to the Regional Transit Advisory Panel.

HRTPO staff continues to advance work on the update of the Long Range Transportation Plan.

HRTPO staff continues to provide project management and staff support services to the Regional Connectors Study.

The Executive Director will provide a presentation on the work of the HRTPO to the Hampton Roads/Richmond Mega Region Collaborative on October 13.

The Executive Director is convening a meeting of Chief Administrative Officers on the Peninsula to discuss strategies for extending the Virginia Capital Trail into the Hampton Roads region (Birthplace of America Trail).

The HRPDC/HRTPO Management Team continues to advance work on the following initiatives:

- COVID-19 Building and Operations Planning
- Annual Audit
- Annual Budget and Work Program
- IT management
- Human resource management
- Financial management support for the HRPDC, HRTPO, HRTAC, HRMFFA and Southside Network Authority

**Hampton Roads Planning District Commission
Summary Minutes of July 16, 2020**

The July 16, 2020 Meeting of the Hampton Roads Planning District Commission was called to order by the Chair at 12:31 p.m. in the Regional Board Room, 723 Woodlake Drive, Chesapeake, Virginia. Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Commission members, staff, and the general public, the Commission Meeting was held electronically via Webex with the following in attendance:

Commissioners in Attendance

Michael Hipple, Chair (JC)	Mamie Johnson (NO)
Andria McClellan, Vice-Chair (NO)	John Rowe (PO)
Stephen Best (CH)	William Gillette (SH)
Christopher Price (CH)	Michael Johnson (SH)
Debbie Ritter (CH)	Michael Stallings (SM)
Ella Ward (CH)	Leroy Bennett (SU)
Brent Fedors (GL)	Patrick Roberts (SU)
Mary Bunting (HA)	Robert Elliott (SY)
James Gray (HA)	Robert Dyer (VB)
Donnie Tuck (HA)	Thomas Leahy (VB)
William McCarty (IW)	Guy Tower (VB)
Scott Stevens (JC)	Sabrina Wooten (VB)
David Jenkins (NN)	Andrew Trivette (WM)
McKinley Price (NN)	Neil Morgan (YK)
Courtney Doyle (NO)	Sheila Noll (YK)
Larry "Chip" Filer (NO)	

Commissioners Absent:

Robert Geis (CH)	W. Eugene Hunt (PQ)
Amanda Jarratt (FR)	Randall Wheeler (PQ)
Phillip Bazzani (GL)	T. Carter Williams (SM)
Randy Keaton, Treasurer (IW)	Melissa Rollins (SY)
Cynthia Rohlf (NN)	Barbara Henley (VB)
Kenneth Alexander (NO)	Louis Jones (VB)
Lydia Pettis-Patton (PO)	Rosemary Wilson (VB)

Executive Director:

Robert A. Crum, Jr., Secretary

Other Participants:

Theresa Danaher (CAC)
Senator Louise Lucas
Senator Monty Mason
Delegate Shelly Simonds

Others Recorded Attending:

Cindy Rhodes (Delegate Chris Stolle's Office); Hayes Framme (Ørsted); Bob Matthias (VB); and Keith Cannady, Kelli Arledge, Katie Cullipher, KC Filippino, Ashley Gordon, Logan Grimm, Whitney Katchmark, Mike Kimbrel, Ben McFarlane, Kendall Miller, Cynthia Mulkey, Danielle Spach, Matt Smith, Jill Sunderland, and Sheila Wilson (HRPDC/HRTPO Staff)

Chair Michael Hipple asked Mr. Robert Crum, HRPDC Executive Director, to brief the Commission on the provisions and acceptable practices of electronic meetings.

Mr. Crum stated that pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Commission members, staff, and the general public, the meeting was being held electronically via WebEx. He also stated that these electronic meetings are required to complete essential business on behalf of the region.

Per the requirements of the Code of Virginia, the meeting notice, agenda, and supporting documentation were posted on the HRPDC website for public review. HRPDC staff also provided electronic copies of this information to Commission Members and other interested parties. A recording of the meeting will be available on the HRPDC website. Members of the public were provided an audio-only phone line to listen to the meeting.

Mr. Crum also noted that the general public was provided the opportunity to provide comments on the meeting agenda via two options:

1. Members of the public were invited to submit comments to the Commission via email.
2. Members of the public were also invited to call into a dedicated phone line where comments would be recorded.

He reported that there were no submitted public comments via either option as of noon on July 15, 2020.

Mr. Crum thanked everyone for their cooperation and patience regarding the electronic meeting. On behalf of the HRPDC and HRTPO staff, he expressed his appreciation for the Commission's commitment to the region.

Attendance was recorded by roll call and a quorum was established.

Approval/Modification of Agenda

Chair Michael Hipple indicated that the Agenda could be approved without a roll call vote, as long as there were no objections from any Commission members. No objections were noted.

The agenda was approved as presented.

Submitted Public Comments

Chair Michael Hipple noted there were no Submitted Public Comments.

Public Comment

As previously reported by Mr. Robert Crum, there were no Public Comments received as of noon on July 15, 2020.

Executive Director's Report

Mr. Robert Crum, HRPDC Executive Director, referenced his enclosed report and provided a summary of current work activities of the HRPDC, making particular note of the following:

- Several organizations are utilizing the COVID-19 dashboard, which is updated daily on the HRPDC website (<https://hrcovid19-hrpdc-gis.hub.arcgis.com/>) and provides information, maps/data, and resources concerning the COVID-19 pandemic impact in the Hampton Roads region.
- The HRPDC submitted a GO Virginia Grant Application for Economic Development Sites. A copy of the application was provided in the FYI section of the agenda.

Appointment of Nominating Committee

Chair Michael Hipple reported that per the HRPDC Bylaws, at its Annual Meeting in October, the Commission will elect a Chair, Vice-Chair, Secretary, and Treasurer to serve during the upcoming year. The Chair and Vice-Chair must come from separate localities and be elected officials. The offices of Secretary and Treasurer must be voted on an annual basis but need not be elected officials and may succeed themselves.

Chair Hipple requested the following Commissioners serve on the HRPDC Nominating Committee and provide a report to the Commission at its October meeting:

Chesapeake – Dr. Ella Ward	Newport News – David Jenkins	Suffolk – Leroy Bennett
Franklin – Vacant	Norfolk – Andria McClellan	Surry – Robert Elliott
Gloucester – Phillip Bazzani	Poquoson – Eugene Hunt	Virginia Beach – Louis Jones
Hampton – Donnie Tuck	Portsmouth – John Rowe	Williamsburg – Vacant
Isle of Wight – William McCarty	Smithfield – T. Carter Williams	York – Sheila Noll
James City – Michael Hipple	Southampton – William Gillette	

Approval of Consent Items

The following items were on the Consent Agenda for approval:

- a. Meeting Minutes – May 21, 2020 Commission Meeting
- b. Transcribed Public Comments – May 21, 2020 Commission Meeting

- c. Treasurer’s Report – May 2020
- d. Fiscal Year 2021 Hampton Roads Regional Meeting Schedule
- e. Fiscal Year 2020 Budget Amendment #2

Motion: Commissioner John Rowe Moved to approve the Consent Agenda as amended; seconded by Commissioner Ella Ward.

With no questions or comments, a roll call vote was conducted and the votes were recorded as follows:

Chesapeake	Mr. Stephen Best	Aye
	Ms. Debbie Ritter	Not Recorded
	Dr. Ella Ward	Aye
	Mr. Christopher Price	Not Recorded
	Mr. Robert Geis	Absent
Franklin	Vacant	-
	Ms. Amanda Jarratt	Absent
Gloucester County	Mr. Phillip Bazzani	Absent
	Mr. Brent Fedors	Aye
Hampton	Mr. Jimmy Gray	Aye
	Mayor Donnie Tuck	Aye
	Ms. Mary Bunting	Aye
Isle of Wight County	Mr. William McCarty	Aye
	Mr. Randy Keaton	Absent
James City County	Mr. Michael Hipple	Aye
	Mr. Scott Stevens	Aye
Newport News	Mayor McKinley Price	Aye
	Mr. David Jenkins	Aye
	Ms. Cynthia Rohlf	Absent
Norfolk	Mayor Kenneth Alexander	Absent
	Ms. Courtney Doyle	Aye
	Ms. Mamie Johnson	Aye
	Ms. Andria McClellan	Aye
	Dr. Larry “Chip” Filer	Aye
Poquoson	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Absent
Portsmouth	Mayor John Rowe	Aye
	Dr. Lydia Pettis-Patton	Absent

Town of Smithfield	Mayor T. Carter Williams	Absent
	Mr. Michael Stallings	Aye
Southampton County	Mr. William Gillette	Aye
	Mr. Michael Johnson	Aye
Suffolk	Mr. Leroy Bennett	Aye
	Mr. Patrick Roberts	Aye
Surry County	Mr. Robert Elliott	Aye
	Ms. Melissa Rollins	Absent
Virginia Beach	Mayor Robert Dyer	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Absent
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Absent
	Ms. Sabrina Wooten	Aye
	Mr. Thomas Leahy	Aye
Williamsburg	Vacant	-
	Mr. Andrew Trivette	Aye
York County	Ms. Sheila Noll	Aye
	Mr. Neil Morgan	Aye

The Motion Carried with 29 votes in favor, none against, and no abstentions.

Coastal Virginia Offshore Wind Project

Chair Michael Hipple announced the Coastal Virginia Offshore Wind (CVOW) Projects item would be presented by Mr. Mark Mitchell, Dominion Energy, and Mr. Matt Smith, HRPDC Senior Regional Planner.

Mr. Robert Crum welcomed Mr. Mitchell to provide the Commission with an update on Virginia Offshore Wind Projects.

Mr. Mitchell thanked the Commission for the opportunity to present and for their support of the Offshore Wind effort. He began his presentation with an overview of the CVOW Projects.

