

**HAMPTON ROADS  
PLANNING DISTRICT COMMISSION  
MEETING**

**November 15, 2018  
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. Executive Director's Report (Attachment 5)**

The Executive Director will introduce HRPDC Member Barbara Henley who will brief the Commission on ongoing planning efforts related to the Back Bay Southern Watershed.

- 6. Consent Agenda (Attachment 6)**

- a. Meeting Minutes – October 19, 2018 Commission Meeting**
- b. Transcribed Public Comments – October 19, 2018 Commission Meeting**
- c. Contract for Interoperable Communications Study**

This agreement would support the Hampton Roads Interoperable Communications Subcommittee of the All Hazards Advisory Committee in the following areas:

- assessment of existing regional interoperable communications systems

- identification of enterprise business drivers and architecture requirements
- development of strategies for refinement activities and future investments.

In accordance with Section 2.2-4304 of the Virginia Public Procurement Act, the HRPDC proposes to use a Cooperative Procurement Agreement with Winbourne Consulting LLC and utilize the provisions of the City of Virginia Beach's Contract No. ITBC-15-0012Q, amended on April 27, 2018 (RFP #ITBC-15-0012).

These services will assist the Hampton Roads Interoperable Communications Subcommittee in determining the operational value of preexisting, regional interoperable communications systems and guide future investments.

Staff recommends authorizing the Executive Director to award a Cooperative Procurement Agreement to Winbourne Consulting LLC for Business Architecture Services for Interoperable Communications Technologies. The contract amount is not to exceed \$95,000 and will be funded with the FY17 UASI Grant.

**d. FY 2018 State Homeland Security Program (SHSP)**

The Virginia Department of Emergency Management requires the HRPDC to formally authorize the Executive Director to accept FY 2018 Homeland Security Funding. The following projects have been allocated to the HRPDC:

- FY18 SHSP Mass Casualty Incident (MCI) and Mass Care Capability Sustainment - \$70,000
- FY18 SHSP Point of Care Ultrasound Replacement - \$73,000
- FY18 Urban Areas Security Initiative (UASI) All Hazards Emergency Planner - \$100,000
- FY18 UASI Cybersecurity - \$75,000
- FY18 UASI Homeland Security Planning - \$89,250
- FY18 UASI MCI Transportation 1 - \$168,000
- FY18 UASI MCI Transportation 2 - \$63,412
- FY18 UASI Personal Protective Equipment - \$81,838

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

- FY 2018 State Homeland Security Grant Applications
- Grant Assurances
- Certificate Regarding Lobbying
- Non-Supplanting Certification
- Award Letter

**e. Consultant Services Contract - Hampton Roads Help to Others (H2O) Program**

Based on the consultant selection process for HRPDC RFP No. ENV ED-RFP-2018-01, staff recommends authorizing the Executive Director to award a consultant services contract to West Cary Group for an amount not to exceed \$60,000.

The contract will provide for brand development and marketing for the Help to Others Program with detailed scopes of work to be developed and negotiated on an annual basis. Potential tasks may include, but are not limited to:

- Rebranding/brand development for Help to Others Program
- Develop a website for the Program
- Communication and marketing plan/support
- Graphic design of program materials
- Fundraising and sponsorship development to expand/increase donations
- Develop a social media strategy/advertising to grow regional awareness of program

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

**f. Memorandum of Agreement - Hampton Roads Help to Others (H2O) Program**

The Hampton Roads H2O Program Board of Directors met on September 5, 2018 and agreed to revise the Memorandum of Agreement (MOA) to include Surry County and the City of Franklin as participating localities. The H2O Board authorized the Board Chairman to execute the updated MOA on its behalf. The Board of Directors of the Hampton Roads H2O Program consists of the Director of Utilities of each participating locality and the General Manager of HRSD.

The MOA, first executed in 2010 and updated in 2016, governs program operation and management. The MOA signatories include the Hampton Roads H2O Program Board of Directors, HRSD and Hampton Roads Planning District Commission. The agreement has a term of five years.

The purpose of the Hampton Roads Help to Others (H2O) Program is to solicit community contributions to provide financial aid to families or individuals in danger of losing residential water service due to a family crisis. The program was established by the HRPDC and the participating jurisdictions in 1999 and incorporated as a 501(c) (3) nonprofit corporation under Virginia law in 2007.

The HRPDC staff provides staff support for the program.

Staff recommends authorizing the HRPDC Executive Director to execute the updated Hampton Roads Help to Others (H2O) Program Memorandum of Agreement to include Surry County and the City of Franklin as participating localities in the program.

***Action Requested: The HRPDC should take action to approve the November 15, 2018 Consent Agenda.***

#### **7. FY2018 Audited Financial Statements – Mike Garber, PBMares (Attachment 7 & Enclosure 7)**

PBMares, LLP has completed its annual review of the FY2018 financial statements for the HRPDC/HRTPO, and 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 the Commission is the breakdown of the Fund Balance as shown in the attachment to this agenda note.

