

**HAMPTON ROADS  
PLANNING DISTRICT COMMISSION  
MEETING  
July 20, 2017  
12:30 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. Appointment of Nominating Committee**

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.

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

Chesapeake – Dr. Ella Ward  
Franklin – Barry Cheatham  
Gloucester – Phillip Bazzani  
Hampton – Donnie Tuck  
Isle of Wight – Rex Alphin  
James City – Michael Hipple  
Newport News – Sharon Scott  
Norfolk – Andria McClellan  
Poquoson – David Hux

Portsmouth – John Rowe  
Smithfield – T. Carter Williams  
Southampton – Barry Porter  
Suffolk – Linda Johnson  
Surry – John Seward  
Virginia Beach – Louis Jones  
Williamsburg – Paul Freiling  
York – Thomas Shepperd

6. **Personnel and Budget Committee Report**
7. **Executive Director's Report – Bob Crum (Attachment 7)**
8. **Consent Agenda (Attachment 8)**
  - a. **Meeting Minutes – May 18, 2017 Commission Meeting**
  - b. **Treasurer's Report of May 2017**
  - c. **Transcribed Public Comments – May 18, 2017 Commission Meeting**
  - d. **HRPDC Comments on Proposed Guidance for Federal Emergency Management Agency (FEMA) Permit Requirements**

FEMA has proposed national guidance for localities implementing regulations as part of the National Flood Insurance Program. On May 16, 2017, FEMA released a proposed policy entitled "Guidance for Participating Communities on Satisfying National Flood Insurance Program (NFIP) Floodplain Development Permit Requirements." This guidance is partially the result of discussions between Hampton Roads communities and FEMA Region III staff. These discussions began with Hampton's Community Assistance Visit in 2015 and more recently included several meetings and conference calls between FEMA staff and the region's chief administrative officers. The proposed guidance includes a new method for satisfying permit requirements that is intended to reduce administrative burdens on local programs. However, as written, the policy has the potential to have significant impacts on local floodplain management programs. The Hampton Roads region currently has over 67,000 properties with flood insurance policies.

The HRPDC Chief Administrative Officers and Coastal Resiliency Committees have both discussed the guidance and the underlying issues with FEMA policies extensively over the past year. At its meeting on June 23, 2017, the Coastal Resiliency Committee recommended that the HRPDC develop comments based on the results of the Committee's discussion. These comments are included in the attached letter.

The HRPDC should consider authorizing the Executive Director to submit the attached comments to FEMA on behalf of the HRPDC Board.

**e. Fiscal Year 2017 Year End Budget Amendment**

The FY2017 Budget was approved on July 21, 2016. Subsequently, the HRPDC/HRTPO received several new awards as well as adjustments to existing awards. The first amendment for these was through December 31, 2016. This item summarizes the changes to the approved amended budget since that time.

The previously approved amended budget totaled \$9,434,928. This request increases that amount by \$11,244, bringing the total Operating and Pass-Through budget to \$9,446,172.

New awards increased funding by \$103,606, and amended awards decreased the budget by (\$52,362). The end result of these changes was an increase of \$51,244. Total amendments for this period mainly affected pass-through expenditures and personnel. Any offsets required were out of contingency funds.

The HRPDC should take action to approve the FY2017 Year-End Budget Amendment.

**f. Roanoke River Basin Association (RRBA) and Hampton Roads Planning District Commission Memorandum of Agreement**

On April 20, 2017, the HRPDC took action approving \$50,000 of annual funding to the Roanoke River Basin Association (RRBA) for a three-year period. The RRBA provides an advocacy group to protect water quality in the Roanoke Basin, a tributary to Lake Gaston, which provides a significant supply of water to Southside Hampton Roads localities. The HRPDC approved this contribution to the RRBA with the following conditions:

- The \$50,000 annual contribution will be for a three year period
- The contribution should be considered “seed money”, which will allow the RRBA to hire a full-time Executive Director and develop a fundraising strategy. The HRPDC stressed the need for the RRBA to develop a sustainable funding plan during this three-year period, which will include the participation of local governments and PDCs in the RRBA service area.
- The \$50,000 annual contribution would be divided among the participating HRPDC member jurisdictions on a per capita basis.
- A Memorandum of Agreement (MOA) between the HRPDC and RRBA would be established that outlines this funding approach as well as RRBA reporting requirements and HRPDC involvement in the development of RRBA’s work program, Executive Director evaluation and other items.

Attached for the HRPDC’s consideration is a Memorandum of Agreement between the HRPDC and RRBA for a three-year annual contribution from the HRPDC to hire and support an Executive Director for the RRBA. Staff recommends approval of this MOA by the HRPDC.

**g. Disadvantaged Business Enterprise (DBE) Program: Draft Document**

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. During the 2016 Title VI Compliance Review, VDOT conducted an assessment of the HRPDC/HRTPO's DBE Program.

As a result of that review, HRPDC/HRTPO staff worked collaboratively with VDOT's District Office to develop a comprehensive Draft DBE Program Plan which includes HRPDC/HRTPO specific functional requirements. The Draft DBE Program Plan was posted for public review and comment from July 7, 2017 through July 20, 2017.

In addition, staff is creating a Supplier Diversity program with policies that will comprise a suite of program-specific requirements which will be applicable agency-wide. Staff is also collaborating with VDOT and the local business community to develop a Small Business Portal called "BE Hampton Roads" for Minority-Owned, Women-Owned, Veteran-Owned, and small businesses in the region to access opportunities, business development resources, and obtain DBE and SWaM certification information.

On March 2, 2017, the HRPDC/HRTPO received the attached VDOT letter regarding the Draft Disadvantaged Business Enterprise Program for FY 2016 – FY 2019.