The CVOW Pilot Project includes two 6-MW Wind Turbines, which were installed in June 2020 adjacent to the 112,800-acre commercial project. The Pilot Project area, located 27 miles off the Virginia Beach shore, is in federal waters with the Virginia Department of Mines, Minerals, and Energy (DMME) as the leaseholder and Dominion Energy as the operator. The capital cost for the pilot project is approximately \$300 million. Major participants include L.E. Meyers performing the onshore interconnect and Ørsted and their

subcontractors performing the offshore installation. The CVOW Pilot Project has the first two turbines to go through the federal permitting process and are the only two turbines permitted to be installed. Mr. Mitchell stated that Dominion Energy and the Bureau of Ocean and Energy Management (BOEM) were setting precedence in the United States offshore wind business. The pilot project has allowed for learning opportunities beyond the permitting process, including design, installation, and start-up reviews, and ultimately operations.

The cable installation happened via a cable-lay vessel in May 2020. One 27-mile long contiguous cable was pulled to .6 miles offshore where it proceeds underground, underneath the shore, and up into the Camp Pendleton area where it then ties into the distribution system.

Due to technical difficulties, Mr. Crum continued Mr. Mitchell's presentation on his behalf.

The first steel in the water happened on May 25, 2020 with the first monopile installation using a double bubble curtain, a technique to provide noise abatement for marine life during construction. The second monopile installation was five days later on May 30, 2020. Mr. Crum emphasized the potential job development opportunities as every process and procedure of facility installation requires workers with the necessary technical expertise.

The monopile installations were followed by the tower, nacelle, and blade installations to mechanically complete the first wind turbine on June 20, 2020 and the second on June 26, 2020. On June 29, 2020, Governor Northam and Virginia Legislators participated in an offshore wind legislation signing event and trip to the newly completed pilot project turbines.

The Virginia Clean Economy Act supports 5.2GW of offshore wind. Mr. Crum thanked the Hampton Roads Caucus Members for their leadership in renewable energy that paved the way for offshore wind legislation. The legislation, in effect, establishes a competitive position for the Hampton Roads region to take advantage of the offshore wind industry opportunity. Mr. Crum stated that Hampton Roads hopes to be the supply-chain hub, not only for the wind turbines off the coast of Virginia and North Carolina but up and down the East Coast as well. As an example of the job creation opportunity involved, on May 31, 2020, ten major vessels were supporting both the pilot and commercial projects with over 25 vessels and over 400 crew/workers involved on the two projects.

Mr. Crum continued the presentation with a timeline and project summary of the Commercial Offshore Wind Project. The lease for the 112,800-acre area 27 miles off the Virginia Beach shore was executed with BOEM in 2013, the site assessment plan was approved by BOEM in 2016, and the file interconnect for 2,640 MWs was in 2019. In July 2020, the ocean survey work was underway with six major vessels doing the surveys that will support the submission of the Construction and Operations Plan to BOEM in 2020. Siemens Gamesa was selected as the preferred turbine supplier and Ramboll was selected as the owner's engineer. The construction and commissioning of the Commercial Project are planned for 2024 to 2026.

Mr. Crum emphasized that the Hampton Roads region competes with other Metropolitan areas for this opportunity. He stated that Governors from other states have been investing money to increase their state's competitive edge, so Mr. Crum encouraged quick and coordinated regional action.

Mr. Crum introduced Mr. Matt Smith, HRPDC Senior Regional Planner, to further brief the Commission on activities and opportunities relating to CVOW.

Mr. Smith commented that the Pilot Project's wind turbines are two of only seven currently off-the-coast of the United States and that the Commercial Project area will include 180 additional turbines.

Mr. Smith began his presentation with the resolution that the Commission adopted in November 2018 supporting offshore wind development off the coast of Virginia. Shortly after, staff began to realize the scope of the opportunity that the offshore wind industry provided the Hampton Roads region. The East Coast offshore wind industry has been valued to be between \$50 billion and \$100 billion. For Virginia and Hampton Roads to compete, three actions were identified: 1) support use of port facilities and incentives to advance the offshore wind industry; 2) support a state renewable energy requirement to pair policy commitments with Virginia's other assets; and 3) support the creation and funding of a "Virginia Office of Offshore Wind." Mr. Smith reported that all three actions have happened or are happening.

Some of the HRPDC activities relating to offshore wind include informing local staff and elected officials; developing and distributing advocacy materials; working with key partners to understand and communicate opportunity; briefing state legislators and cabinet members; providing subject matter expertise to regional partners; and educating the public in partnership with Virginia Sierra Club, Dominion Energy, Port of Virginia, and others. He described Virginia's Offshore Wind Vision as harnessing the emerging global industry to fuel economic growth by leveraging Virginia assets to maximize the benefit to the Commonwealth and building the first and largest offshore wind industry cluster in the United States.

Key events of 2019 included Governor Northam's 100% renewable energy goal followed by Dominion Energy's announcement of their plans to build the nation's largest offshore wind project. In the spring of 2020, the General Assembly passed the Virginia Clean Economy Act codifying the requirement that the state generates its electricity 100% from renewable energy by 2050 and Dominion by 2045, as well as requiring that a portion come from offshore wind. Most recently was the installation of the CVOW Pilot Project with the first turbines in federal waters.

The next steps include continuing to develop and promote Virginia's port and workforce assets, leveraging the nation's largest offshore wind project, and hopefully building an East Coast offshore wind hub. The emerging structure for success includes the Virginia Office of Offshore Wind, the Commonwealth Offshore Wind Taskforce, and regional economic development capacity. The Commonwealth Offshore Wind Taskforce is run out of ODU with stakeholders from the public and private sector working on a variety of things related to

offshore wind through subcommittees, including project development, technology and innovation, supply chain development, workforce development, and legislation and outreach.

The three major categories of industry-related employment include project planning, manufacturing, and construction. There are many potential job roles within each category, including regulatory experts, engineers, lawyers, machinists, welders, technicians, ship crews, and many more.

The supply chain is coming to the United States, and it could be in Hampton Roads, but the goal of building a supply chain is a competitive one. As an example, Mr. Smith shared the following quote from New Jersey Governor Phil Murphy:

Offshore wind is a once-in-a-generation opportunity ... The New Jersey Wind Port will create thousands of high-quality jobs, bring millions of investment dollars to our state, and establish New Jersey as the national capital of offshore wind.

In conclusion, Matt Smith offered to answer questions

Mr. Crum asked Mr. Smith for more information regarding the specific ships and port facilities required for this industry and how that relates to Hampton Roads.

Mr. Smith responded that there are similar projects up and down the East Coast that are underway and scheduled to be built in a 10 to 15 year timeframe. Servicing an offshore wind project requires proper port facilities to stage, construct, and ship the components as well as the specific ships that are required to install the turbines. These ships are purpose-built and expensive but are essential to install the turbines in the ocean. Mr. Smith estimated there are only about a dozen in the world and stated that Dominion Energy and others have expressed interest in building one. Mr. Smith stated that the most efficient installation of these projects would require an American vessel that can travel back and forth from the shore—a foreign vessel cannot. Additionally, as a hub, the intent would be to service multiple projects up and down the East Coast, which would require a vessel of this type.

Mr. Crum commented that Hampton Roads is among the world's largest natural harbors and has a long history of moving big equipment and building the most sophisticated ships in the world. Hampton Roads' harbor does not suffer vertical limitations because of the bridge-tunnels, and Virginia is strategically positioned among the East Coast offshore activity. He concluded by emphasizing that now is the time for Hampton Roads to seize the opportunity.

Chair Michael Hipple agreed that offshore wind is a significant opportunity for the region and the Commonwealth to become an industry leader.

Chair Hipple invited questions or additional comments.

Commissioner Debbie Ritter remarked regarding the Webex platform and requested using an alternative platform for future meetings.

Commissioner Ritter also stated that she understood the supply chain but asked if anyone was focusing on becoming the center for the maintenance of these facilities

Mr. Smith commented that Ørsted has leased the property from the port with the ability to lease more in the future to construct and then extend to maintenance, so there will be job creation opportunities throughout the construction and maintenance phase of Dominion's Commercial Project. Mr. Smith added that the maximum travel distance for providing maintenance within a reasonable timeframe is generally considered to be 250 miles. For providing maintenance to other projects, that potential would exist approximately up to New Jersey and down through North Carolina. He remarked that the goal is to develop the industry that can build the components, with the potential to transition to maintenance and operations in the future

Commissioner Ritter commented that much like ships, you build them once, but maintain them for a lifetime. She described maintenance as the long-term sustainable employment opportunity.

Ms. Terry Danaher asked if the offshore wind industry could help in terms of pushing back any attempt to drill off Virginia's coast in the future.

Mr. Smith remarked that generally the two are not directly related other than as we transition into renewable energy, there will be less demand for fossil fuels off our coast. Mr. Smith added that the process of identifying additional off-coast lease areas is underway, so while the two are not directly related, there is potential for them to impact each other.

Mr. Crum asked if any of the General Assembly members in attendance had any comments.

Delegate Shelly Simonds responded to Ms. Terry Danaher's question. Delegate Simonds stated that legislation was recently passed banning oil and gas drilling, and any oil and gas infrastructure, in state waters, which extend three miles from shore. She added that the ban will make it difficult for any future oil and gas exploration offshore in Virginia. In terms of offshore wind, Delegate Simonds shared that many are concerned about making sure the workforce is ready for these jobs. She stated she would like to see a new emphasis on high-tech skills and welding in our schools. She encouraged teamwork to ensure the workforce is prepared.

Chair Hipple thanked Delegate Simonds for her comments and recognized Senator Monty Mason.

Senator Mason reiterated the comments that with an unimpeded port and being centrally located on the East Coast, this is Virginia's opportunity to take control of and try to lead in an industry that is mature in the world but is in its infancy in the United States. He also stated that he appreciated Mr. Crum's comment and Mr. Smith sharing the New Jersey Governor's quote, because Virginia is not the only state trying to capitalize on the offshore

wind industry, and some states are offering incentives to companies. He specified that there is work to be done but that the opportunity is there, and he commended the Commission for highlighting and supporting the effort.

Vice-Chair Andria McClellan thanked Delegate Simonds and Senator Mason for their comments. To Delegate Simonds, Vice-Chair McClellan remarked that the Offshore Wind Taskforce is working hard on workforce development with representatives from community colleges and others including Centura, which is offering the first certification for offshore wind in Virginia. She also stated that any support the General Assembly can provide regarding ongoing workforce development would be greatly appreciated.

