

**HAMPTON ROADS
PLANNING DISTRICT COMMISSION
MEETING**

**January 21, 2021
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 crisis, interested persons may submit comments to the Commission in advance of the meeting by email to kmiller@hrpdcva.gov or phone (757) 366-4370. Each oral comment is limited to three minutes. All comments received 48 hours before the meeting will be provided to the Commission Members and included in the official record.

- 5. Executive Director's Report (Attachment 5)**
- 6. Consent Agenda (Attachment 6)**
 - a. Meeting Minutes – November 19, 2020 Commission Meeting**
 - b. Treasurer's Report – November 2020**
 - c. Fiscal Year 2021 Budget Amendment**

The current FY 2021 HRPDC/HRTPO Budget was approved at their respective meetings on May 15, 2020 and was officially amended at their October 15, 2020 meetings. Subsequently, the HRPDC/HRTPO received new awards and

adjustments to existing awards. This summarizes the changes to the approved budget through December 31, 2020.

The previously approved budget totaled **\$16,327,473**. An increase of **\$2,285,962** is requested, bringing the total Operating and Pass-Through budget to **\$18,613,435**. The additional **\$2,285,962** is the result of the following changes:

\$	+1,135,822	New federal awards received from the Department of Homeland Security (\$994,615 of which will pass-through to consultants).
	+1,122,240	New state award received from GO Virginia for Hampton Roads Economic Development Site Readiness (\$273,800 will pass-through to consultants and \$795,000 will pass-through to Virginia Beach).
	+ 27,509	FY 2020 funds carried forward for the HRTPO (\$5,709 will pass-through to HRT).
	+ 112,670	HRPDC deferred revenue carried forward from previous years. All of which will pass-through to existing consultant contracts.
	- 112,279	Decrease in funding (\$93,715 in additional new awards received, less \$205,994 in adjustments to previous awards); this decrease mainly affected pass-through expenditures).
\$	2,285,962	FY 2021 Budget Increase

Staff recommends the Commission take action to approve the FY 2021 budget amendment.

d. 2021 Regional Meetings Schedule

Attached for review and approval by the Commission is the regional meeting schedule for the 2021 Calendar Year.

e. Invitation to Join RVA-757 Connects

As one of the founding organizations behind RVA-757 Connects, the Hampton Roads Planning District Commission has been invited to serve as a member of the RVA-757 Connects' Megaregion Institutional Council (MIC).

Attached for consideration by the Commission is a letter detailing what RVA-757 Connects accomplished in 2020 and what is planned for 2021. The letter

also explains how the RVA-757 Connects' MIC will work and the organizations invited to join with the HRPDC.

Staff recommends that the Commission take action to join RVA-757 Connects' MIC and authorize the Executive Director to participate in this effort.

f. Disadvantaged Business Enterprise (DBE) Program 2020 – 2024

As a sub-recipient of Federal Highway Administration (FHWA) funding assistance, and in accordance with USDOT 49 Code of Federal Regulation (CFR) Part 26, the HRPDC/HRTPO is required to operate under VDOT's FHWA-Approved DBE Program. The HRPDC/HRTPO's initial DBE Program Plan, approved in 2017, covered the period from 2017 to 2019. The DBE program document describes the objectives, policies, definition of terms, and functional requirements to be incorporated into internal procurement processes.

Staff has prepared an administrative update to the DBE Program Plan, "Disadvantaged Business Enterprise Program 2020 – 2024," to ensure that DBE firms continue to be provided equal opportunity to participate in the performance of USDOT assisted contracts administered by HRPDC/HRTPO. As this is an administrative update, no public comment period is required.

The Disadvantaged Business Enterprise (DBE) Program 2020 – 2024 is available on the website at [https://www.hrpdcva.gov/uploads/docs/2020-2024%20DBE%20Program rev.2021.01.21.pdf](https://www.hrpdcva.gov/uploads/docs/2020-2024%20DBE%20Program%20rev.2021.01.21.pdf)

Staff recommends approval of the Disadvantaged Business Enterprise Program 2020 - 2024 document.

g. Contract with Old Dominion University for Emergency Medical Supplies Inventory System

The Hampton Roads Metropolitan Medical Response System (HRMMRS) is a collaboration including emergency management, fire departments, emergency medical services agencies, public health departments, hospitals, and other healthcare organizations, and community partners from the 17 Hampton Roads jurisdictions, working together to provide emergency medical care for our community before, during and after an incident or disaster.

As part of their mission, HRMMRS provides and maintains several emergency-medical assets with consumable medical supplies for Hampton Roads localities. These include shelter support units, deployable treatment tents, disaster medical support units, and equipment for a medical strike team.

The HRPDC, on behalf of the HRMMRS, has applied for and received an FY 2020 Homeland Security grant to update the inventory system to manage these

assets and supplies to ensure availability to the localities in the event of an emergency.

Staff recommends permitting the HRPDC Executive Director to contract with Old Dominion University for the purpose of updating the HRMMRS inventory system. This contract will not exceed the grant allocation of \$76,807.50.

h. Consultant Services Contract Task Order – Hazard Mitigation Plan Update

In 2017, the Hampton Roads Hazard Mitigation Plan was adopted by participating cities, counties, and towns within the Hampton Roads region. The Plan was prepared in coordination with the Federal Emergency Management Agency (FEMA) and the Virginia Department of Emergency Management (VDEM) to meet all applicable state and federal mitigation planning requirements. The Plan recommends specific actions designed to protect residents, business owners, and the built environment.

