1. Call to Order

2. Approval/Modification of Agenda

3. Public Comments
   a. 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.
   b. Public Comment Period
      Members of the public are invited to address the Hampton Roads Planning
      District Commission. Each speaker is limited to three minutes.

4. Executive Director’s Report (Attachment 4)

5. Community Advisory Committee (CAC) Report

6. Consent Agenda (Attachment 6)
   a. Meeting Minutes – November 18, 2021 Commission Meeting
   b. Treasurer’s Report – November 2021
   c. Fiscal Year 2022 Budget Amendment
      The current FY 2022 HRPDC/HRTPO Budget was approved on May 20, 2021.
      Subsequently, the HRPDC/HRTPO received new awards and adjustments to
      existing awards. This agenda note summarizes the changes to the approved
      budget through December 31, 2021.
The previously approved budget totaled $16,448,873. This budget amendment results in an increase of $3,355,980, bringing the total Operating and Pass-Through budget to $19,804,853. The additional $3,355,980 is the result of the following changes:

$$ + 205,000 \text{ New federal awards received from the Department of Homeland Security}$$
$$ (197,500 of which will pass-through to consultants).$$

$$ + 3,000,000 \text{ New state award received from the Virginia Department of Housing}$$
$$ (These funds have not been determined at this time, but the majority will be pass-through for several Housing Development programs).$$

$$ + 11,276 \text{ FY 2021 funds carried forward for the HRTPO.}$$

$$ + 25,368 \text{ HRPDC deferred revenue carried forward from previous years. All of which will pass-through to existing consultant contracts.}$$

$$ + 114,336 \text{ Various adjustments to previous awards; this increase mainly affected pass-through expenditures.}$$

$$ 3,355,980 \text{ FY 2022 Budget Increase}$$

d. 2022 Regional Meetings Schedule

The regional meeting schedule for the 2022 Calendar Year is attached for Commission review and approval.

e. Community Advisory Committee (CAC) Appointment

The following individual has been recommended for CAC membership:

- Dr. Kanama Bivins, a resident of Suffolk, is Chief Financial Officer of NASA Langley Research Center. Dr. Bivins has over 20 years of work experience as a leader in the federal government with a strong focus on innovation as well as volunteer experience with the CIVIC Institute and American Society of Military Comptrollers. She has a Doctorate in Strategic Leadership and a passion to see Hampton Roads continue to grow, develop, and thrive through initiatives to help attract and retain talent, entrepreneurs, and investors.
f. **HRPDC Grant Contracts**

Staff recommends authorizing the HPPDC Executive Director to sign contracts with the following vendors for professional services. Funding for these contracts is provided by the FY2021 Urban Area Securities Initiative (UASI) grant.

- **ASAP 911** - $129,675 – purchase of all-terrain medical vehicles.
- **Sonny Merryman** - $217,455 – purchase of ambulance bus.
- **Assura Inc** - $284,288 – cybersecurity planning, training, and exercises.
- **Old Dominion University Research Foundation** - $81,600 – completion of the 2022 Threat and Hazards Identification and Risk Assessment (required for UASI grant funding) and grant application support.

**Action Requested:** The HRPDC should consider action to approve the January 20, 2022 Consent Agenda.

7. **Economic Development Opportunities for the Hampton Roads Region** – presented by Mr. Jason El Koubi, Virginia Economic Development Partnership Interim President and CEO; Mr. Stephen Edwards, Virginia Port Authority CEO and Executive Director; and Mr. Doug Smith, Hampton Roads Alliance President and CEO

The leadership of the Virginia Economic Development Partnership (VEDP), Virginia Port Authority (VPA), and Hampton Roads Alliance (Alliance) will discuss economic development opportunities for the Hampton Roads region. These representatives have been asked to brief the Commission on the following topics:

- **Mr. El Koubi (VEDP)** – economic development challenges and opportunities for the Hampton Roads region from the perspective of the VEDP
- **Mr. Stephen Edwards (VPA)** – emerging plans for the Port of Virginia and how the region’s localities can capitalize on this asset to create “outside the gate” job creation opportunities
- **Mr. Doug Smith (Alliance)** – update on the work of the Alliance on the offshore wind industry and how localities can leverage this emerging sector to create jobs in their communities

Following these briefings, the Commission is encouraged to discuss the information presented and steps that the region’s localities can take to support the economic development efforts of these organizations.
8. **Dedicated Funding Source for Flood Mitigation Projects** – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director

At the January Chief Administrative Officers (CAO) Committee meeting, the CAOs discussed the threat that flooding presents for the Hampton Roads region and the need for the Commonwealth to ensure a reliable funding source to assist local governments with their efforts to invest in flood prevention projects. The CAOs noted the tremendous assets in the Hampton Roads region that are threatened by this flooding, including nationally significant military facilities, the Port of Virginia, and the region’s tourism industry. The Committee also noted the importance of having a dedicated funding source at the State level to leverage potential funding opportunities that are anticipated from the federal infrastructure package.

The cost to address needed flood prevention projects is substantial and beyond the funding means of local governments. In addition, recent experiences continue to demonstrate that these flooding challenges are being experienced across the entire Commonwealth of Virginia.

At the conclusion of this discussion, the CAOs reached a consensus recommending that the HRPDC take action to request that the Commonwealth of Virginia establish an adequate, reliable, and continuous funding source to address flood prevention projects in the Commonwealth of Virginia.

*Action Requested: The HRPDC should consider action authorizing the HRPDC Chair to request that the Commonwealth of Virginia establish an adequate, reliable and continuous funding source to support flood prevention projects in the Commonwealth of Virginia.*

9. **General Assembly Update** – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director

Mr. Robert A. Crum, Jr., HRPDC Executive Director, will provide a briefing from the General Assembly session, including any items that may need discussion or action by the HRPDC.

10. **Three Month Tentative Schedule**

*February 17, 2022*
- Portsmouth and Chesapeake Joint Land Use Study
- Virginia Coastal Resilience Master Plan
- General Assembly Update
- CDBG Regional Priorities
March 17, 2022
FEMA Risk Rating 2.0
2022 Hampton Roads Economic Forecast
Resiliency Design Standards
Planning and Economics Program Update

April 2022
No Meeting per the Regional Meeting Schedule

11. Advisory Committee Meeting Minutes (Attachment 11)

HPDPC Advisory Committee meeting minutes that were approved since the last Commission meeting are attached for review.

12. Technical Committee Meeting Summaries (Attachment 12)

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

13. For Your Information

- **HRPDC Receives Grant from DEQ** – The Chesapeake Bay Preservation Area (CBPA) Designation and Management Regulations were amended to specifically allow climate change adaptation measures within the CBPA and require climate change impacts to be considered for land development within the Resource Protection Area. The Department of Environmental Quality (DEQ) has awarded a $10,200 grant to the HRPDC to develop tools to support local governments as they incorporate the new coastal resilience provisions into their programs.

14. Old/New Business

15. Adjournment
COASTAL RESILIENCE MASTER PLAN

On Tuesday, December 7, Governor Northam held a press conference in Hampton to announce the release of Virginia’s first Coastal Resilience Master Plan. HRPDC Chair Andria McClellan and HRTPO Board Chair and Hampton Mayor Donnie Tuck and the Executive Director participated in this event. The HRPDC staff served on the Technical Advisory Committee and various Subcommittees that supported the preparation of this Plan.

HAMPTON ROADS CAUCUS MEETING

HRPDC Chair Andria McClellan, HRTPO Chair Donnie Tuck and the Executive Director presented Hampton Roads’ regional legislative priorities to the Hampton Roads General Assembly Caucus on December 14 at the Sentara Brock Cancer Center in Norfolk.