With no further questions or comments, Mr. Crum announced that Mr. Matt Smith has accepted a new position with the Hampton Roads Alliance and will head up the Alliance's efforts to take the offshore wind industry and turn it into economic opportunity for our region. Mr. Crum stated that while the HRPDC is sad to see him go, they wish him the very best and appreciate his significant contributions during his three years with the HRPDC.

The Commission Members applauded Mr. Smith.

Commissioner Ella Ward conveyed her congratulations.

Chair Hipple congratulated Mr. Smith, thanked him for his efforts, and said that he looked forward to Mr. Smith's future work on offshore wind.

2020 Hurricane Evacuation Study

Mr. Crum introduced Ms. Erin Sutton, Virginia Beach Emergency Management, to brief the Commission on the 2020 Hurricane Evacuation Study.

Ms. Sutton stated that her presentation summarizes a much longer complete 2020 Hurricane Evacuation Study presentation. She encouraged Commission Members to speak with their locality's emergency managers who all have a copy of the full 450-page technical document.

Ms. Sutton began her presentation by emphasizing that the Hurricane Evacuation Study (HES) is all based on storm surge and does not take into account surface water or rain. As learned from Hurricane Matthew, precipitation adds an important variable that emergency managers and planners need to consider during evacuation recommendations.

The HES provides emergency management officials sound data for evacuation planning and decision-making. With the use of ArcGIS Online, dynamic mapping, and Virginia's Know Your Zone initiative, there is a potential to better inform the public using adopted technology (i.e. NOAA efforts). HES components include hazard, vulnerability, behavioral, shelter, and transportation analyses. The updated study was developed in coordination with the US Army Corps of Engineers (USACE), the Virginia Department of Emergency Management (VDEM), and the Federal Emergency Management Agency (FEMA). The study data and analyses are used to inform local stakeholders which populations are vulnerable,

improve emergency planning, develop evacuation clearance times for Virginia, and assess public shelter capacities.

To identify areas of likely flooding during a hurricane event, the studies use the Sea, Lake, and Overland Surges from Hurricanes (SLOSH) model as well as the Directional Maximum Envelope of Water (MEOWs). Historically, studies included the worst information at a large scale causing significant over-evacuation estimates and overly long clearance times. More recently, the studies focused on identifying the challenges for the Hampton Roads area. Water surface elevation ranges for identifying evacuation zones and calculating clearance times were determined using seven directions, six forward speeds, four categories, and 40 to 56 different tracks resulting in 16,320 SLOSH runs. The HES includes graphics developed for each direction, category of storm, and regional area. Storm direction, category/intensity, and speed dramatically impact results, so they are extremely important factors when calculating clearance times.

The Hurricane Evacuation Zones were developed by Atkins NA, Inc. in 2017. At the request of the emergency managers, this year's update includes a new color schema with the highest risk area of Zone A as red rather than blue, which is in line with every coastal community up and down the East Coast. Zones under evacuation orders do not necessarily relate only to a hurricane category, but also to a storm's direction. Evacuation participation rates are correlated with storm intensity, and in all scenarios, account for shadow evacuees, persons who are not ordered to evacuate but leave due to a perceived threat. The study also identifies destination rates including evacuation route preferences and public shelter rates based on location.

A shelter vulnerability and shelter demand analysis were conducted to provide a summary of where potential deficits may occur in different evacuation and participation-rate conditions. Hampton Roads has low shelter participation rates and capacity. The shelter vulnerability analysis reviewed the list of shelters, the location of shelters within storm surge and evacuation zones, determined the lowest ground surface elevation data by building footprint, and reviewed MEOW data to determine the depth of water at each shelter for different storm groupings. Shelter demand is low in Hampton Roads but not a lot of localities have hardened shelter facilities. Overall, public shelter capacity by regional area is low with the Southside under 62%, Peninsula under 19%, Eastern Shore under 12%, and Northern Neck / Middle Peninsula under 9%. In a Level C/D event with a high participation rate, the region as a whole runs a deficit in the thousands and tens of thousands. In a Level C/D event with a low participation rate, only certain areas of Hampton Roads have a deficit that could be shifted to spread out demand. Ultimately, review and consideration of shelter demand versus capacity should be refined for future planning efforts.

The Real-Time Evacuation Planning Model (RtePM) is the current model tool used to estimate evacuation clearance times using a macro-level analysis and provide an overview for a range of inputs and assumptions. For Virginia, 104 scenarios were simulated using RtePM to determine regional evacuation clearance times for an array of parameters. The results of the HES provide evacuation clearance time hours for a medium (80%) participation rate by evacuation zone. The worst-case scenario includes 67 hours to move

evacuees out of the area. Zone A is only 28 hours but because evacuees need to be on the road before the arrival of tropical-storm-force winds, this presents a challenge for jurisdictional leadership when considering evacuation decisions. North Carolina evacuees do impact Hampton Roads scenarios as the North Carolina plan has their evacuees traveling into Virginia adding to the population evacuating as well as clearance times. Interstate lane reversal improves the range of clearance times between four and 12 hours for all scenarios but would only be considered for a significant storm level event. The man-hours to implement a lane reversal are extremely high as every gate is manual and would have to be managed onsite.

Ms. Sutton concluded her presentation and offered to answer questions.

Commissioner Mamie Johnson commented that one of the largest evacuation concerns among populations is senior citizens and persons with disabilities. She asked how localities are faring in collecting contact information for at-risk individuals.

Ms. Sutton responded that each jurisdiction is working with its community representatives to help inform and educate the senior population and persons with disabilities. She stated that there are no longer registries or addresses and locations on file. Rather the emergency management committees include those community representatives in the planning process.

Commissioner John Rowe asked if a COVID-19 shelter analysis had been performed.

Ms. Sutton responded that all of the emergency managers are currently working through hurricane sheltering and COVID-19, which dramatically reduces shelter capacity. She stated that the emergency managers would be meeting with the CAOs to identify gaps. She also reported ongoing communications with the state regarding state-supported sheltering to help fill the deficit. New this year, FEMA has approved reimbursement for non-congregate sheltering, opening up the potential to use hotels as shelters in non-coastal localities.

Commissioner Robert Dyer thanked Ms. Sutton for her presentation and efforts to make Virginia Beach and Hampton Roads a safer place.

HRPDC 2020-2021 Public Participation Plan

Mr. Crum introduced Ms. Kendall Miller, HRPDC Office of Community Affairs and Civil Rights Administrator, to brief the Commission on the HRPDC 2020-2021 Public Participation Plan. He stated that as a recipient of federal funds, the HRPDC is required to promote and document public participation within the various programs and activities.

Ms. Miller began her presentation with an overview of the HRPDC Public Participation Plan (PPP). The PPP outlines the process to gain and consider public input and to thoroughly, actively, and meaningfully engage the public in the regional planning process. She also described the program areas of the Office of Community Affairs and Civil Rights as public involvement; Title VI and Environmental Justice; social media; communications;

organizational websites; outreach; graphic arts and videography; and publications, brochures, and other printed material.

As a recipient of federal funds and the fiduciary agent for the HRTPO, the Federal Highway Administration (FHWA), in conjunction with the Virginia Department of Transportation (VDOT), is now requiring that the HRPDC apply Public Involvement, Title VI / Civil Rights and Environmental Justice to planning and program activities. In 2017, VDOT performed an audit of the HRPDC, and while the HRPDC did not receive any findings, the following items were implemented: the establishment of the Office of Community Affairs and Civil Rights; HRTPO's Public Involvement and Title VI Administrator Department renamed and expanded to include HRPDC activities and programs; the Commission, HRTPO Board, and Citizen Transportation Advisory Committee (CTAC) took action to expand the CTAC's purview to include HRPDC and renamed the CTAC to the Community Advisory Committee (CAC); renamed the Public Involvement and Title VI Administration position to Administrator, Office of Community Affairs and Civil Rights, and changed the reporting structure; establish a vision for public participation through an HRPDC Public Participation Plan.

The HRPDC PPP is designed as a resource for the Commission, staff, and the general public to better understand the HRPDC's overall public participation strategy and procedures, as well as the federal mandates that guide HRPDC public participation efforts. The PPP is a living document that, 1) outlines HRPDC's awareness of and commitment to public involvement, Environmental Justice, and Title VI; 2) clearly defines HRPDC meeting and notification policies and opportunities for public input and review; 3) outlines HRPDC's future efforts to engage and inform the public; 4) describes the purpose for and activities of the CAC; 5) provides the public with a plan to engage and address limited English speaking populations in Hampton Roads; 6) informs the public of ways in which they can become involved with the planning activities of the HRPDC; and 7) provides accountability and transparency. The draft document was made available for public and stakeholder review and comment for 45 days. Comments received on the draft document have been addressed in the final document.

In conclusion, Ms. Miller offered to answer questions and recommended that the Commission endorse HRPDC Resolution 2020-02 Adopting and Approving the HRPDC Public Participation Plan.

Chair Michael Hipple thanked Ms. Miller for her presentation and public involvement efforts and agreed with her sentiments that it is the right thing to do.

Motion: Commissioner John Rowe Moved to approve the HRPDC Resolution 2020-02, adopting and approving the HRPDC PPP; seconded by Commissioner Robert Dyer.

With no questions or comments, a roll call vote was conducted and the votes were recorded as follows:

Chesapeake	Mr. Stephen Best	Aye
	Ms. Debbie Ritter	Aye
	Ms. Ella Ward	Aye
	Mr. Christopher Price	Not Recorded
	Mr. Robert Geis	Absent
Franklin	Vacant	-
	Ms. Amanda Jarratt	Absent
Gloucester County	Mr. Phillip Bazzani	Absent
	Mr. Brent Fedors	Aye
Hampton	Mr. Jimmy Gray	Aye
	Mayor Donnie Tuck	Aye
	Ms. Mary Bunting	Aye
Isle of Wight County	Mr. William McCarty	Aye
	Mr. Randy Keaton	Absent
James City County	Mr. Michael Hipple	Aye
	Mr. Scott Stevens	Aye
Newport News	Mayor McKinley Price	Aye
	Mr. David Jenkins	Aye
	Ms. Cynthia Rohlf	Absent
Norfolk	Mayor Kenneth Alexander	Absent
	Ms. Courtney Doyle	Not Recorded
	Ms. Mamie Johnson	Aye
	Ms. Andria McClellan	Aye
	Mr. Larry "Chip" Filer	Aye
Poquoson	Mayor W. Eugene Hunt	Absent
	Mr. Randy Wheeler	Absent
Portsmouth	Mayor John Rowe	Aye
	Dr. Lydia Pettis-Patton	Absent
Town of Smithfield	Mayor T. Carter Williams	Absent
	Mr. Michael Stallings	Not Recorded
Southampton County	Mr. William Gillette	Aye
	Mr. Michael Johnson	Aye

Suffolk	Mr. Leroy Bennett	Aye
	Mr. Patrick Roberts	Not Recorded
Surry County	Mr. Robert Elliott	Not Recorded
	Ms. Melissa Rollins	Absent
Virginia Beach	Mayor Robert Dyer	Aye
	Ms. Barbara Henley	Absent
	Mr. Louis Jones	Not Recorded
	Mr. Guy Tower	Aye
	Ms. Rosemary Wilson	Absent
	Ms. Sabrina Wooten	Aye
	Mr. Thomas Leahy	Aye
Williamsburg	Vacant	-
	Mr. Andrew Trivette	Aye
York County	Ms. Sheila Noll	Aye
	Mr. Neil Morgan	Aye

The Motion Carried with 26 votes in favor, none against, and no abstentions.