A comprehensive Plan update must be completed by April 2022 to maintain compliance with state and federal requirements for local hazard mitigation planning and to qualify for additional pre and post-disaster grant funding. The HRPDC staff, in coordination with the Hampton Roads All Hazards Advisory Committee (AHAC), has developed the preliminary project scope for a consultant services task order to accomplish the Plan update. The task order, which would be issued under an HRPDC on-call services contract, is anticipated in late January 2021. The work will be funded by a FEMA grant through the VDEM.

Task Order Amount: To be determined; not to exceed grant funding.

Period of Performance: February 1, 2021 through June 30, 2021; the period of performance may be extended through FY22.

General Scope of Work: 1) Hazard Identification and Risk Assessment, 2) Public Outreach/Participation, and 3) Vulnerability Assessment

Staff recommends authorizing the HRPDC Executive Director to issue a task order under an HRPDC on-call services contract for the Hampton Roads Hazard Mitigation Plan update.

i. Consultant Services Contract Task Order – Military Installation Resilience (MIR) Review

The Military Installation Resilience (MIR) Review will be a cooperative, strategic planning process among the HRPDC, Norfolk, Virginia Beach, the

Commonwealth of Virginia, and four Navy installations (JEB Little Creek-Fort Story, NAS Oceana, NS Norfolk, and NSA Hampton Roads). The goal of the MIR Review is to facilitate the identification of threats to installation operations from natural and manmade hazards, determine risks from those hazards, develop recommendations for strategies for addressing those risks, and develop a plan, including identification of responsible parties and opportunities for partnerships, to implement those recommendations.

The HRPDC is serving as the project sponsor and manager for a MIR Review with the cities of Norfolk and Virginia Beach. At the invitation of the Office of Local Defense Community Cooperation (OLDCC, formerly known as the Office of Economic Adjustment, OEA), the HRPDC submitted an application in November for a MIR Review to address the potential impacts of flooding and sea level rise on Navy operations and readiness. The OLDCC will meet this month to discuss awarding the grant to the HRPDC for this project, and the HRPDC staff is currently managing the process for soliciting and selecting proposals from qualified firms. The HRPDC staff anticipates selecting a firm to complete the MIR Review in February 2021 and awarding a contract under an HRPDC on-call services contract to begin work as soon as possible. The required match of 10% will be met using in-kind staff support from the HRPDC. An in-kind match from the HRPDC will amount to approximately \$48,685.13. The anticipated completion date for the project is June 30, 2022.

Task Order Amount: To be determined; not to exceed grant funding.

Period of Performance: January 1, 2021 through June 30, 2022; the start of the grant will be updated based on when OLDCC meets to finalize approval.

General Scope of Work: 1) Hazard Identification and Risk Assessment, 2) Public Outreach/Participation, and 3) Vulnerability Assessment

Staff recommends authorizing the HRPDC Executive Director to issue a task order under an HRPDC on-call services contract for the Hampton Roads Region Navy Installation MIR Review.

Action Requested: The HRPDC should take action to approve the January 21, 2021 Consent Agenda.

7. Hampton Roads 2021 Economic Forecast – presented by Mr. Greg Grootendorst, HRPDC Chief Economist

Each January since 1990, HRPDC Economics Staff have delivered a presentation on the current state of the regional economy with thoughts on what we might expect in the coming year. The presentation focuses on relevant trends in the regional and

national economy seeking to provide perspective on a variety of socioeconomic indicators.

This year's presentation will focus on the impact that COVID-19 has had on Hampton Roads, and offer a brief discussion about what may lie ahead.

The Commission's forecast is often used in planning purposes by staff from member jurisdictions as well as other regional organizations. Approving the release of the Economic Forecast will provide public access to the information.

Mr. Greg C. Grootendorst, Chief Economist, will present the 2021 Economic Forecast to the HRPDC Board.

Action Requested: The HRPDC should take action to approve the release of the Hampton Roads 2021 Economic Forecast.

8. Environmental Education Program Update – presented by Ms. Katie Cullipher, HRPDC Principal Environmental Education Planner

Launched in 2011, askHRgreen.org is an award-winning comprehensive environmental public outreach initiative administered through the HRPDC. The program combines traditional and social media with grassroots outreach efforts to not only educate but inspire residents of Hampton Roads to make changes that have a positive impact on the environment. Through askHRgreen.org, the HRPDC facilitates a variety of environmental education efforts, assisting member localities in notifying residents and meeting regulatory requirements by combining local expertise and taking advantage of economies of scale. For citizens, it has become a one-stop-shop to find resources and inspiration for a cleaner, greener Hampton Roads.

Ms. Katie Cullipher, HRPDC Principal Environmental Education Planner, will brief the Commission on the program.

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

9. Legislative Update – presented by Mr. Robert Crum, HRPDC Executive Director (Attachment 9)

The Commission will be provided an update on HRPDC regional advocacy efforts. This item is presented for information and discussion by Commission members.

10. Three Month Tentative Schedule

February 18, 2021

Emergency Management Program Update

Legislative Update

2021 CDBG Regional Priorities

March 2021

No Meeting per the Regional Meeting Schedule

April 15, 2021

Virginia Coastal Resilience Master Plan

Off Shore Wind Economic Development Opportunities

11. Advisory Committee Summaries (Attachment 11)

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

12. For Your Information (Attachment 12)

- Letter from Elizabeth River Project recognizing the Hampton Roads Planning District Commission as a Sustained Distinguished Performance River Star Business

13. Old/New Business

14. Adjournment