A representative from PBMares will brief the Commission on the audit. Both the PBMares representative and Ms. Sheila Wilson, HRPDC/HRTPO Chief Financial Officer, will be available to address any questions the Commission may have.

***Action Requested: The Commission should take action to accept the FY2018 audited financial statements.***

#### **8. HRPDC Legislative Agenda – Robert Crum, HRPDC (Attachment 8)**

The HRPDC adopts 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. The attached Legislative Agenda is presented for consideration and approval. In preparing this Legislative Agenda, staff considered input from the following sources/meetings:

- July 19, 2018 HRPDC meeting and discussion on potential legislative priorities.
- August 29, 2018 Legislative Workshop between the HRPDC and HRTPO Boards and the Hampton Roads Caucus of the General Assembly
- Discussions at the CAO Subcommittee on Sea Level Rise

- Discussions at the HRPDC Subcommittee on Coastal Resilience
- Previous HRPDC Legislative Agendas

In preparing the Legislative Agenda proposals for both the HRTPO and HRPDC, staff used the following guiding principles that have been successful in previous legislative sessions:

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

Please note that items can be added to this list of legislative priorities on an as needed basis by action of the HRPDC.

***Action Requested: The HRPDC should take action to approve the FY2018 HRPDC Legislative Agenda***

## **9. Regional Support for Offshore Wind-Resolution of Support (Attachment 9)**

The offshore wind energy market is emerging in North America. With a potential build-out of at least 20,000 megawatts (MW) of installed capacity (or 2,000 - 3,000 wind turbines) along the East Coast over the next two decades, Virginia is well positioned as a prime location for the offshore wind supply chain and service industry. As the demand for wind energy increases, experts predict that over 14,000 jobs will be created in Virginia in the construction, maintenance, manufacturing and other service-related industries.

Staff and consultants for the Virginia Department of Mines, Minerals and Energy (DMME) briefed the Commission in October 2018 on a report that will identify strategies to strengthen Virginia's position as a leader in the offshore wind industry. This report will serve as a partnership tool to connect industry prospects with Virginia's robust maritime industry located in Hampton Roads. It will also provide a summary of Virginia's unique advantages, communicate offshore wind-related workforce development and business incentive efforts underway, identify competitive gaps and make recommendations as well as educate state and local leaders.

Following the DMME briefing in October, the Commission recommended that HRPDC staff prepare a draft resolution supporting the development of the offshore wind industry for the Commission's consideration.

George Hagerman, Senior Project Scientist at the Center for Physical Coastal Oceanography at Old Dominion University and member of DMME's Offshore Wind Team will be present to provide a brief overview of the development potential for offshore wind on the East Coast. HRPDC staff will then present the attached draft resolution for consideration by the Commission.

***Action Requested: The HRPDC should take action to approve the offshore wind Resolution of Support***

## **10. Chesapeake Bay Phase III Watershed Implementation Plan - KC Filippino, HRPDC**

The Virginia Department of Environmental Quality (DEQ) made grant funds available to HRPDC to develop input for the Chesapeake Bay Watershed Implementation Plan (WIP). This phase is focused on identifying voluntary strategies to reduce nutrient loads from unregulated areas in the watershed. HRPDC was asked to convene local and regional officials, staff and stakeholders to provide input and recommendations for addressing Local Area Planning Goals in accordance with DEQ's outlined initiatives. The grant deliverables are:

- Revise best management practice input decks for modeling purposes
- Identify programmatic actions for Phase III WIP implementation related to urban, forest and specific issues.

Deliverables are due December 14, 2018. The draft best management practice (BMP) input deck reflects input from our three stakeholder meetings. The input deck will not meet the Local Area Planning Goals for Hampton Roads. Many programmatic actions were developed that identify opportunities to increase nutrient reductions. However, most of those actions are focused on state lands and initiatives and therefore state agencies would be in the best position to develop a BMP input deck for those efforts. The draft programmatic actions can be found here: <https://www.hrpdcva.gov/events/index/view/id/785>

KC Filippino, Sr. Regional Planner, will be present to provide an overview and answer any questions Commission members may have.

## **11. Three Month Tentative Schedule**

### **December 2018**

No Meeting per Regional Meeting Schedule

### **January 2019**

2019 Economic Forecast  
Workforce Development Update  
General Assembly Update

### **February 2019**

Update on Economic Development Sites Inventory  
Norfolk Airport Master Plan Update  
General Assembly Update

## **12. For Your Information (Attachment 12)**

- Letter from Surry County appointing Sanford B. Wanner to serve as a voting member of the Hampton Roads Planning District Commission
- Letter from James City County appointing Scott Stevens to serve as a voting member of the Hampton Roads Planning District Commission

### **Old/New Business**

## **13. Adjournment**