HRPDC/HRTPO CAC Chair Terry Danaher commented that the committee was willing to take on the extra duties in large part due to the support from Ms. Miller and Mr. Crum.

Legislative Update

Mr. Robert Crum reported that for the past four years, the HRPDC and HRTPO have adopted a regional legislative agenda to convey to the General Assembly and Federal delegation issues of regional significance that should be addressed on behalf of the Hampton Roads region. Mr. Crum outlined the schedule for development and adoption of the HRPDC and HRTPO Regional Legislative Agenda for the 2021 General Assembly Session as follows:

- July 16, 2020 – HRPDC and HRTPO review and begin to discuss potential regional legislative priorities
- August 26, 2020 – Joint meeting between the HRPDC, HRTPO, and Hampton Roads Caucus to discuss regional issues/priorities
- October 15, 2020 or November 19, 2020 – HRPDC and HRTPO adopt Regional Legislative Agendas

Mr. Crum briefed the Commission on the recommended topics for inclusion in this year's Regional Legislative Agenda.

- Offshore Wind
- Recurrent Flooding / Sea Level Rise Funding
- Broadband/Fiber Funding
- Economic Development Site Readiness
- Housing
- Chesapeake Bay Program
- Urban Areas Security Initiative

HRPDC Three Month Tentative Schedule

Chair Hipple briefed the Commission on the Three-Month Tentative Schedule.

Advisory Committee Summaries

Chair Hipple referenced the Advisory Committee Summaries.

For Your Information

Chair Hipple noted the For Your Information section, which included the following items:

- Letter from City of Chesapeake announcing the reappointment of Council Member Stephen Best, Sr. as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Chesapeake announcing the reappointment of Council Member S.Z. "Debbie" Ritter as a voting member of the Hampton Roads Planning District Commission
- HRPDC GO Virginia Grant Application for Economic Development Sites

Old/New Business

Mr. Crum expressed his appreciation to the Commission Members for their patience during the electronic meeting and stated that staff would look into alternative virtual meeting platforms.

Adjournment

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 2:12 p.m.

Andria P. McClellan
Chair

Robert A. Crum, Jr.
Executive Director

FISCAL YEAR 2021
8/31/20
STATEMENT OF REVENUES AND EXPENDITURES
17% OF FISCAL YEAR COMPLETE

REVENUES	Annual Budget	Previous YTD	Current Month	YTD	% Received /Expended
State PDC Revenue	\$ 151,943	\$ -	\$ -	\$ -	0%
DEQ	148,000	-	-	-	0%
Housing DHCD/ Portsmouth/ Chesapeake	971,066	-	-	-	0%
Water Quality Assessment	467,502	-	-	-	0%
VDEM	1,006,000	-	-	-	0%
Local Jurisdiction Membership Dues	1,383,287	268,851	223,186	492,037	36%
Local Jurisdiction Programs	1,906,851	548,302	50,157	598,459	31%
HRMFFA	25,000	-	-	-	0%
JLUS	400,000	-	-	-	0%
SALES, INTEREST & MISC	76,115	1,093	1,166	2,259	3%
VDOT-PL SEC 112	3,054,078	-	-	-	0%
HRTAC	154,860	-	-	-	0%
HRTAC - SEIS Feasibility Study	4,552,000	-	-	-	0%
VDRPT 5303/ Pass Through	876,903	-	-	-	0%
SP&R	72,500	-	-	-	0%
Special Contracts/Deferred/Pass Through	1,081,368	-	1,940	1,940	0%
Total Revenue	<u>16,327,473</u>	<u>818,246</u>	<u>276,449</u>	<u>1,094,695</u>	7%
EXPENDITURES					
PERSONNEL	\$ 4,901,789	\$ 311,665	\$ 330,210	\$ 641,876	13%
STANDARD CONTRACTS	96,915	-	1,924	1,924	2%
SPECIAL CONTRACTS/PASS THROUGH	10,795,488	51,077	154,710	205,787	2%
OFFICE SERVICES	533,281	24,803	4,142	28,945	5%
INDIRECT COSTS	-	110,787	117,380	228,167	0%
Total Expenses	<u>16,327,473</u>	<u>498,333</u>	<u>608,366</u>	<u>1,106,699</u>	7%
TOTALS	<u>\$ -</u>	<u>\$ 319,913</u>	<u>\$ (331,916)</u>	<u>\$ (12,003)</u>	*

* HRTPO grants operate on a quarterly reimbursement basis; as such the total YTD does not reflect the commission's current financial position.

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION
FY2021 SUMMARY OCTOBER 2020 BUDGET AMENDMENT**

	TOTAL APPROVED BUDGET	Current 10/15/2020 AMEND	FY2021 PROPOSED AMENDED BUDGET				
			TOTAL BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
REVENUES							
Local Contributions Member Dues (Note 1)	1,383,287		1,383,287			368,449	1,014,838
Local Program Contributions	1,047,712		1,047,712				1,047,712
Local Special Program Contributions	0		0				0
Miscellaneous/Other	76,115		76,115				76,115
HRMFFA	25,000		25,000				25,000
HRTAC	154,860		154,860			154,860	
HRTAC - HRCS	166,467		166,467			166,467	
Federal & State Grants:	3,850,718		3,850,718			3,243,533	607,185
Transportation	3,243,533		3,243,533			3,243,533	
Planning District	455,242		455,242				455,242
Planning District - State Allocation DHCD (Note 2)	151,943		151,943				151,943
TOTAL OPERATING REVENUE	6,704,159	0	6,704,159	0	0	3,933,309	2,770,850
Deferred	136,366		136,366		0		136,366
Pass-Thru Revenues	9,486,949		9,486,949	2,791,500	4,709,916	1,985,533	
TOTAL REVENUE FOR FISCAL YEAR	16,327,474	0	16,327,474	2,791,500	4,709,916	5,918,842	2,907,216

EXPENDITURES							
Personnel (Note 3)	4,909,964	(8,175)	4,901,789			2,429,160	2,472,629
Standard Contracts (Note 4)	96,915		96,915			49,487	47,428
Special Contracts (Note 5)	171,920		171,920			79,691	92,229
Expenditures Schedules Operation (Note 6)	502,281	31,000	533,281			266,495	266,786
TOTAL OPERATING EXPENDITURES	5,681,080	22,825	5,703,905	0	0	2,824,833	2,879,072
Pass-Thru Expenditures	7,501,416		7,501,416	2,791,500	4,709,916		
Deferred Contingencies (Note 7)	3,144,978	(22,825)	3,122,153			3,094,009	28,144
TOTAL EXPENDITURES FOR FISCAL YEAR	16,327,474	0	16,327,474	2,791,500	4,709,916	5,918,842	2,907,216

Note 1: Local Member Contributions were reduced by \$0.02 in FY2013 to current \$0.80 per capita.

Note 2: State Allocation grant has been reduced from a high of \$366,628 in FY2001 to current \$151,943.

Note 3: Funding for 45 Full-Time positions.

Note 4: Standard Contracts include: Space, Insurance, Equipment Rental, Maintenance & Repairs, Legal, & Audit.

Note 5: Special Contracts include Internet/Web hosting, design, and maintenance; recycling; public involvement.

Note 6: Schedules: Includes hospitality for mtgs, consumables, equip, copy costs, telephone, memberships, travel.

Note 7: Contingencies consist of those revenues received in current fiscal year that it is anticipated won't be spent until a future fiscal year.

**HRPDC/HRTPO
Historical Budget Trend**

	FY2017	FY2018	FY2019	FY2020	Approved FY2021	Amended FY2021
REVENUES						
Operations						
Federal	2,498,577	2,880,856	2,975,719	3,136,390	3,344,827	3,344,827
State	437,749	485,840	449,009	487,231	505,891	505,891
State Support to PDCs	151,943	151,943	151,943	151,943	151,943	151,943
State Grants	285,806	333,897	297,066	335,288	353,948	353,948
Local	2,481,475	2,337,600	2,372,858	2,412,502	2,430,999	2,430,999
Local Member Contributions (\$0.80/capita)	1,372,414	1,380,622	1,383,252	1,381,541	1,383,287	1,383,287
Local Program Contributions	910,061	917,378	964,606	1,030,961	1,047,712	1,047,712
Local Special Program Contributions	4,000	4,000	4,000	0	0	0
Local Other	30,000	35,600	21,000	0	0	0
Other	194,500	485,900	689,200	455,301	422,442	422,442
Support for HRTAC	136,000	106,500	133,500	114,000	154,860	154,860
Support for HRMFFA	30,000	35,000	36,000	36,000	25,000	25,000
Support for HRTAC (RCS)	0	317,000	465,000	221,786	166,467	166,467
Miscellaneous	28,500	27,400	54,700	83,515	76,115	76,115
Sub-Total Operations	5,612,301	6,190,196	6,486,786	6,491,424	6,704,159	6,704,159
Pass-Through & Deferred						
Federal	1,862,434	1,763,469	1,474,032	2,666,649	2,417,824	2,417,824
State	42,500	53,600	43,500	57,500	43,500	43,500
Local	810,919	5,092,211	5,940,951	3,568,957	7,025,625	7,025,625
Deferred	165,000	185,012	419,116	308,386	136,366	136,366
TOTAL REVENUES	8,493,154	13,284,488	14,364,385	13,092,916	16,327,474	16,327,474
EXPENDITURES						
Operations						
Personnel	4,558,653	4,803,981	4,868,931	4,877,327	4,909,964	4,901,789
Standard Contracts	193,160	83,915	90,600	92,855	96,915	96,915
Special Contracts	165,942	204,390	218,786	227,430	171,920	171,920
General	694,546	631,150	705,091	670,866	502,281	533,281
Subtotal	5,612,301	5,723,436	5,883,408	5,868,478	5,681,080	5,703,905
Pass-Through	2,715,853	6,909,280	7,458,483	6,293,106	7,501,416	7,501,416
Deferred & Contingencies	165,000	651,772	1,022,494	931,332	3,144,978	3,122,153
TOTAL EXPENDITURES	8,493,154	13,284,488	14,364,385	13,092,916	16,327,474	16,327,474



