

**HAMPTON ROADS
PLANNING DISTRICT COMMISSION
MEETING**

**May 17, 2018
12:30 PM – 2:30 PM**

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

- 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 distributed as a handout at the meeting.

- 4. Public Comment Period**

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

- 5. Personnel and Budget Committee Report**
- 6. Executive Director's Report (Attachment 6)**
- 7. Consent Agenda (Attachment 7)**
 - a. Meeting Minutes – March 15, 2018 Commission Meeting**
 - b. Transcribed Public Comments – March 15, 2018 Commission Meeting**
 - c. Treasurer's Report of March 2018**
 - d. 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.

The HRPDC has a consultant services contract with CH2M 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 \$25,000

Period of Performance: July 1, 2018 through June 30, 2019

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 10 to CH2M under HRPDC Contract No. PDC-FY2016-C01 for SSORS support up to \$25,000 through fiscal year 2019 (July 1, 2018 to June 30, 2019).

e. 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.

The HRPDC has a consultant services contract with CH2M 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 \$30,000

Period of Performance: July 1, 2018 through June 30, 2019

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 9 to CH2M under HRPDC Contract No. PDC-FY2016-C01 for HRFOG.com support up to \$30,000 through fiscal year 2019 (July 1, 2018 to June 30, 2019).

f. Urban Area Security Initiative (UASI) Contracts

The UASI Grant is a Department of Homeland Security funding program that assists high-threat, high-density Urban Areas in efforts to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. The HRPDC applied for and received funding in federal fiscal year 2017 for several projects that address preparedness needs in Hampton Roads.

Two of the projects include:

1. Regional Emergency Medical Enhancement - \$149,178

This initiative will fund emergency medical supplies overseen by the Hampton Roads Metropolitan Medical Response System (HRMMRS).

2. Regional Re-Entry Planning - \$75,000

This initiative will provide funds to establish local re-entry plans following a disaster. These plans will align with recent VDEM efforts that have produced a regional re-entry plan for Hampton Roads.

The HRPDC has issued RFPs to provide the equipment and services necessary to complete these initiatives. The RFP process is expected to end in June, 2018. Staff recommends authorizing the Executive Director to award contracts to the consultants selected from the RFP process for an amount not to exceed grant funding awarded by the Department of Homeland Security.

g. Department of Environmental Quality (DEQ) Chesapeake Bay TMDL Phase III Watershed Implementation Plan (WIP) Contract – Locality Coordination

In support of the Chesapeake Bay Phase III Watershed Implementation Plan (WIP) efforts, the Virginia Department of Environmental Quality (DEQ), in cooperation with the Chesapeake Bay Program Partnership and other state and federal partners, has made grant funds available as authorized in the federally-funded 2017 Commonwealth of Virginia Chesapeake Bay Regulatory and Accountability Program (CBRAP) Work Plan approved by EPA. Funds will be used by HRPDC to facilitate with localities and other partners (Activity 1), revise best management practice (BMP) input decks for modeling purposes (Activity 2), and identify programmatic actions for Phase III WIP implementation (Activity 3) in the urban sector.

Contract Amount: \$50,000

Period of Performance: July 2, 2018 through December 14, 2018

General Scope of Work: The intent of this project initiative is for HRPDC (and other participating PDCs) to convene locality and regional officials, staff and stakeholders to provide input and recommendations for meeting Local Area Planning Goals (LAPGs) in accordance with DEQ's outlined initiatives. DEQ will issue payment to the HRPDC upon completion of deliverables as categorized in the Scope of Service provided by DEQ, culminating in a final report.

Staff recommends authorizing the HRPDC Executive Director to execute the contract between HRPDC and DEQ in the amount of \$50,000 from July 2, 2018 to December 14, 2018.

Action Requested: The HRPDC should take action to approve the May 17, 2018 Consent Agenda.

8. Annual HRPDC Work Program (Enclosure)

Annually, the HRPDC staff prepares the Work Program for the coming fiscal year. This document outlines the work activities that the HRPDC staff will undertake in support of the Commission and the member localities.

Enclosed is the proposed HRPDC Work Program for FY 2019. This document covers work programmed from July 1, 2018 to June 30, 2019. It 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 evolves from the local committees that serve in an advisory capacity to the

HRPDC. Keith Cannady, Deputy Executive Director, will be present to provide an overview and answer any questions Commission members may have.

Action Requested: The HRPDC should take action to approve the FY 2019 HRPDC Work Program.

