

**HAMPTON ROADS  
PLANNING DISTRICT COMMISSION  
MEETING**

**May 21, 2020  
12:30 PM**

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

Pursuant to Governor Northam's Executive Order 53 issued on March 23, 2020 and Executive Order 61 issued on May 8, 2020 prohibiting all public and private in-person gatherings of ten or more individuals, the Commission Meeting will be held electronically.

- 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 announced at the meeting.

- 4. Public Comment Period**

Members of the public are invited to address the Hampton Roads Planning District Commission. Due to the COVID-19 crisis, interested persons may submit comments to the Commission in advance of the meeting by email to [kmiller@hrpdcva.gov](mailto:kmiller@hrpdcva.gov) or phone (757) 366-4370. Each comment is limited to three minutes. All comments received by 3:00 PM on May 20, 2020 will be provided to the Commission Members and included in the official record.

- 5. Executive Director's Report (Attachment 5)**
- 6. Consent Agenda (Attachment 6)**
  - a. Meeting Minutes – February 20, 2020 Commission Meeting**
  - b. Transcribed Public Comments – February 20, 2020 Commission Meeting**
  - c. Treasurer's Report – January 2020**
  - d. Treasurer's Report – February 2020**

**e. Treasurer's Report – March 2020**

**f. 2020 Community Development Block Grant (CDBG) Regional Priorities**

The Virginia Community Development Block Grant (CDBG) Program provides funding to eligible units of local government to address critical community development needs, including housing, infrastructure, and economic development. This program has been administered by the Virginia Department of Housing and Community Development (DHCD) since 1982. CDBG funds are made available to DHCD by the U.S. Department of Housing and Urban Development (HUD).

Each year, the Virginia Department of Housing and Community Development requests Planning District Commissions to rank regional priorities for the Virginia CDBG Program and provide a list of anticipated CDBG project proposals from non-entitlement localities.

Staff recommends approval of the attached 2020 Virginia CDBG Regional Priorities list for transmittal to the Virginia Department of Housing and Community Development.

**g. Community Advisory Committee (CAC) Bylaws Amendment**

The Community Advisory Committee (CAC) updated its bylaws to reflect the expanded role and purview to serve both the HRPDC and HRTPO and to expand the terms of current members to provide continuity as the CAC works through its new expanded responsibilities. The updated bylaws are attached for the Commission's consideration.

**h. HRPDC Resolution 2020-01 Amending its Cafeteria Plan**

The HRPDC currently provides a Cafeteria Plan for its employees that includes a Health Flexible Spending Account and a Dependent Care Account. The HRPDC wishes to update its current plan to include a \$500 roll-over provision that allows its employees to roll-over up to \$500 of unspent funds from their Health Flexible Spending Account from one benefit year to the next. Resolution 2020-01 of the HRPDC Amending its Cafeteria Plan is attached for the Commission's consideration.

**i. Consultant Services Contract – Regional Construction Standards Program Support**

Following the formal selection process for HRPDC Request for Proposals (RFP) No. PDC-RFP-2017-01, the HRPDC authorized the execution of a contract with CDM Smith, Inc. in 2016 to provide support for the Regional Construction Standards (RCS) program through Fiscal Year 2017. The 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. The contract was renewed for fiscal years 2018, 2019, and 2020. The RCS, first published in 1999, provides uniform quality of construction throughout the region by simplifying and standardizing construction practices, reducing construction costs, and improving safety in the public right-of-way.

This project is funded by the localities through the Regional Construction Standards Program.

Contract Amount: Up to \$79,900

Period of Performance: July 1, 2020 through June 30, 2021

General Scope of Work: The consultant will provide professional services to support the continued technical review, update, and modification of the RCS through the RCS committee structure, which includes representatives from the 17 HRPDC localities, the Hampton Roads Sanitation District, and the Hampton Roads Utility and Heavy Contractors Association.

Staff recommends authorizing the HRPDC Executive Director to renew the contract with CDM Smith Inc. for consultant services up to \$79,900 through Fiscal Year 2021 (July 1, 2020 to June 30, 2021).

**j. 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 from previous 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, II, and III 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, 2020 through June 30, 2021

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 Fiscal Year 2021 (July 1, 2020 to June 30, 2021).

***Action Requested: The HRPDC should take action to approve the May 21, 2020 Consent Agenda.***

**7. HRPDC Fiscal Year 2020 Extension Work Program (Enclosure) – presented by Keith Cannady, HRPDC Deputy Executive Director**

Annually, the HRPDC staff prepares a Work Program for the upcoming fiscal year. This document outlines the work activities that the HRPDC staff will undertake in support of the Commission and member localities. The Work Program 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 directly supports the local committees that serve in an advisory capacity to the HRPDC. The proposed FY 2020 Extension Work Program was made available for public review and comment from May 5, 2020 through May 18, 2020.

