

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
EXECUTIVE COMMITTEE MEETING
June 16, 2016
9:30 a.m.
The Regional Building
723 Woodlake Drive, Chesapeake**

1. **Call to Order**
2. **Special Presentation – Resolutions of Appreciation to Paul D. Fraim, Clyde A. Haulman and George E. Wallace**
3. **Approval/Modification of Agenda**
4. **Submitted Public Comments**

No written public comments were received since the last HRPDC meeting. Any new written public comments will be distributed as a handout at the meeting.

5. **Public Comment Period**

Members of the public are invited to address the Hampton Roads Planning District Commission. Each speaker is limited to three minutes.

6. **Nominating Committee Report**
7. **Executive Director’s Report – Bob Crum (Attachment 7)**
8. **Consent Agenda (Attachment 8)**

- a. **Meeting Minutes – May 19, 2016 Executive Committee**
- b. **Transcribed Public Comments – May 19, 2016 Executive Committee**
- c. **Treasurer’s Report of April 2016**
- d. **FY 2016 Budget Amendments**

As new funding opportunities arise during the fiscal year, or changes occur to approved budgeted figures, budget amendments need to be made to update the operating budget.

The HRTPO deprogrammed a total of \$250,000 from FY2016 program budget to be moved to FY2017 program budget; \$200,000 of this was from the Federal PL Grant, \$25,000 was from the State Match, and \$25,000 was from our mandatory Local Match. This was offset in the Contingency fund line item.

We received a new DEQ grant in the amount of \$6,594, which will be used to offset personnel costs.

We received a new UASI/MMRS grant in the amount of \$68,850 for medical supplies/equipment, which is all pass-through funding.

We received an additional \$57,000 from HRTAC that will be used to offset personnel and operating supplies/equipment.

Staff recommends approval of the budget amendment for this period.

e. Consultant Services Contract – Special Legal Consultant On Stormwater Matters

McGuire Woods has provided legal consulting services to the HRPDC on stormwater matters since 2009. This is a continuation of work for the previous three years, which focused on advising the region and the MS4 localities on permit renewals and evaluating the Chesapeake Bay TMDL and Virginia’s Phase I and II Watershed Implementation Plans. Services include the option to work with McGuire Woods Consulting on legislative assistance.

Contract Amount: To be determined based on assigned tasks

Period of Performance: July 1, 2016 through June 30, 2017

General Scope of Work: To provide legal consulting and legislative assistance services in the areas of stormwater permits, TMDL requirements, and associated activities.

This project is funded by the localities through the Regional Stormwater Management Program.

Staff recommends authorizing the HRPDC Executive Director to retain McGuire Woods LLP to provide legal consulting services on stormwater matters, as needed, in FY 2017.

f. Consultant Services Contracts – Regional and Environmental Planning and Analysis

On June 30, 2015, the HRPDC entered into consultant services contracts with CH2M, Kerr Environmental Services Corp., RK&K, SCS Engineers, and Timmons Group, Inc. to provide professional services, on a task order basis, to support the organization’s various program areas. Following the formal selection process for HRPDC Request for Proposal (RFP) No. WR-RFP-2015-01, the HRPDC authorized the execution of contracts with the firms listed above on June 18, 2015 to cover the fiscal year 2016 period of performance (July 1, 2015 to June 30, 2016). Each contract may be renewed by the

Commission, under the terms of the current contract, upon written agreement of both parties for up to four successive one-year periods.

Contract Amount: To be determined. Task orders will be developed and the proposed budget will be presented to the Commission for approval. Funding sources will vary depending on the task order.

Period of Performance: July 1, 2016 to June 30, 2017. The period of performance for specific tasks will be documented in the individual task orders as they are developed.

General Scope of Work: To provide assistance, on a task order basis, for regional and environmental planning and analysis in support of the HRPDC's program areas. Individual localities may utilize these contracts, if appropriate.

Staff recommends authorizing the HRPDC Executive Director to execute amendments to renew consultant services contracts with CH2M, Kerr Environmental Services Corp., RK&K, SCS Engineers, and Timmons Group, Inc., extending the contract period of performance through fiscal year 2017 (July 1, 2016 to June 30, 2017).

g. 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 5-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.

This project is funded by the localities through the Regional Wastewater Program.

Contract Amount: Up to \$24,108

Period of Performance: July 1, 2016 through June 30, 2017

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

In June 2015, the HRPDC entered into a consultant services contract with CH2M to provide professional services, on a task order basis. The contract may be renewed per agreement by both parties for up to four successive one-year periods, under the terms of the current contract.

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 4 to CH2M under HRPDC Contract No. PDC-FY2016-C01 for SSORS support.

h. 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). PARS data may also be used to provide documentation for the Chesapeake Bay TMDL implementation.

This project is funded by the localities through the Regional Stormwater Management Program.

Contract Amount: Up to \$8,101

Period of Performance: July 1, 2016 through June 30, 2017

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

In June 2015, the HRPDC entered into a consultant services contract with CH2M to provide professional services, on a task order basis. The contract may be renewed per agreement by both parties for up to four successive one-year periods, under the terms of the current contract.

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 5 to CH2M under HRPDC Contract No. PDC-FY2016-C01 for PARS support.

i. 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 food service 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 food service 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.

This project is funded by the localities through the Regional Wastewater Program.

Contract Amount: Up to \$28,857

Period of Performance: July 1, 2016 through June 30, 2017

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

In June 2015, the HRPDC entered into a consultant services contract with CH2M to provide professional services, on a task order basis. The contract may be renewed per agreement by both parties for up to four successive one-year periods, under the terms of the current contract.