**HAMPTON ROADS PLANNING DISTRICT COMMISSION
RESOLUTION 2020-03**

**RESOLUTION OF THE HAMPTON ROADS PLANNING DISTRICT COMMISSION
ENCOURAGING LOCAL GOVERNMENTS IN HAMPTON ROADS TO CONSIDER ADOPTING
COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY FINANCING PROGRAMS**

Whereas, the General Assembly first authorized the creation of local clean energy financing programs in 2009;

Whereas, in 2019, the General Assembly expanded the authority of local clean energy financing programs to also fund improvements for resiliency and stormwater management;

Whereas, in 2020, the General Assembly granted the Department of Mines, Minerals and Energy the authority to serve as a state sponsor for a clean energy financing program;

Whereas, § 15.2-958.3 of the Code of Virginia, 1950, as amended, enables localities, by ordinance, to facilitate loans made by qualified lenders to non-residential property owners to finance the initial acquisition and installation costs of clean energy, resiliency, and stormwater management improvements, and for such loans, inclusive of principal, interest, and any financed fees, costs or expenses, to be (i) repaid through special assessment payments either directly to the lender or through the locality to the lender and (ii) secured by a voluntary special assessment lien on the subject property with such lien having the same priority status as a property tax lien against real property;

Whereas, Commercial Property Assessed Clean Energy (C-PACE) is an innovative and tested tool that encourages private sector investment in energy use reductions in many cases where traditional commercial financing instruments are often not feasible;

Whereas, facilitating improvements to non-residential properties that involve clean energy, energy efficiency, water efficiency, resiliency, or stormwater improvements for both existing properties and new construction promotes the general welfare; now, therefore;

BE IT RESOLVED that the Hampton Roads Planning District Commission hereby:

1. Encourages localities in Hampton Roads to consider adopting ordinances to establish local C-PACE programs;

2. Recommends that localities in Hampton Roads coordinate with the Department of Mines, Minerals and Energy to determine whether local administration or participation in the state program is the preferred option for managing a C-PACE program;
3. Directs the HRPDC Coastal Resiliency Committee to keep apprised of developments related to C-PACE programs, legislation, and regulations in the Commonwealth and provide updated information and recommendations to the Commission and its member localities as appropriate.

APPROVED AND ADOPTED by the Hampton Roads Planning District Commission this 15th day of October 2020.

Andria P. McClellan
Chair

Robert A. Crum, Jr.
Executive Director/Secretary

Resiliency in the Building Code

HRPDC Coastal Resiliency

September 25, 2020

Proposals Recommended as Non-consensus

B1612.2.1 – Increases the minimum building elevation (lowest floor or lowest horizontal structural member of the lowest floor) from base flood elevation plus 1 ft to BFE plus 2 ft. → **Requires higher freeboard**

B1804.8 – Adds requirements to the IBC and IRC for the top surface of floors of all buildings to be elevated to one foot above the highest adjacent grade to protect from local storm water/drainage flooding. Also incorporates ASCE 24 definition for “Highest Adjacent Grade”, but definition is modified to specify above the “finished ground”. → **Protects homes from road flooding caused by stormwater backups**

RB332 – Requires power inlet to be installed, for an optional (portable) generator, for all new one and two-family homes, and for existing one and two-family homes when the electric service is being upgraded. → **Decreases cost of installing a generator to shelter in place.** *(Coastal Resilience Subcommittee supports for new construction)* ←

Proposals Recommended as Non-consensus

B1612.4 – Adds additional documentation for construction in flood hazard and coastal high hazard areas. This includes a flood emergency plan as specified in Chapter 6 of ASCE 24 and a requirement to meet engineered flood opening requirements of Section 2.7.2.2 of ASCE 24. **[From 2021 I-Code]**

RB703.11.1 – Improves the wind performance of soffits by clarifying installation requirements for the most common types of soffits. **[From 2021 I-Code]**

➔ **Both implement endorsed requirements sooner by providing more documentation**

**FUND BALANCE REPORT
FROM FY2019 - FY2020**

	FY2019	FY2020
TOTAL FUND BALANCE	6,406,174	6,513,790
LESS:		
DESIGNATED*	(2,197,682)	(2,391,204)
RESERVES	(251,069)	(242,104)
Minus: Prepaid Expense	(29,359)	(73,734)
GASB 45	(1,000,000)	(1,000,000)
LEAVE	<u>(397,753)</u>	<u>(463,319)</u>
 AVAILABLE FUND BALANCE (UNASSIGNED)	 2,530,311	 2,343,429
 CASH IN BANK:		
BB&T Investments	2,212,314	1,596,621
LGIP Investments	1,806,459	2,903,813
Checking & Petty Cash	<u>776,363</u>	<u>498,047</u>
TOTAL CASH IN BANK	4,795,136	4,998,482
Plus: A/R	2,082,653	1,921,554
Plus: Prepaid Expense	29,359	73,734
TOTAL CURRENT ASSETS/LIABILITIES & FUND BALANCE	6,907,148	6,993,770
Minus: A/P	(364,390)	(364,524)
Minus: Contracts A/P	(125,936)	(106,505)
Minus: Misc. A/P	<u>(10,648)</u>	<u>(8,951)</u>
TOTAL LIABILITIES	<u>(500,974)</u>	<u>(479,980)</u>
TOTAL FUND BALANCE	6,406,174	6,513,790
DESIGNATED (Committed)*	(2,197,682)	(2,391,204)
RESERVES (Committed)*	(251,069)	(242,104)
Minus: Prepaid Expense	(29,359)	(73,734)
GASB 45/75 (Assigned)	(1,000,000)	(1,000,000)
LEAVE (Assigned)	<u>(397,753)</u>	<u>(463,319)</u>
AVAILABLE FUND BALANCE (Unassigned)	2,530,311	2,343,429

**Hampton Roads
Planning District Commission**

**2021
Regional Legislative Agenda**

Coastal Resiliency

- Request the creation of the Virginia Commonwealth Flooding Board.
 - The Commonwealth Flooding Board (CFB) would direct and prioritize state and federal flooding for flood mitigation, ensure collaboration and alignment among State agencies, and coordinate planning and adaptation efforts.
 - The CFB would be similar to the Commonwealth Transportation Board which meets on a regular basis to address transportation needs and issues in Virginia. The CFB would serve the same role for statewide flooding issues.
 - See the attached Summary Paper for additional information.
- Request that resilience considerations be included in SMART SCALE transportation funding decisions.
 - SMART SCALE is the Commonwealth of Virginia’s method for prioritizing transportation projects for state funding.
 - Under the current SMART SCALE system, a project without resiliency features would score higher since it would have a lower cost.
 - A project’s approach to address resiliency issues should be considered in the SMART SCALE scoring system.
 - See the attached Summary Paper for additional information.
- Request State and Federal assistance to update precipitation predictions.
 - Stormwater infrastructure that collects and diverts rainwater away from roads and buildings is sized based on historical rainfall events.
 - The Atlas 14 report, prepared by the National Weather Service, has not been updated for the Hampton Roads region since 2006.
 - Rainfall trends are changing. For example, based on studies the City of Virginia Beach has adopted a local standard based on Atlas 14 plus a 20% increase.

- The following approach is recommended:
 - Local – All Hampton Roads localities should consider adopting the Virginia Beach design criteria of Atlas 14 plus 20 percent.
 - State – Virginia should invest in the research to analyze recent rainfall patterns across the entire state to determine future rainfall predictions.
 - Federal – Congress should fund the National Weather Service to update its methodology for analyzing rainfall.
 - See the attached Summary Paper for additional information.
- Request that Virginia’s residential property disclosure requirements be amended to require the seller to disclose information about a property’s vulnerability to flooding or any history of flood damage or flood insurance claims.
 - There is currently no requirement for disclosure regarding a property’s past flooding history, which results in buyers not becoming aware of these issues until they are required to purchase flood insurance policies as part of their mortgage agreements.
 - See the attached Summary Paper for additional information.

Offshore Wind

- Continue to support State efforts to support and promote the offshore wind industry and make the Hampton Roads region a hub for supply chain jobs to support this emerging industry.
 - The region’s geographic location, harbor and specialized workforce position the 757 to be the hub to support wind turbines planned for construction along the east coast.

Broadband/Fiber

- Support funding programs and policies that advance regional efforts to develop interconnected and modern fiber networks.
 - The Hampton Roads region is planning a fiber network that will connect to the subsea cables that have come ashore in Virginia Beach and spread this ultrafast broadband throughout the 757.
 - The first phase of this effort is a Southside fiber ring, which will be expanded to a second interconnected ring on the Peninsula.

- State funding to construct this fiber ring will assist in the timely delivery of this transformational project.

Economic Development/Site Readiness

- Support funding programs and policies that assist local governments with preparing shovel ready sites for economic development and job creation.

Water Quality

The Virginia Department of Environmental Quality should evaluate options and propose priority ranking criteria that include nitrogen reductions for the Stormwater Local Assistance Fund (SLAF).

- The Commonwealth should align funding priorities to achieve maximum pollutant reductions to improve water quality.
- For the Chesapeake Bay TMDL, the Commonwealth is over-achieving their phosphorus reductions goals and underachieving nitrogen reduction goals
- SLAF dollars are currently prioritized based on which best management practices (BMPs) are expected to provide the greatest water quality benefit in terms of phosphorus, not nitrogen or any other pollutant.
- Some BMPs reduce nitrogen better than phosphorus and vice versa.
- SLAF funding criteria should reflect all pollutants that need to be addressed for the successful achievement of the Bay TMDL in Virginia.