I-64 SEGMENT III GROUNDBREAKING

Regional, local, state and federal officials held a ribbon cutting ceremony on December 20 to celebrate the opening of the I-64 Peninsula Segment III Project. Several HRTPO and HRTAC Board members participated in the event to celebrate this HRTAC supported project including Hampton Mayor Donnie Tuck, York County Supervisor Tom Shepperd and James City County Supervisor Michael Hipple.

A recording of the ribbon cutting ceremony can be viewed at: https://youtu.be/rCQh1duUays.

To learn more about the I-64 Widening Segment III Project, visit: http://i64widening.org/learn_more/segment_3.asp.

HAMPTON ROADS BRIDGE TUNNEL BORING MACHINE ARRIVES

On December 14, state, regional and local officials celebrated the arrival of the Tunnel Boring Machine that will be used during the construction of the Hampton Roads Bridge Tunnel project. This project is predominantly funded by the Hampton Roads Transportation Accountability Commission (HRTAC). The Tunnel Boring Machine was custom-made in Germany, disassembled and transported via three ships to the Port of Virginia. The machine will be reassembled in the next several months with boring expected to begin in mid-2022. A model of the Tunnel Boring Machine was present for the celebration.
Speakers at this event included Secretary of Transportation Shannon Valentine and HRTAC and HRTPO Chair Donnie Tuck. Several students from Saint Gregory the Great Catholic School in Virginia Beach, who won a competition to name the tunnel-boring machine, also participated. The students’ winning proposal resulted in the Tunnel Boring Machine being named after Mary Winston Jackson, the late Hampton native and aerospace engineer who was featured in the movie *Hidden Figures*.

**VIRGINIA TELECOMMUNICATIONS INITIATIVE (VATI) BROADBAND GRANT**

The HRPDC received a VATI grant that will bring universal broadband coverage to the City of Suffolk and Counties of Isle of Wight and Southampton. In partnership with the three localities and Charter Communications, the grant will provide needed funding to build a high-speed, reliable, and affordable fiber internet network to areas of western Hampton Roads that are currently without service. Much like electricity and water, broadband is a crucial service in the 21st century that connects our communities and enhances access to healthcare, education, and workforce development opportunities. The following link provides more information about this grant award [https://www.hrpdcva.gov/.../hrpdc-helps-win-broadband.../](https://www.hrpdcva.gov/.../hrpdc-helps-win-broadband.../).

**REGIONAL FIBER RING**

The Southside Network Authority continues to finalize the procurement process and funding for the Southside fiber ring. Construction of the fiber ring, which will interconnect the cities of Chesapeake, Norfolk, Portsmouth, Suffolk and Virginia Beach to the transatlantic subsea cables, is expected to begin in calendar year 2022.

**CHIEF ADMINISTRATIVE OFFICERS (CAO) COMMITTEE**

The CAO Committee met on January 5 at the Norfolk Botanical Garden. Agenda items were as follows:

- Hampton Roads Express Lanes Network – presentation by VDOT District Engineer Chris Hall with a request for localities to appoint an Executive Oversight Committee
- Legislative Update
- Discussion of need for a Legislative Affairs position at the HRPDC
- Update from the Hampton Roads Alliance
COMMUNITY ADVISORY COMMITTEE

The HRPDC/HRTPO Community Advisory Committee (CAC) met on December 9. Agenda items included:

- Elizabeth River Crossing (ERC) Toll Agreement
- Regional Fiber Ring Update
- Air Terminal Interchange Briefing from VDOT
- CAC Leadership Transition

REGIONAL TRANSIT ADVISORY PANEL (RTAP)

The RTAP met on November 30 and discussed the following items:

- General Assembly Session and opportunities for the RTAP membership to play a transit advocacy role. The RTAP has tentatively scheduled a transit advocacy day for February 3 in Richmond.
- Review of Priority Recommendations identified by the RTAP membership. The RTAP endorsed its final recommendations for strategies to advance and strengthen transit in the Hampton Roads region.