9. Fiscal Year 2019 Budget

The staff recommends approval of the proposed FY2019 Budget by the HRPDC and HRTPO. The following documents are attached for your review:

- Historical Budget Trend Report with Bar Charts
- FY2019 Draft Budget/Summary
- Fund Balance Report
- Member Dues and State Allocation Trend Report
- Local Jurisdiction Contributions Spreadsheet
- Revenue Pie Chart by Funding Source
- Expenditure Pie Chart by Program
- Reserves

The FY2019 Budget reflects a total revenue (and corresponding expenditure) increase of 8.13% over FY2018. This increase is due mainly to new grant awards in Homeland Security, JLUS and Broadband funding. Over \$500,000 of this increase is in pass-through funds, while agency operating expenses increased slightly. Member contributions will remain at the reduced \$0.80 per capita rate approved in FY2013.

The budget supports a proposed 2.5% performance-based salary adjustment for staff, though the Personnel category only increased 1.35% due to retirements and a 24% decrease in the employer's share of VRS contributions. There was an 8.2% increase in healthcare premiums. Standard Contracts increased by 7.97% due to increased legal expenses. Special Contracts increased by 52% due to website and survey development. General Operations increased by 11.7% mainly due to the community outreach program, computer replacements and staff training. The increase in contingencies will be used in subsequent fiscal years. Staff recommends continuing to fund our reserves in order to continue to offset future increases in costs as funding continues to decrease.

Nancy Collins, Chief Financial Officer (CFO), will be present to provide an overview and answer any questions you may have.

Action Requested: The HRPDC should take action to approve the FY 2019 Budget.

10. Regional Economic Competitiveness

The primary topic for this month's HRPDC meeting will be a discussion on strategies to improve the economic competitiveness of the Hampton Roads region. To provide Commission members background information on this topic, three briefings will be provided regarding the following items:

Hampton Roads Economic Development Authority (HREDA) Update - presented by HREDA President and CEO Rick Weddle, HREDA Chair Grig Scifres and IBM-Plant Location International Team Member Gene DePrez

HREDA has worked with a consultant team and regional stakeholders to analyze the Hampton Roads economy and make recommendations to improve regional economic performance and create jobs. Major findings include:

- Hampton Roads' performance in job creation is very weak when compared to other regions, the Commonwealth of Virginia and the U. S. as a whole.
- Competition for job creation is global and it occurs at the regional level. Hampton Roads must compete as a region in order to be successful.
- Strong regional economic development agencies and high levels of collaboration with local and State economic development staff are key ingredients of successful regions.
- Targeted business sectors and improvement strategies are identified for Hampton Roads. A focused regional effort on these sectors and strategies will maximize the impact of public sector investments in economic development.
- Efforts to attract outside investment in the Hampton Roads economy will support the retention and expansion of existing business and leverage regional assets such as the Port of Virginia and the military. These efforts will also leverage major investments underway in Port and surface transportation infrastructure.
- Targeted implementation of improvement strategies is projected to create 60,000 to 112,000 jobs over a ten year period or about a 1% annual growth rate for the region.

Regional Economic Development Sites Inventory – presented by HRPDC staff

At the February HRPDC meeting, staff briefed the Commission on Phase I of the Regional Economic Development Sites Inventory. Following this presentation, the Commission forwarded the inventory to the region's localities for review and comment.

During the discussion of the site inventory by the HRPDC, several Commission members expressed interest in exploring the potential for joint site preparation and revenue sharing. This topic was further discussed at the March and April CAO Committee meetings. The CAO Committee noted that the Peninsula localities are developing a revenue sharing framework as part of work related to the unmanned systems initiative, and that this framework could serve as a template if there is interest in pursuing joint economic development site preparation and revenue sharing. It was noted that the revenue sharing framework for the unmanned systems initiative should be ready for review this fall.

HRPDC staff will brief the Commission on next steps regarding the Site Inventory Project, including an opportunity to pursue certification of sites according to their readiness based on the Virginia Economic Development Partnership Tier system.

Virginia Economic Development Partnership (VEDP) Update – presented by Stephen Moret, President and CEO, VEDP

Mr. Moret will provide information on the work of the VEDP and the importance of shovel-ready economic development sites.

Discussion

Following these presentations, the Commission will be asked to have a conversation on potential approaches to improve the economic competitiveness of the Hampton Roads region.

11. Three Month Tentative Schedule

June 2018

No Meeting per Regional Meeting Schedule

July 2018

Regional Legislative Agenda
Flood Insurance Update
Regional Broadband Initiative Update
Unmanned Systems Update

August 2018

Joint Legislative Meeting with HRTPO and General Assembly Caucus

12. Advisory Committee Summaries (Attachment 12)

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

13. For Your Information (Attachment 13)

- Invitation from Local Government Advisory Committee to the Chesapeake Bay Executive Council to discuss protecting and restoring local waterways
- Background Information on Virginia Economic Development Partnership

14. Old/New Business

15. Adjournment