To review the Draft Disadvantaged Business Program for FY 2016 – FY 2019 in its entirety, please go to: [www.HRTPO.org](http://www.HRTPO.org) or [www.hrpdcva.gov](http://www.hrpdcva.gov).

HRPDC and HRTPO staff recommends approval of the Draft DBE Program document.

***Action Requested: The HRPDC should take action to approve the July 20, 2017 Consent Agenda.***

**9. Resolution in Support of Chesapeake Bay Program Funding – Andria McClellan, HRPDC Member Representing Norfolk/Chesapeake Bay Local Government Advisory Committee Member and Robert Crum, Executive Director, HRPDC (Attachment 9)**

Recent deliberations regarding the proposed federal budget have raised questions about future funding levels for the Chesapeake Bay Program. Hampton Roads' commitment to local water quality is supported through financial and technical assistance offered by the Chesapeake Bay Program. Due to this financial/technical support and the importance of the Bay to our community's economic and environmental wellbeing and quality of life, the HRPDC is asked to consider a resolution in support of funding for the Chesapeake Bay Program.

Commissioner Andria McClellan will introduce this item to the HRPDC. A resolution is attached for consideration by the Commission.

***Action Requested: The HRPDC should take action approving the attached resolution in support of funding for the Chesapeake Bay Program.***

**10. New Horizons Regional Education Center - Mr. David Hux, HRPDC Member representing Poquoson and Mr. Joseph Johnson, Executive Director, New Horizons Education Center (Attachment 10)**

The New Horizons Regional Education Center is a regional facility created in 1965 to meet both industry needs for a skilled workforce and student needs for technical training. The facility is owned and operated by the six Peninsula School Divisions (Gloucester, Hampton, Newport News, Poquoson, Williamsburg/James City County and York County) and is the largest of the nine regional centers in Virginia. The Center serves approximately 1,500 public school students and 1,200 adults per year. Background information on the Center is enclosed for the HRPDC's review.

Mr. David Hux, HRPDC member representing Poquoson will introduce the Center's Executive Director, Mr. Joseph Johnson. Mr. Johnson will provide an overview of the work of the New Horizons Education Center.

**11. Virginia Ship Repair Association Update - William "Bill" Crow, President**

The Virginia Ship Repair Association is a regional trade association representing companies engaged in, or supporting, the ship repair industry in Virginia and the Mid-Atlantic region. Its mission is to focus and coordinate member resources on issues, challenges and opportunities facing the ship repair industry in Virginia and across the nation.

Mr. Crow will brief the HRPDC on trends in the ship repair industry and implications for Hampton Roads.

**12. Long Range Transportation Socioeconomic Forecast - Greg Grootendorst, Chief Economist, HRPDC (Attachment 12)**

Every four years the Hampton Roads Transportation Planning Organization (HRTPO) develops a Long-Range Transportation Plan (LRTP) as required by federal regulations. One of the first steps in the development of the LRTP is to conduct a regional long-range socioeconomic forecast to serve as input data for the HRTPO's travel demand model.

As in previous years, HRPDC economics staff was tasked with producing the long-range socioeconomic forecast for the LRTP. The forecast includes estimates for the year 2045 for employment, population, workers, households, and vehicles for the Hampton Roads jurisdictions.

Greg Grootendorst, HRPDC Chief Economist, will provide a brief presentation on the 2045 socioeconomic forecast to the Commission.

**13. Economic Growth and Diversification Plan –Dr. Larry Filer, Old Dominion University and Mr. Jim Spore, President & CEO, Reinvent Hampton Roads (Attachment 13)**

Each of the nine GO Virginia regions throughout the Commonwealth are required to prepare an Economic Growth and Diversification Plan to be eligible to receive Go Virginia funding. The plan will be a guiding document that the GO Virginia Regional Council will use to:

- Identify economic opportunities, needs and challenges facing the region
- Establish priorities among identified opportunities
- Outline needed enhancements where GO Virginia funds can support collaborative programs or projects between two or more localities or regions to create more high paying jobs.

In response to a competitive Request for Proposals, the GO Virginia Regional Council selected the proposal prepared by Old Dominion University/George Mason University and The Natelson Dale Group to prepare the plan.

Dr. Larry Filer with ODU will request input from the HRPDC to be used in the preparation of the Economic Growth and Diversification Plan. Attached for the Commission’s review are questions that Dr. Filer will request input on from the HRPDC.

***Action Requested: Commission members are asked to review the attached information and be prepared to provide input on these questions at the July 20 HRPDC meeting.***

**14. Three Month Tentative Schedule**

**August 2017**

No meeting

**September 2017**

Joint Board Meeting/Peninsula

**October 2017**

Chesapeake Bay Program/TMDL Update  
Regional Legislative Agenda  
Broadband Update  
Regional Solid Waste Plan  
Officer Elections  
HRPDC By-Laws

**15. Advisory Committee Summaries (Attachment 15)**

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

**16. For Your Information (Attachment 16)**

The Following items are attached for information purposes:

- Letter from the City of Chesapeake reappointing James Baker and Dr. Ella Ward to the Hampton Roads Planning District Commission.
- Letter from the City of Virginia Beach appointing Mayor William Sessoms to the Hampton Roads Planning District Commission
- Letter from the City of Newport News appointing Cynthia Rohlf to the Hampton Roads Planning District Commission
- Letter from the Department of the Navy requesting comments on the Draft Environmental Impact Statement/Overseas Environmental Statement to analyze the potential effects from training and testing activities.
- Letter from Jim Spore of Reinvent Hampton Roads providing a brief mid-year update on key initiatives.

**17. Old/New Business**

**18. Adjournment**