OTHER MEETINGS/EXECUTIVE DIRECTOR OUTREACH

- Participation in Offshore Wind Executive Committee meetings
- November 30 meeting with the HRPDC Chair and Vice Chair and HRPDC staff to discuss opportunities for the Commission’s Environmental Education Program
- Attended the City Managers Forum on December 2 in Chesapeake that was coordinated by the Hampton Roads Chamber
- Meeting with Surry County HRPDC Board Member and County staff to discuss issues and opportunities for the County
- Coordinated regional legislative liaison meetings on December 7 and January 6
- Participated in the RVA757 Connects Board meeting on December 8
- Attended the Hampton Roads Chamber Annual Meeting in Virginia Beach on December 8
- Provided a presentation to the CIVIC Leadership Institute Class on December 9 on the work of the HRPDC and HRTPO
- Provided a briefing to the Regional Planning Directors on December 9 on the regional fiber initiative, the work of the Regional Transit Advisory Panel and the HRPDC/HRTPO Regional Legislative Agenda
- Participated in the Southside Network Authority Meeting on December 10
- Attended the Senatorial Forum hosted by the Hampton Roads Chamber in Norfolk on December 13
- Participated in regular meetings of the Regional Roundtable
- Attended the Hampton Roads Military and Federal Facilities Alliance Meeting on December 16
- Attended the December 16 meeting of the Hampton Roads Transportation Accountability Commission
- Provided a presentation on December 22 to Virginia Beach Vision and the Greater Norfolk Corporation on the Community Flood Preparedness Fund
ADMINISTRATION/MANAGEMENT

- Human Resource items including allocation of the mid-year salary compression/equity funds approved by the HRPDC/HRTPO Boards
- Recruitment for the IT Coordinator Position
- Finalize AV Equipment Modernization Plans for the “757 Room”
- Transition Plan for the Organization’s Civil Rights/Title VI and Communications Programs
- Staff support to the Community Advisory Committee
- Staff support to the Southside Network Authority
- Coordination with the region’s legislative liaisons
- Financial management support for the HRPDC, HRTPO, HRTAC, HRMFFA and Southside Network Authority
- Personnel management
- Building Operation and Maintenance
Hampton Roads Planning District Commission
Minutes of November 18, 2021 Meeting

The November 18, 2021 meeting of the Hampton Roads Planning District Commission (HRPDC) was called to order by the Chair at 12:36 p.m. in the Regional Board Room located at 723 Woodlake Drive in Chesapeake, Virginia with the following in attendance:

**Commissioners in Attendance:**
- Andria McClellan, Chair (NO)
- David Jenkins, Vice-Chair (NN)
- Christopher Price (CH)
- Debbie Ritter (CH)
- Ella Ward (CH)
- Amanda Jarratt (FR)
- Carol Steele (GL)
- Steven Brown (HA)*
- Donnie Tuck (HA)
- Randy Keaton, Treasurer (IW)
- Jim Icenhour (JC)
- McKinley Price (NN)
- Cynthia Rohlf (NN)
- Courtney Doyle (NO)
- Larry “Chip” Filer (NO)
- Shannon Glover (PO)*
- Michael Stallings (SM)
- Albert Moor (SU)
- Robert Elliott (SY)*
- Melissa Rollins (SY)*
- Barbara Henley (VB)
- Louis Jones (VB)
- Guy Tower (VB)
- Douglas Pons (WM)*
- Neil Morgan (YK)*
- Sheila Noll (YK)

**Commissioners Absent:**
- Stephen Best (CH)
- Robert Geis (CH)
- Frank Rabil (FR)
- Phillip Bazzani (GL)
- Mary Bunting (HA)
- Joel Acree (IW)
- Scott Stevens (JC)
- Kenneth Alexander (NO)
- Danica Royster (NO)
- Gordon Helsel (PQ)
- Randall Wheeler (PQ)
- Angel Jones (PO)
- William Gillette (SH)
- Michael Johnson (SH)
- T. Carter Williams (SM)
- Leroy Bennett (SU)
- Patrick Duhaney (VB)
- Robert Dyer (VB)
- John Moss (VB)
- Sabrina Wooten (VB)
- Andrew Trivette (WM)