In response to the ongoing financial impact of the COVID-19 global pandemic on federal, state, and local governments, HRPDC staff are proposing an extension of the Work Program for FY 2020. This document covers work programmed from July 1, 2020 to October 31, 2020 rather than the full Fiscal Year 2021. A complete FY 2021 Work Program will be presented for approval by the Commission at the October 15, 2020 meeting.

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 HRPDC FY 2020 Extension Work Program.***

**8. Fiscal Year 2021 Budget (Attachment 8) – presented by Robert Crum, HRPDC/HRTPO Executive Director**

The Joint HRPDC/HRTPO Personnel & Budget (P&B) Committee met electronically via conference call on Thursday, May 7, 2020 to review the proposed FY 2021 HRPDC/HRTPO Budget. At its meeting on May 7, the Personnel and Budget Committee took the following action:

***“The HRPDC/HRTPO Personnel and Budget Committee recommends approval of the FY21 Budget by the HRPDC and HRTPO Boards, with the condition that the budget be revisited by both Boards at their October 15, 2020 meetings.”***

The following documents are attached for your review:

- Historical Budget Trend Report with Bar Charts
- FY 2021 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

Also attached is a memorandum providing background information on the proposed FY 2021 Budget for the HRPDC and HRTPO.

The proposed FY 2021 Budget reflects a decrease of \$187,398 from FY 2020. Member contributions will remain at the reduced \$0.80 per capita rate approved in FY 2013.

Mr. Robert Crum, Executive Director, will provide an overview and answer any questions from the Board.

***Action Requested: The HRPDC should take action to approve the FY 2021 Budget as presented with the condition that the budget be revisited at the October 15, 2020 Annual Meeting.***

## **9. Three Month Tentative Schedule**

### **June 2020**

No Meeting per Regional Meeting Schedule

### **July 2020**

Environmental Education Program

Legislative Update

### **August 2020**

Annual HRPDC/HRTPO Joint Legislative Meeting with Hampton Roads General Assembly Caucus

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

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

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

- HRPDC Letter to the Members of the Hampton Roads Legislative Caucus Regarding the Virginia Offshore Wind Opportunity
- HRPDC Letter to The Honorable Ralph Northam, Commonwealth of Virginia Governor, Regarding Renewable Energy Transition and Virginia's Offshore Wind Opportunity
- HRPDC Letter to The Honorable Ralph Northam, Commonwealth of Virginia Governor, and The Honorable Mark Herring, Commonwealth of Virginia Attorney General, Regarding Local/Regional Governments Electronic Meeting Ability during the COVID-19 State of Emergency
- HRPDC Letter to the Members of the Hampton Roads Federal Delegation Regarding Federal Emergency Supplemental Measure
- Letter from Congressman Robert C. "Bobby" Scott Regarding H.R. 748, the Coronavirus Aid, Relief, and Economic Security (CARES) Act
- Letter from Town of Smithfield announcing the appointment of Town Manager Michael R. Stallings, Jr. as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Chesapeake announcing the scheduled reappointment of Council Member Stephen Best, Sr. as a voting member of the Hampton Roads Planning District Commission
- Letter from City of Chesapeake announcing the scheduled reappointment of Council Member S.Z. "Debbie" Ritter as a voting member of the Hampton Roads Planning District Commission
- HRPDC Letter to The Honorable Ralph Northam, Commonwealth of Virginia Governor, Regarding May 2020 Local Elections
- HRPDC Letter to the Members of the Hampton Roads Federal Delegation Regarding Families First Coronavirus Response Act – Ineligibility of Public Employers for Payroll Tax Credits
- Letter from U.S. Navy Captain Jason J. Schneider, NWS Yorktown/CAX Commanding Officer, Regarding Community Involvement Plan Update – Input Requested
- HRPDC Letter to The Honorable Matthew J. Strickler, Secretary of Natural Resources, and RADM Ann C. Phillips (U.S. Navy, Ret.), Special Assistant to

the Governor for Coastal Adaptation and Protection, Regarding Community Flood Preparedness Fund

- HRPDC Letter to The Honorable Brian J. Moran, Secretary of Public Safety and Homeland Security, and the Honorable Matthew J. Strickler, Secretary of Natural Resources, Regarding Virginia Peninsula Flood Risk Management Study
- HRPDC Letter to U.S. Army Corps of Engineers Colonel Patrick V. Kinsman, Norfolk District Commander, Regarding Virginia Peninsula Flood Risk Management Study

**12. Old/New Business**

**13. Adjournment**