

**HAMPTON ROADS PLANNING DISTRICT COMMISSION  
QUARTERLY COMMISSION MEETING  
July 21, 2016  
9:30 AM  
The Regional Building  
723 Woodlake Drive, Chesapeake**

1. **Call to Order**
2. **Approval/Modification of Agenda**
3. **Submitted Public Comments (Attachment 3)**

There was one submitted public comment. 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 – Bob Crum (Attachment 5)**
6. **Consent Agenda (Attachment 6)**

- a. **Meeting Minutes – June 16, 2016 Executive Committee**
- b. **Transcribed Public Comments – June 16, 2016 Executive Committee**
- c. **Treasurer's Report of May 2016**
- d. **Budget Amendments**

**Fiscal Year 2016**

The Housing Department of the HRPDC has been working with the Housing Department in Portsmouth to assist in their home-ownership program. The first client activity occurred in June.

The HRPDC received \$19,364 from the Portsmouth DHCD grant initiative to assist in their home-ownership program. The remaining \$280,636 will be used in FY2017.

Staff recommends approval of the budget amendment for FY 16.

## **Fiscal Year 2017**

1. The proposed FY 17 Budget was presented to the Commission during its May Executive Committee meeting, and included a proposed two-percent performance-based salary adjustment for staff. The budget was approved with the condition that the Commission would reconsider the proposed salary adjustment during its July 21, 2016 meeting. During the presentation of the budget in May, the Executive Director noted that following a review of information from the HRPDC's member jurisdictions, a salary adjustment of 2.5% may be appropriate for consideration by the Commission.

A copy of the comparison chart detailing local pay adjustments for each HRPDC jurisdiction between FY 12 and FY 17 is included for your information. After a review of this information and consultation with the Personnel and Budget Committee, the Executive Director is recommending that the HRPDC approve a 2.5% performance-based salary increase for staff.

This amendment would not affect the total expenditures as it would be offset through the contingency reserve line item.

2. New awards from DEQ and a Portsmouth DHCD sub-contract were received subsequent to approval of the budget at the May meeting.

The HRPDC received a new award from DEQ for the Coastal Zone Program in the amount of \$33,406 that will offset personnel costs. In addition, the numbers for the Portsmouth DHCD Housing Program were finalized and resulted in an additional \$210,450 (\$135,500 in Pass-Through, and \$74,950 in Operations and Personnel).

3. The HRCLEAN budget has been reduced to FY 16 levels. Due to conservative efforts by both the committee members and staff, the HRCLEAN budget was reduced to last fiscal year's level, a \$2,141 decrease in locality funding. Operations were reduced by \$814, and pass-through expenditures were reduced by \$1,327.

Staff recommends approval of the budget amendments for FY 17.

**e. Groundwater Mitigation Program – Memorandum Of Agreement**

For the past twenty (20) years, the HRPDC has operated a regional groundwater mitigation program under a Memorandum of Agreement (MOA) among fifteen (15) localities, the James City Service Authority, and the HRPDC. The regional groundwater mitigation program is a cost-effective means for municipal water utilities to satisfy the mitigation program requirements of their DEQ Groundwater Withdrawal Permits.

The HRPDC Directors of Utilities Committee has reviewed the program and recommended on July 6, 2016 that the HRPDC approve the attached Regional Groundwater Mitigation Program Administration MOA and transmit the document to the participating entities for execution. The agreement has a term of five years, covering the period from January 1, 2016 through December 31, 2020. Participating entities are listed below:

- City of Chesapeake
- City of Franklin
- City of Hampton
- City of Newport News
- City of Norfolk
- City of Poquoson
- City of Portsmouth
- City of Suffolk
- City of Virginia Beach
- City of Williamsburg
- County of Gloucester
- County of Isle of Wight
- County of Southampton
- County of York
- James City Service Authority
- Town of Smithfield
- Hampton Roads Planning District Commission

The MOA establishes the responsibilities of participating entities and documents the impact mitigation analysis process, program funding, and related matters. The original MOA was executed in 1994. It was revised and renewed in 2000, 2006, and 2010.

Staff recommends authorizing the HRPDC Executive Director to execute the MOA on behalf of the HRPDC and transmit the MOA to the participating entities for execution.

**f. Consultant Services Contract – askHRgreen.Org Marketing & Media Support**

On June 30, 2015, the HRPDC entered into a contract with Cahoon & Cross, Inc. to provide public relations, marketing and media buying services for askHRgreen.org, the Hampton Roads Planning District Commission’s environmental education and public outreach program.

The contract may be renewed by the Commission, under the terms of the initial contract, upon written agreement of both parties for up to four successive one-year periods.

Contract Amount: A minimum of \$100,000. Exact amount is to be determined based on individual program needs.

General Scope of Work: To develop a comprehensive communications plan for askHRgreen.org which incorporates the messaging of all four regional environmental education committees: stormwater pollution prevention; water conservation and awareness; proper disposal of fats, oils and grease; and recycling, litter prevention, and beautification. Individual localities may utilize this contract, if appropriate.

Staff recommends authorizing the HRPDC Executive Director to execute an amendment to renew a consultant services contract with Cahoon & Cross, Inc., extending the contract period of performance through fiscal year 2017 (July 1, 2016 to June 30, 2017).

**g. Rural Transportation Planning Task**

The HRTPO FY 2017 Unified Planning Work Program (UPWP) includes a task for transportation planning work to be carried out for HRPDC localities that fall outside of the Hampton Roads metropolitan planning area (MPA). This Rural Transportation Planning task accounts for work developed by the HRTPO staff for the City of Franklin, the Counties of Southampton and Surry, and the portion of Gloucester County that lies outside of the MPA. HRTPO UPWP Task 14.0 (attached) describes the work activities, products, schedules, and budget associated with the Rural Transportation Planning task.

The HRPDC/HRTPO receives \$58,000 through the Rural Transportation Planning Program to support this effort. The program requires a 20% local match, or \$14,500.

Staff recommends approval of the HRTPO UPWP Task 14.0, including the provision of the 20% local match to support this program.

***Action Requested: The Commission should take action to approve the July 21, 2016 Consent Agenda.***

7. **HRPDC Recommended Governance Approach – Robert Crum, HRPDC/HRTPO Executive Director (Attachment 7)**

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.

8. **HRPDC Housing Program – Shernita Bethea, HRPDC Housing Administrator**

Since 1996, the Hampton Roads Planning District Commission (HRPDC) has served as regional administrator for the Hampton Roads Loan Fund Partnership (HRLFP). HRPDC staff works through a partnership of local homeownership programs and counseling agencies to administer the funding to qualified buyers. The HRLFP, the first regional service delivery organization of its kind in Hampton Roads, includes local government, housing authorities, nonprofit housing organizations, and private lenders. Recently, the HRPDC has expanded the program to assist a few individual localities with administering HOME funds for down payment and closing cost assistance. Staff will provide an update of the program and discuss future homeownership readiness initiatives in the region.

9. **Three Month Tentative Schedule**

**August 2016**

Meeting Cancelled

**September 2016**

Land Subsidence Monitoring

DHCD Annual Report

Legislative Update

**October 2016**

Water Supply Management

HRSD

10. **Advisory Committee Summaries (Attachment 10)**

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

11. **For Your Information (Attachment 11)**

The following items are attached for review by Commission members:

- Letter from the City of Hampton appointing new members to the Commission
- 2015 Recycling Rate Report for SPSA Localities

12. **Old/New Business**

13. **Adjournment**