**Executive Director:**
Robert A. Crum, Jr., Secretary

**Other Participants:**
Terry Danaher (CAC)

*Late arrival or early departure.*
Others Recorded Attending:
Brian DeProfio and Jason Mitchell (Hampton); Brad Rinehimer (James City County); Bob Baldwin (Portsmouth); Debra Bryan (Virginia Beach); Jeanne Sgroi (York County); Rick Dwyer and Craig Quigley (HRMFFA); Drew Lumpkin (Senator Mark Warner’s Office); Caleb Smith (Representative Elaine Luria’s Office); Mark Geduldig-Yatrofsky (Resident); Jimmy LaRoue (Suffolk News-Herald) and Keith Cannady, Kelli Arledge, Rob Cofield, Katie Cullipher, Ashley Gordon, Greg Grootendorst, John Harbin, Whitney Katchmark, Sara Kidd, Krista Lauro, Andrew Margason, Benjamin McFarlane, Cynthia Mulkey, Pavithra Parthasarathi, Katherine Rainone, Joe Turner, and Christopher Vaigneur (HRPDC/HRTPO Staff)

Chair Andria P. McClellan congratulated Virginia Beach for the passage of their bond referendum on flooding.

A quorum was not yet achieved; therefore, the meeting continued with non-action agenda items.

Public Comments
Chair McClellan invited members of the public to address the Commission. There were no in-person requests to provide public comment.

Mr. Robert A. Crum, Jr., HRPDC Executive Director, reported that there were no submitted public comments since the last HRPDC meeting.

Executive Director’s Report

Mr. Crum referenced his monthly report included in the agenda package and offered to answer questions. Hearing none, he highlighted a few items of interest for Commission member information.

Mr. Crum mentioned the 2022 Regional Legislative Priorities Brochure distributed as a handout. He reported a Hampton Roads Caucus meeting was scheduled for December 14, 2021 and that HRPDC staff was in contact with Senator Lionell Spruill Sr.’s office with a request that the HRPDC and HRTPO be added to the agenda as presenters.

Mr. Crum described Governor Northam’s announcement that the Elizabeth River Crossing (ERC) toll agreement was amended to provide additional toll relief for those residents earning less than $30,000 per year for an average potential savings of $650 per year. Mr. Crum stated that the ERC Task Force, under the leadership of HRTPO Chair Donnie R. Tuck, and ERC Task Force Vice-Chair Kenneth Alexander, and Portsmouth Mayor Shannon Glover, worked with the region’s mayors, Commonwealth Transportation Board (CTB) members, General Assembly members, and the Secretary of Transportation on toll mitigation solutions.

Mayor Shannon Glover added that under the previous toll reduction agreement, residents were required to complete a rebate form as part of the reduction application process. Under the newly amended toll agreement, a 50% reduction in tolls will be automatic for residents earning less than $30,000 per year. He commended the collaborative efforts to bring toll relief to residents. He
noted the Task Force should continue to work to further mitigate the tolls and stated that amending the ERC agreement was a step in moving the region in the right direction.

Mr. Crum commented on a discussion at the October Commission meeting regarding Affordable Housing and examining regional approaches, strategies, and solutions. Mr. Crum reported that the HRPDC Chief Administrative Officers (CAO) Committee was reviewing the topic and would present a recommended approach for Commission consideration at a future meeting.

Chair McClellan thanked Mr. Crum for his report and commented on the future possibility of expanding the HRPDC Environmental Education program to include energy efficiency.

Community Advisory Committee (CAC) Report

Ms. Terry Danaher, Chair of the Community Advisory Committee (CAC), reported that the CAC had not met since the last Commission meeting. She requested that Commission members increase outreach to their residents and encouraged meeting with their local CAC representatives on items being discussed at the regional level. She specifically referenced interest in the infrastructure bill and its environmental justice component.