Urban Areas Security Initiative (UASI)

- Sustain UASI funding levels for the Hampton Roads region.

K-12 Public Education

- Support the continuation of efforts to provide increased state funding for K-12 public education.

Housing

- Support legislation that continues to appropriate funding of the Virginia Housing Trust Fund for housing programs and projects.

Virginia Commonwealth Flooding Board

Virginia needs a new entity to direct and prioritize state and federal funding for flood mitigation, ensure collaboration and alignment among State agencies, and coordinate planning and adaptation efforts. . In the Commonwealth, flooding is caused by three sources, which sometimes occur simultaneously: precipitation, wind, and tides. Flooding impacts all regions of Virginia including those with upland, riverine, and coastal environments. Each of these drivers appears to be getting worse as a result of changing climatic conditions. Extreme rainfall events repeatedly have caused riverine and inland flooding and have also intensified coastal flooding. Coastal areas are also experiencing the impacts of sea level rise. Increased sea level means regular high tide events result in more flooded roads and properties and storm events impact larger portions of coastal communities. There is a need to define the scope of these problems, design solutions, and invest in mitigation.

The General Assembly should create a Commonwealth Flooding Board (CFB) to be an oversight body to coordinate flood mitigation efforts at the State level. The CFB would be similar to the existing Commonwealth Transportation Board, which meets on a regular basis to address critical transportation needs and issues in Virginia. The CFB would be responsible for performing the same function for statewide flooding issues and should address the following:

- provide a statewide forum for the discussion of flood mitigation and coordination among state agencies and regions in efforts to address this critical challenge.
- approve a prioritized list of projects to be funded by the Community Flood Preparedness Fund,
- approve a prioritized list of proposed investigations to be conducted by the US Army Corps of Engineering Civil Works program
- oversee the implementation and updating of the Coastal Resiliency Master Plan at least every 5 years
- annually evaluate the alignment of the following state programs and associated grants and loans with the Commonwealth’s flood mitigation objectives

VDOT six-year improvement program	VEDP Brownfields
VDOT long-range transportation plan	VDEM Building Resilient Infrastructure in Communities
DCR Dam Safety, Flood Prevention and Protection Assistance Fund	VDEM Hazard Mitigation Plans and Grants
DEQ Water Quality Improvement Fund	VDH Clean Water Revolving Fund
DHCD Community Block Development Grants	VDH Drinking Water Revolving Fund

Virginia currently receives federal funding to multiple state agencies that could be applied to planning and mitigation efforts. The state hasn’t developed priorities to guide the use of federal funding to address flooding. Each agency administers their programs without coordination with other State agencies. Often programs that could be used for flood mitigation and adaptation are used for other



purposes because flooding isn't a particular agency's primary or traditional mission. For example, VDOT isn't focused on rebuilding or replacing roads that flood. VEDP isn't focused on reusing brownfields to mitigate flooding or to address remediation needs in flood-prone areas. DCHD isn't focused on reducing the impacts of flooding on communities. All of these agencies and more have programs with federal funding that could support a coordinated state plan to reduce the impacts of flooding. Virginia needs a plan and a Commonwealth Flooding Board to keep track of all of these opportunities and to make sure the Commonwealth works strategically and comprehensively to mitigate flood risks.

Another significant source of federal funding is the U.S. Army Corps of Engineers (USACE) Civil Works program. The Water Resources Development Act authorizes the USACE to conduct investigations of specific water problems throughout the nation. Some of these authorized projects are implemented each year in accordance with the USACE's annual work program. Virginia needs to develop a prioritized list of investigations to position itself to compete with other states. The Commonwealth will not be eligible for the billions in federal construction funds that are spent under the USACE Civil Works program unless Virginia is first included in the authorizations and appropriations for new investigations and is able to get those projects included in the work program.

In addition to federally funded programs, there will be new state funds dedicated to flood mitigation. In 2020, House Bill 22 created the Community Flood Preparedness Fund. The fund will make loans and grants available to localities for coastal and riverine flood prevention and mitigation projects. Based on HB 981, proceeds from Virginia's participation in the Regional Greenhouse Gas Initiative (RGGI) will be allocated to the Community Flood Preparedness Fund. DEQ estimates that roughly \$50M/year of RGGI revenue would be allocated to the Community Flood Preparedness Fund and over \$3M/year would be available for administration and climate change planning.

The proposed Commonwealth Flooding Board would be comprised of 10 citizens appointed by the Governor and confirmed by the General Assembly and the director of the new Commonwealth Flooding Department. Appointments shall be staggered to provide stability and long-range planning beyond the tenure of any single governor. Ex officio members would include the Secretary of Natural Resources, Secretary of Transportation, Secretary of Public Safety, and Secretary of Commerce.

The Board would be supported by a new Commonwealth Flooding Department (CFD). The Board would direct the CFD's work program to include data collection, planning, research, analysis, modeling, and project management. CFD could also serve as the nonfederal sponsor for USACE Civil Works projects. The CFD would include the Director plus a minimum of eight staff with combined expertise in floodplain management, stormwater modeling, civil engineering, coastal engineering, geology, nature-based green infrastructure, land use planning, economics, benefit-cost modeling, environmental policy development, environmental justice, and financial management (grant management, bond ratings, investment strategies). The CFD would be funded by the estimated \$3M/year in RGGI auction proceeds identified for administration and climate change planning and mitigation activities.



Real Estate Disclosures for Flooding

Real estate transactions in Hampton Roads are occurring without disclosing whether a property is vulnerable to flooding or has already experienced damage from a flood. In many cases, prospective or recent buyers do not become aware of these issues until they are required to buy flood insurance policies as part of their mortgage agreements. If this occurs during or prior to closing, it may result in a cancelled sale; if it occurs after a transaction has been made, then the new owner is suddenly subjected to additional costs, which can be quite high in some cases. Virginia’s residential property disclosure requirements should be amended to require the seller to disclose information about a property’s vulnerability to flooding and any history of flood damage.

Disclosure requirements for sellers of residential property are governed by the Virginia Residential Property Disclosure Act (Code of Virginia §§ 55.1-700 through 55.1-714). The Act currently mandates four disclosures for residential properties:

- 1) If a residential dwelling is in a military air installation noise zone or accident potential zone
- 2) Pending enforcement actions or violations of the Uniform Statewide Building Code or local zoning ordinance
- 3) If a residential dwelling was previously used to manufacture methamphetamine and has not been cleaned up in accordance with state law
- 4) The long-term maintenance and inspection requirements of any privately owned stormwater management facilities

The first required disclosure is based on a community’s official zoning map, while the other three are based on the seller’s “actual knowledge” of the issues in question. All other potential issues with a residential property fall under the Commonwealth’s policy of *caveat emptor* – let the buyer beware. Vulnerability to flooding and past flood damage is one of the issues that falls under *caveat emptor*.

Many nondisclosures can be investigated by a prospective owner, including whether a property is located in a flood zone. However, information on previous flood damage or flood claims is typically not available without the seller giving the information to the prospective buyer. Without the owner’s consent, due diligence is not sufficient to determine whether a property has flooded in the past or if flood insurance claims have been filed. The property’s flood history can have significant financial impacts on new homeowners. For example, if FEMA has designated a property as Severe Repetitive Loss due to a history of flood insurance claims, that will cause a significant increase in flood insurance premiums.

Recommendations:

Virginia’s residential property disclosure requirements should be amended to require the seller to disclose information about a property’s vulnerability to flooding and any history of flood damage or flood insurance claims. Such information would allow prospective homeowners to make informed decisions about property purchases. Amendments to the Virginia Residential Property Disclosure Act should include:



- 1) Removing § 55.1-703(B)(9) and creating a new section requiring disclosure of whether a property is located in a special flood hazard area modeled after the requirement for military air installation zones
- 2) Including a provision requiring the seller to disclose actual knowledge of flood damage to a residential dwelling
- 3) Including a provision requiring the seller to disclose actual knowledge of prior flood insurance claims, to be provided by the flood insurance provider



Building for Future Precipitation

Stormwater infrastructure that collects and directs rainwater away from roads and buildings is sized based on historical rainfall events. For example, the amount of rain that falls within 24 hours is measured in one place over many years to establish how often the location receives different amounts of rain. Then a policy is established for what size stormwater system should be built. The policy should balance the upfront cost of building larger stormwater pipes and pumps and the long-term, community cost of flood damage when a rainfall event occurs that exceeds the capacity of the stormwater system.

Many localities require new developments to build stormwater drainage systems with the capacity to handle a 25-year storm. In Hampton Roads, a 25-year design storm is 6.99 inches of rain in 24 hours based on the current standard for rainfall data – a National Weather Service report called Atlas 14. The Atlas 14 report has not been updated for the Hampton Roads region since 2006. However, Virginia Beach with their consultant, Dewberry, analyzed local rainfall data and determined that in recent years larger storms were happening more frequently. The City adopted a local standard in June 2020 based on Atlas 14 plus a 20% increase. Now, a development that has to build a drainage system to handle a 25-year storm must have the capacity for an 8.39 inch rainfall event instead of 6.99 inch event.

If other localities in Hampton Roads localities continue to design drainage systems based on the Atlas 14 report, the drainage systems will fail more frequently and the community will have increased flooding. If the trend of larger, more frequent rainfall events accelerates, then the frequency and amount of flood damage will significantly increase over time. Updating Atlas 14 by including rainfall events after 2006 in the analysis would only address part of the problem. To size stormwater systems for the future, the design standard must include rainfall projections that reflect emerging climate trends.

Hampton Roads localities should pursue local, state and federal solutions to this challenge. Each solution has a different timeline but pursuing all of them concurrently would be a “no regrets” approach to reduce flood damage.

Recommendations:

Local Approach

All Hampton Roads localities should consider adopting the Virginia Beach design criteria of Atlas 14 plus 20%. The rainfall data used to establish this policy covers all of Hampton Roads so it is appropriate to use throughout the region. The new design criteria can be adopted by local ordinance and quickly require new developments to build the drainage capacity needed for the next 30 years instead of being undersized as soon as it is built. The region could develop a memorandum of agreement with state agencies, especially VDOT, requiring them to follow local design standards when constructing projects in the region.