Staff recommends authorizing the HRPDC Executive Director to issue Task Order 6 to CH2M under HRPDC Contract No. PDC-FY2016-C01 for HRFOG.com support.

j. Urban Area Security Initiative Contract For The Purchase Of Regional Communications Test Equipment

The Hampton Roads Interoperable Communications Advisory Committee and ORION Steering Subcommittee have been using the UASI grant to maintain and expand the Hampton Roads Overlay Regional Interoperable Network (ORION) and the Hampton Roads Tactical Regional Network (HRTacRN) Microwave System. The FY14 UASI grant for communications has been awarded to the HRPDC. This grant provides funds for sustainment of HRTacRN. The current need is to purchase Fluke Networks test equipment for the purpose of evaluating and certifying copper and fiber optic cabling.

The University of Virginia has a contract in place with Anixter, Inc. for Fluke Network test equipment that we would like to utilize for interoperable communications in Hampton Roads.

Upon approval the "Intent to Award" will be posted for ten days on the HRPDC website, as well as in the front lobby of the Regional Building. A contract will be signed once this ten-day period has ended.

Staff recommends authorizing the Executive Director to execute a contract with Anixter in the amount of \$86,451.99 for equipment needed to sustain interoperable communications in Hampton Roads.

k. Contract for Management of Information Technology Services

On February 22, 2016, the HRPDC issued Request for Proposal (RFP) No. IT-RFP-2016-01 to establish a contract for management of information technology services to sustain and enhance the operations and services of the Organization. The contract will enable the HRPDC to significantly improve information technology (IT) effectiveness in all areas by providing a turn-key IT solution to include: On-Premise model, a Cloud-based solution, a Hybrid solution, or a combination of all three.

A total of 14 qualified proposals were received. The formal selection process resulted in the recommendation to award a contract to Ghent Computer, Inc./DBA Mode5. Ghent Computer is a certified, Small, Women and Minority (SWaM) owned business.

Contract Amount: Not to exceed \$60,000.

General Scope of Work: To provide management of information technology services including the assessment of the Organization's current IT system, evaluation of the advantages, disadvantages and costs associated with migrating to a cloud-based environment and development of a strategic plan

to advance this effort. Mode5 will also provide IT managed services before, during and after the development of the strategic plan.

Staff recommends authorizing the Executive Director to finalize negotiations with Ghent Computer, Inc./DBA Mode5 for a contractual amount not to exceed \$60,000 for the first year.

Action Requested: The Commission should take action to approve the June 16, 2016 Consent Agenda.

9. **Hampton Roads Regional Benchmarking Study – Greg Grootendorst, Chief Economist (*Report will be distributed at the Commission meeting*)**

The Regional Cooperation Act in the Code of Virginia calls for Planning District Commissions (PDCs) to collect and maintain demographic, economic and other data concerning the region and member localities, and act as a State Data Center affiliate in cooperation with the Virginia Employment Commission (VEC).

In keeping with this mandate, the HRPDC staff has completed the eleventh annual regional benchmarking study. The Hampton Roads Regional Benchmarking Study is an annual publication produced by the HRPDC Economics staff. This publication includes a locality profile for the seventeen jurisdictions as well as graphical illustrations for over 150 regional benchmarks covering the economy, demographics, real estate, transportation, education, government finances, and various quality of life indicators. Each graph is accompanied by a brief explanation regarding the purpose of the benchmark and the current condition in Hampton Roads. Complete data tables for each of the data sets are available on the Commission's website.

Action Requested: The Commission is requested to approve the release of the June 2016 Regional Benchmarking Study.

10. **Annual Work Program – Randy Keaton, Deputy Executive Director (Enclosure 10)**

Annually, the HRPDC staff prepares the Work Program (WP) for the coming Fiscal Year. The document outlines the work activities the HRPDC staff will undertake in support of the Commission and member localities.

Enclosed is the proposed HRPDC WP for FY 2017, starting July 1, 2016. It is the result of input from the seventeen local governments served by the HRPDC and various state and federal planning requirements. The vast majority of the work elements evolved from local advisory and technical committees. It also includes ideas, comments and suggestions generated at the HRPDC Retreat held on April 21, 2016.

Action Requested: The Commission is requested to approve the FY 2017 Work Program

11. HRPDC Recommended Governance Approach – Robert Crum, HRPDC/HRTPO Executive Director (Attachment 11)

At the HRPDC April 21, 2016 Annual Retreat, the Commission received a proposal from the Regional Chief Administrative Officers (CAO) Committee on a Recommended Governance Approach for the HRPDC. The highlights of this proposal are as follows:

- Change the membership of the HRPDC to one elected official from each of the 17 jurisdictions (the current HRPDC contains 47 members on the full Commission).
- Formalize a procedure that provides for the Regional CAO Committee to review, and when appropriate, make recommendations on items before they move forward to the HRPDC.
- Maintain the current Personnel and Budget Committee to provide guidance to the HRPDC Executive Director on agency operational issues.

During the Retreat, there was a general consensus among HRPDC members in support of the CAO Committee's Recommended Governance Approach.

Attached for the HRPDC's review is background information on the Recommended Governance Approach for the HRPDC and copies of the HRPDC Bylaws and Charter Agreement.

The Executive Director will brief the Commission on necessary changes to the Bylaws and Charter Agreement, and discuss the process for moving forward with this proposal.

12. **Three Month Tentative Schedule**

July 2016

Ship Builders Association

TMDL

Envision Hampton Roads

FEMA – Elevation of Houses recommendation from Coastal Resiliency Committee

August 2016

Meeting Cancelled

September 2016

Water Supply Management

HRSD

Land Subsidence Monitoring

DHCD Annual Report

Legislative Update

13. **Advisory Committee Summaries (Attachment 13)**

A summary of HRPDC Advisory Committee meetings that were held since the last HRPDC Meeting are attached for review.

14. **Old/New Business**

15. **Adjournment**