U.S. Department of Defense (DOD) Spending in Virginia and Hampton Roads

Mr. Craig R. Quigley, Rear Admiral, U.S. Navy (Ret.), Executive Director, and Mr. Rick Dwyer, Deputy Executive Director, Hampton Roads Military and Federal Facilities Alliance (HRMFFA), briefed the Commission on U.S. DOD spending in Virginia and Hampton Roads.

Admiral Quigley presented a map of current federal facilities in Hampton Roads, and he described the federal departments, administrations, and agencies represented in the region as the most dense and diverse collection in the United States.

Mr. Dwyer reported that ODU’s State of the Region Report shows 40% to 44% of the regional economy is predicated on the federal presence. In 2006, after the base realignment and closures, HRMFFA was formed to attract, retain, and grow federal missions in the region. HRMFFA coordinates with locally elected officials; senior federal government leaders for all area facilities, commands, and organizations; the Virginia Congressional delegation; the General Assembly; and the Commonwealth of Virginia to ensure awareness of anticipated federal actions with near, mid, and long-term impacts on the Hampton Roads region.

*Commissioners Steven L. Brown and Robert L. Elliott, Jr. departed

Larger Contingents of Current Federal Agency Presence

- Approximately 25% of the United States Navy is in Hampton Roads. The Navy is the largest single federal agency presence in the region and accounts for 60% of all regional federal spending. Hampton Roads is the home port for all of the Atlantic Fleet aircraft carriers, and Special Operations Forces have a tangible presence in the region. Naval Air Station (NAS)
Oceana in Virginia Beach and the outlying landing field in Chesapeake are the Navy’s home for the current F/A-18 Super Hornet carrier-based strike fighters and will be the east coast home of the F-35s, and possibly the home for Unmanned Aircraft Systems (UAS) in the future.

- The United States Air Force is the second largest federal agency presence in the region. Beginning in 2022, the formal training unit for F-22s, with 750 airmen and their families, will be moving from Florida to Langley Air Force Base in Hampton. The four-star led Air Combat Command, 480th Intelligence, Surveillance, and Reconnaissance (ISR) Wing and the Virginia Air National Guard’s Cyber Operations Squadron are also headquartered at Langley.

- While there are no longer any United States Army bases in Hampton Roads, the Army presence is contained within two Joint Bases, Joint Base Langley-Eustis with the Air Force as the senior service and Joint Expeditionary Base Little Creek-Fort Story with the Navy as the senior service. At Fort Eustis, there are many tenant commands, including Training and Doctrine Command, one of the four four-star commands in the region, and a lot of real estate for potential expansion. The Army Mariners are trained at Third Port, which is a deep-water port located at Fort Eustis that provides a safe harbor for the Army’s watercraft fleet.

- The NASA Langley Research Center, located in Hampton, is NASA’s oldest research facility. NASA Langley Research Center has a significant role to play in the mission to put humans back on the Moon by 2025 and then onto Mars.

- The United States Coast Guard presence in Hampton Roads is the largest in the country, and it continues to grow. Over the past summer, Coast Guard Base Portsmouth experienced a 50% increase in the number of Cutters (commissioned vessels).

- Thomas Jefferson National Accelerator Facility (Jefferson Lab), a U.S. Department of Energy Office of Science national laboratory, is a world-class physics research center in Newport News.

Opportunities to Increase Federal Presence

- NAS Oceana Future Base Design – the Navy is not able to sufficiently fund all of the needed infrastructure repairs and refurbishment, so NAS Oceana is expanding its existing relationships with the Cities of Chesapeake and Virginia Beach and reaching out to federal and state agencies and private business and industry to offer under-utilized parcels of Navy property for compatible development. The real estate may be available in exchange for in-kind services or funds to mitigate the infrastructure challenges.

- F-22 Training and Intel Units to Langley – The relocation of the formal training unit for F-22s includes an additional 31 F-22s and 18 of the T-38s used as aggressor aircraft. Also, the Air Force is considering Langley Air Force Base as the location for an intelligence hub on
the east coast, which could potentially add 2,000 or more intelligence personnel over the next several years. Langley would need significant facility upgrades to make that happen, but it is an opportunity to bring additional federal personnel to the region.