State Approach

Virginia should invest in the research to analyze recent rainfall patterns across the entire state to determine future rainfall predictions. If there appears to be a pattern of increased or more intense rainfall in some parts of the state, then a new design standard should be established based on that data. The new standard should be incorporated into all the state agency programs such as DEQ’s stormwater regulation and VDOT’s construction projects. Key elements of this research endeavor and policymaking initiative should include:



1. Analysis of rainfall trends across the entire state
2. Analysis of changing rainfall trends to develop a predictive model
3. Evaluation of the uncertainty of the predictive model
4. Consideration of an iterative policy development including the concept of adding a safety factor to the existing design standard (Atlas 14 + 20%) until additional rainfall data establishes trends with less uncertainty
5. Commitment to reevaluate the data at least every five years

The State Approach could be implemented by tasking the VDOT Research Council or by funding the expansion of Chesapeake Bay Program’s research on rainfall trends to include the whole state, instead of only studying the portion in the Chesapeake Bay watershed.

Federal Approach

Hampton Roads localities should encourage their congressional delegation to fund the National Weather Service to update its methodology for analyzing rainfall. Additional funding should be provided to update Atlas 14 every five years and include analysis of rainfall trends and climate projections to provide forecasts for changes expected in the next 10-30 years. Specifically, an appropriation under the Water Resources Development Act could be directed to support this approach.



Incorporating Resilience into SMART SCALE

Background:

SMART SCALE is the Commonwealth of Virginia’s method for prioritizing transportation projects for state funding. Created by the General Assembly and administered by the Commonwealth Transportation Board (CTB), SMART SCALE uses a set of objective criteria to score and rank candidate projects. §33.2-214.1 of the Code of Virginia, which covers SMART SCALE, sets the minimum criteria for scoring projects, which include congestion mitigation, economic development, accessibility, safety, and environmental quality. The CTB has also adopted land use as a factor for quantifying project benefits. The sum of the project benefits is compared with the project’s SMART SCALE cost to determine its final score. Specific measures currently included in the SMART SCALE scoring include:

Table 1: SMART SCALE Factors

Factor Area	Measure Name
Safety	Equivalent property damage only (EPDO) of Fatal and Injury Crashes
	EPDO Rate of Fatal and Injury Crashes
Congestion mitigation	Person Throughput
	Person Hours of Delay
Accessibility	Access to jobs
	Access to jobs for disadvantaged persons
	Access to multimodal choices
Environmental quality	Air quality and environmental effect
	Impact to natural and cultural resources
Economic development	Project support for economic development
	Intermodal access and efficiency
	Travel time reliability
Land use	Transportation-efficient land use
	Increase in transportation-efficient land use

Planning, designing, and building for resiliency is a major challenge for communities across Virginia. In coastal areas, sea level rise and changing precipitation patterns are causing more frequent flooding. Similar impacts are also being felt in communities with riverine flooding. It is critical that future climatic conditions be accounted for in the design and construction of new transportation projects.

Addressing these impacts through more resilient project designs increases the costs of transportation projects – they are built higher, have more stormwater capacity, stronger materials, etc. Under the current SMART SCALE system, a project without resilient features would score higher because it has a lower cost. The same project with resilient features would be penalized for the higher cost but would not see any benefit in the scoring for being resilient. Resiliency could be incorporated into SMART SCALE using metrics such as elevation compared to base flood elevations and future sea levels, stormwater management capacity, tolerance for extreme heat or cold, etc.



The CTB has created a system of four weighting frameworks for different areas of the Commonwealth based on their needs and character. The weighting framework categories for FY22 are listed below.

Table 2: FY22 SMART SCALE Weighting Frameworks

Factor	Congestion Mitigation	Economic Development	Accessibility	Safety	Environmental Quality	Land Use
Category A	45%	5%	15%	5%	10%	20%
Category B	15%	20%	25%	20%	10%	10%
Category C	15%	25%	25%	25%	10%	
Category D	15%	35%	15%	30%	10%	

A resiliency factor could be applied in the same way depending on the needs of a given region.

Recommendations:

§33.2-214.1 should be amended to include resiliency in SMART SCALE. Specifically:

- 1) §33.2-214.1(A) should be amended to read “The General Assembly declares it to be in the public interest that a prioritization process for projects funded by the Commonwealth Transportation Board be developed and implemented to improve the efficiency and effectiveness of the state's transportation system, transportation safety, transportation accessibility for people and freight, *current and future transportation resiliency*, environmental quality, and economic development in the Commonwealth”
- 2) §33.2-214.1(B)(1) should be amended to read ““The prioritization process shall be based on an objective and quantifiable analysis that considers, at a minimum, the following factors relative to the cost of the project or strategy: congestion mitigation, economic development, accessibility, safety, ~~and~~ environmental quality, *and resiliency.*”

The CTB and the Virginia Department of Transportation should adopt the following definition of resiliency: *“The ability to anticipate, prepare for, or adapt to conditions; or withstand, respond to, or recover rapidly from disruptions; including the impacts of sea level rise, extreme weather events, flooding, or other natural disasters.”*



MEETING SUMMARY COASTAL RESILIENCY COMMITTEE

The Coastal Resiliency Committee met on September 25, 2020. The following items were discussed.

- Ms. Whitney Katchmark, HRPDC, briefed the Committee on the status of the regional roadway flooding sensor project. A notice of intent to award a contract was issued in August 2020. Committee members present indicated support for moving forward with the effort. HRPDC staff will solicit additional feedback from Committee members via email.
- Mr. Ben McFarlane, HRPDC, briefed the Committee on proposed regional coastal resiliency design standards. HRPDC staff will distribute the draft standards in October for review by locality staffs.
- Mr. Katchmark briefed the Committee on four legislative proposals being considered for the HRPDC's regional legislative agenda.
- Ms. Katchmark briefed the Committee on proposed changes to the Virginia Uniform Statewide Building Code that were considered by a resiliency subworkgroup. The Committee recommended that the Commission support the changes.
- Mr. McFarlane briefed the Committee on the HRPDC's FY21 Coastal Resiliency Work Program, including continued support for Get Flood Fluent. Committee members present indicated support for moving forward with the work program. HRPDC staff will solicit additional feedback from Committee members via email.
- Ms. McFarlane presented the FY22 Coastal Resiliency Program budget to the Committee for its recommendation. HRPDC will distribute the proposed budget to the Committee via email for voting.
- Several Committee members and guests provided status reports.

**MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE**

The Directors of Utilities Committee met via Webex on August 5, 2020. The following items were discussed:

- Ms. Katie Krueger, HRPDC, reviewed the materials created to support briefings to elected officials who have questions about renewing the regional Groundwater Mitigation Program (MOA expires December 2020).
- Ms. Whitney Katchmark, HRPDC, reviewed the proposed the FY22 Drinking Water and Wastewater budgets.
- The Committee discussed the affordability and customer assistance programs that were active across the region.
- Staff reports included: Lead and Copper Rule, Testing Committee, Fats, Oils, and Grease MOA, HRSD Integrated Plan updates, Updates on Source Water Protection Risk Assessment Meetings, and Mission H2O membership renewal.

MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met via Webex on September 2, 2020. The following items were discussed:

- Ms. Whitney Katchmark, HRPDC gave an update on the status of SB1158. Ms. Katchmark also discussed useful information for the municipal utilities to track in the affordability programs.
- Ms. Katie Krueger, HRPDC, presented the new project “What’s in Your Floodplain” to the Committee.
- Ms. Whitney Katchmark, HRPDC, discussed the status of signing the Fats, Oils, and Grease MOA with the Committee
- Ms. Katie Krueger, HRPDC, presented the final results of the risk assessment method as applied to the regional Source Water Protection Program inventory.
- The Committee participated in a roundtable discussion on hazard pay for utility workers, suspending social security tax collection, water consumption trends, and the updates needed for the regional hydraulic model.
- Staff reports included: HRSD Integrated Plan updates , Lead and Copper Rule, Testing Committee, Groundwater MOA status, FY22 Water and Wastewater Budgets

MEETING SUMMARY REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on September 3, 2020. The following items were discussed.

- Dr. KC Filippino and Ms. Sara Kidd, HRPDC, provided an overview of recently developed Chesapeake Bay Preservation Act (CPBA) educational outreach materials, including a new web mapping application.
- Mr. David Taylor, DEQ, provided an update on recent developments at DEQ's Tidewater Regional Office and updated the Committee on MS4 program matters and annual report requirements.
- Mr. Joe Rieger, Elizabeth River Project (ERP), and Mr. Sam Bowling, Work Program Architects, gave a presentation to the Committee on the plans for ERP's new headquarters building in Norfolk, which will incorporate several features for resilience and sea level rise adaptation.
- Ms. Whitney Katchmark, HRPDC, briefed the Committee on new developments from the 2020 General Assembly Special Session.
- Ms. Katchmark presented the FY22 Regional Stormwater Program budget to the Committee for its recommendation. The Committee members present indicated support for the budget. HRPDC will distribute the proposed budget to the Committee via email for voting.
- Several Committee members and guests provided status reports.

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on October 1, 2020. The following items were discussed.

- Mr. George Homewood and Mr. Jeremy Sharp, City of Norfolk Planning Department, gave a presentation to the Committee on the implementation of Norfolk's revised zoning ordinance, including its resilience quotient.
- Dr. KC Filippino and Ms. Jill Sunderland, HRPDC, briefed the Committee on legislative developments from the General Assembly's 2020 Special Session and ongoing efforts related to enabling legislation for tree preservation and canopy requirements.
- Ms. Katie Cullipher, HRPDC, gave a presentation to the Committee summarizing FY20 program highlights for the askHRgreen.org environmental education program.
- Mr. Ben McFarlane, HRPDC, briefed the Committee on several items related to coastal resiliency, including policy recommendations under development, legislative proposals, and ongoing state efforts.
- Several Committee members and guests provided status reports.



*Amanda C. Jarratt
City Manager*

Mr. Robert A. Crum, Jr., Executive Director
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

RE: Franklin City Council Appointment

Dear Mr. Crum:

During the Regular City Council meeting that was held on Monday, July 27, 2020 the Franklin City Council appointed Frank Rabil, Mayor to serve on the Hampton Roads Planning District Commission.

Mayor Frank Rabil's information is as follows:

101 Beechwood Drive
Franklin, Virginia 23851
757 651-9697

If I can be of any further assistance, please do not hesitate to contact me at 757 562-8561 or ajarratt@franklinva.com.

Sincerely,

Amanda C. Jarratt
City Manager

RECEIVED

AUG 10 2020

HRPDC

ROBERT M. "BOBBY" DYER
MAYOR

MUNICIPAL CENTER
BUILDING 1, ROOM 234
2401 COURTHOUSE DRIVE
VIRGINIA BEACH, VA 23456-9000
(757) 385-4581
CELL (757) 749-4659
BDYER@VBGOV.COM

September 4, 2020

Mr. Patrick A. Duhaney
2401 Courthouse Drive, Suite 234
Virginia Beach, VA. 23456

Dear Mr. Duhaney,

Congratulations!

*The Virginia Beach City Council, at its Formal Session, July 28, 2020, appointed you to the **Hampton Roads Planning District Commission** for a term beginning on July 28, 2020 and ending on June 30, 2023.*

On behalf of the Members of City Council, please accept our gratitude for accepting this volunteer responsibility. The City Attorney will forward you a copy of the Freedom of Information Act. The Commonwealth's Attorney will send you a copy of the State Conflict of Interest Act.

The City Clerk is responsible for the Council-appointive Boards and Commissions. If she can assist you in any way, you have only to make it known to her (385-4303) or access our web site: www.vbgov.com/government/departments/city-clerk

Sincerely,



Robert M. Dyer
Mayor

RMD/tc

Cc: City Attorney
Commonwealth Attorney

Form and Correctness Approved: *BAP*

Contents Approved:

By: *BAP*
Office of the City Attorney

By: *Richard A. Bue*
DEPT. Clerk

NORFOLK, VIRGINIA

R-14 RESOLUTION NO. 1,803

A RESOLUTION REAPPOINTING 3 MEMBERS TO THE HAMPTON ROADS PLANNING DISTRICT COMMISSION FOR A CERTAIN TERM.

- - -

BE IT RESOLVED by the Council of the City of Norfolk:

Section 1:- That the following persons are hereby reappointed to the **HAMPTON ROADS PLANNING DISTRICT COMMISSION**:

1. Honorable Courtney R. Doyle (Councilwoman, Ward 2), for a term beginning July 1, 2020, and expiring June 30, 2022.
2. Honorable Andria P. McClellan (Councilwoman, Super Ward 6), for a term beginning July 1, 2020, and expiring June 30, 2022.
3. Larry H. (Chip) Filer II, Ph.D. (Norfolk City Manager), for a term beginning July 1, 2020, and expiring June 30, 2022.

Section 2:- That this resolution shall be in effect from and after its adoption.

Adopted by Council September 1, 2020
Effective September 1, 2020

TRUE COPY
TESTE:

RICHARD ALLAN BULL

BY: _____
CHIEF DEPUTY CITY CLERK

September 9, 2020

Mr. LaVoris Pace
Interim City Manager
801 Crawford Street
Portsmouth, Virginia 23704

Dear Mr. Pace:

The City Council has directed me to advise you that you have been appointed as a member of the following commissions to replace Dr. Lydia Patton:

Community Policy and Management Team - member

Hampton Roads Planning District Commission – member

Hampton Roads Regional Jail Authority - member

Transportation District Commission of Hampton Roads - Alternate member

Newport Development Authority - member

Your acceptance of this important civic responsibility and your interest in the City of Portsmouth is appreciated by members of the City Council and the citizens of Portsmouth. You will be required to take oaths of office for the Hampton Roads Planning District Commission, and the Transportation District of Hampton Roads.

Sincerely,

Debra Y. White

Debra Y. White, CMC/AE
City Clerk

cc: Community Policy and Management Team
Hampton Roads Planning District Commission
Hampton Roads Regional Jail Authority
Transportation District Commission of Hampton Roads
Newport Development Authority



CITY OF NEWPORT NEWS

VIRGINIA

OFFICE OF THE CITY CLERK

MABEL WASHINGTON JENKINS, MMC
CITY CLERK

(757) 926-8634 OFFICE
(757) 926-8599 FAX

September 10, 2020

The Honorable McKinley L. Price, DDS, Mayor
City of Newport News
2400 Washington Avenue, 10th Floor
Newport News, Virginia 23607

Dear Mayor Price:

It gives me a great deal of pleasure to inform you that City Council, at its meeting on September 08, 2020, appointed you to serve a two-year term of office, as a City Council Member, on the Hampton Roads Planning District Commission (HRPDC). Your term of office will begin once your oath has been taken and will expire June 30, 2022.

In connection with your appointment, please find the 2020 – 2021 Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) statutes prepared by the City Attorney's Office at <https://www.nnva.gov/DocumentCenter/View/18098/Virginia-Freedom-of-Information-Act> or <https://www.nnva.gov/DocumentCenter/View/18097/State-and-Local-Government-Conflict-of-Interest-Act>.

Please be reminded that City Council determined that attendance of members was important and necessary, and failure to attend scheduled meetings affects the ability of such boards, authorities, commissions, and committees to conduct their public business. In an effort to address this issue, an ordinance was adopted on October 10, 2006. A copy is enclosed for convenience of reference.

An Oath is required for those citizens who have been appointed to a Board, Commission, or Committee within the City of Newport News. Please take the enclosed Oath before the Clerk of the Circuit Court, Ms. Angela Reason, 2500 Washington Avenue, who will administer the Oath. Please make every attempt to take your Oath within the next **thirty (30) days**.

City Council sincerely appreciates your willingness to serve your community in this manner.

Very truly yours,

Mabel Washington Jenkins, MMC
City Clerk

MWJ:lg
Enclosures

cc: The Honorable City Council
Ms. Angela Reason, Clerk of the Circuit Court
Mr. Michael Hipple, Chairman, Hampton Roads Planning District Commission

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SEP 14 2020



CITY OF NEWPORT NEWS

VIRGINIA

OFFICE OF THE CITY CLERK

MABEL WASHINGTON JENKINS, MMC
CITY CLERK

(757) 926-8634 OFFICE
(757) 926-8599 FAX

September 10, 2020

The Honorable David Jenkins
Newport News City Council
2400 Washington Avenue, 9th Floor
Newport News, Virginia 23607

Dear Councilman Jenkins:

It gives me a great deal of pleasure to inform you that City Council, at its meeting on September 08, 2020, appointed you to serve a two-year term of office, as a City Council Member, on the Hampton Roads Planning District Commission (HRPDC). Your term of office will begin once your oath has been taken and will expire June 30, 2022.

In connection with your appointment, please find the 2020 – 2021 Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) statutes prepared by the City Attorney's Office at <https://www.nnva.gov/DocumentCenter/View/18098/Virginia-Freedom-of-Information-Act> or <https://www.nnva.gov/DocumentCenter/View/18097/State-and-Local-Government-Conflict-of-Interest-Act>.

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An Oath is required for those citizens who have been appointed to a Board, Commission, or Committee within the City of Newport News. Please take the enclosed Oath before the Clerk of the Circuit Court, Ms. Angela Reason, 2500 Washington Avenue, who will administer the Oath. Please make every attempt to take your Oath within the next **thirty (30) days**.

City Council sincerely appreciates your willingness to serve your community in this manner.

Very truly yours,

Mabel Washington Jenkins, MMC
City Clerk

MWJ:lg
Enclosures

cc: The Honorable City Council
Ms. Angela Reason, Clerk of the Circuit Court
Mr. Michael Hipple, Chairman, Hampton Roads Planning District Commission

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SEP 14 2020



CITY OF NEWPORT NEWS

VIRGINIA

OFFICE OF THE CITY CLERK

MABEL WASHINGTON JENKINS, MMC
CITY CLERK

(757) 926-8634 OFFICE
(757) 926-8599 FAX

September 10, 2020

City Manager Cynthia Rohlf
City of Newport News
2400 Washington Avenue, 10th Floor
Newport News, Virginia 23607

Dear City Manager Rohlf:

It gives me a great deal of pleasure to inform you that City Council, at its meeting on September 08, 2020, appointed you to serve a two-year term of office, as a City Manager Member, on the Hampton Roads Planning District Commission (HRPDC). Your term of office will begin once your oath has been taken and will expire June 30, 2022.

In connection with your appointment, please find the 2020 – 2021 Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) statutes prepared by the City Attorney's Office at <https://www.nnva.gov/DocumentCenter/View/18098/Virginia-Freedom-of-Information-Act> or <https://www.nnva.gov/DocumentCenter/View/18097/State-and-Local-Government-Conflict-of-Interest-Act>.

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City Council sincerely appreciates your willingness to serve your community in this manner.

Very truly yours,

Mabel Washington Jenkins, MMC
City Clerk

MWJ:lg
Enclosures

cc: The Honorable City Council
Ms. Angela Reason, Clerk of the Circuit Court
Mr. Michael Hipple, Chairman, Hampton Roads Planning District Commission

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SEP 14 2020

OFFICE OF THE CITY COUNCIL



September 14, 2020

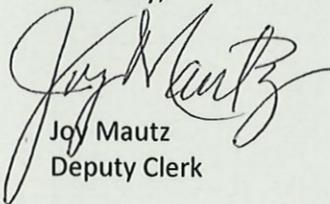
Cynthia Mulkey
Hampton Roads Planning District Commission (HRPDC)
Hampton Roads Transportation Planning Organization (HRTPO)
723 Woodlake Drive
Chesapeake, Virginia 23220

Dear Cynthia:

On August 12, 2020, the Hampton City Council appointed Councilman Steve Brown to Hampton Roads Planning District Commission and as an alternate to the Hampton Roads Transportation Planning Organization.

Should you have any questions, please do not hesitate to contact me. Thank you.

Sincerely,



Joy Mautz
Deputy Clerk

"OLDEST CONTINUOUS ENGLISH-SPEAKING SETTLEMENT IN AMERICA - 1610"

22 LINCOLN STREET, HAMPTON, VA 23669-3591 (757) 727-6315
COUNCIL@HAMPTON.GOV