- **Ship Building, Repair, and Modernization/ Norfolk Naval Shipyards Recapitalization** - The ship repair and construction industry is important to the region. There is an effort within the Navy to refurbish all four of the Navy-owned public shipyards throughout the country, one of which is in Portsmouth at the Norfolk Naval Shipyard. It is approximately a 20-year $20 billion to $25 billion effort. However, waiting 20 years to refurbish all four shipyards will not be sufficient for the Navy’s readiness needs. To accelerate the effort, a proposal has been introduced for an additional $25 billion to the Navy through the National Defense Authorization Act (NDAA) fiscal year 2022 appropriations.

- **Jefferson Lab Ion Collider/ Quantum Computing** - There is a potential opportunity for a super-computing facility to be built at Jefferson Lab. While the Department of Energy chose New York over Virginia for the site of a new $2.6 billion Electron-Ion Collider, Jefferson Lab will still have a significant role in building the facility’s equipment and infrastructure. Additionally, a super-computing facility built at Jefferson Lab would create additional appeal for data-intensive companies to locate in the region.

- **VA Medical Center Growth** - The Veterans Affairs (VA) Medical Center in Hampton recently announced plans for an additional healthcare center in Chesapeake. The project’s groundbreaking is planned for before the end of 2021 with the new facility scheduled to open by 2024. In addition to that facility, a community-based outpatient clinic is going to be opened in Suffolk, and a second healthcare center was also approved for a Southside location that has yet to be determined.

- **NASA Technology Transfer/Research** - As NASA's center of expertise for entry, descent, and landing, the NASA Langley Research Center has a significant role in any NASA mission that involves a landing, whether it be on an asteroid, the Moon, or Mars. As part of that research, they develop systems that create opportunities for technology transfer with local smart start-ups and small businesses.

*Commissioner Melissa D. Rollins arrived*

Admiral Quigley and Mr. Dwyer concluded their presentation by describing Hampton Roads’ prominent attributes and summarizing potential growth areas and possible challenges.

*Commissioner Shannon Glover departed*

Commissioner Donnie Tuck reported that HRMFFA established a committee focused on reviewing the current and future state of federal facilities in Hampton Roads. He reported that members of the committee met with the command staff at Langley Air Force Base and discussed consumption and absorption considerations and the resulting impact on quality of life.
*Commissioner Douglas Pons departed*

Commissioner Randy Keaton asked Admiral Quigley to describe the Virginia Values Veterans (V3) Program.

Admiral Quigley indicated that the region transitions approximately 8,000 to 10,000 uniformed service members out of the service every year. The Hampton Roads Workforce Council has addressed the importance of retaining the Veteran population in Hampton Roads through two Veteran employment centers, one in Norfolk and one in Newport News. The employment center staff focuses on transitioning service members and their spouses. Alternatively, the V3 Program provides free training and certification for employers to help them implement nationally recognized best practices in recruiting, hiring, and retaining Veterans.

Mr. Dwyer added that there is an additional program called the DOD SkillBridge program. The program is an opportunity for service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. After the unit command provides written authorization and approval, a service member can be granted up to 180 days of permissive duty to focus solely on training full-time with approved industry partners in real-world job experiences. For industry partners, including municipalities, SkillBridge is an opportunity to access and leverage the Veteran workforce at no cost.

Mr. Crum asked Admiral Quigley to expand upon regional opportunities to host non-traditional types of federal organizations.

Admiral Quigley suggested presenting Hampton Roads as an option directly to the head of every agency not currently represented. For instance, there is no significant agriculture department presence in Hampton Roads. He added that in an increasingly remote-friendly working environment and with more agencies moving outside of the DC metropolitan area, Hampton Roads is a prime candidate for relocation due to the region’s strengths and proximity to DC.

Chair McClellan asked how to proceed.

Mr. Crum recommended he collaborate with HRMFFA and Hampton Roads Alliance to develop a coordinated approach strategy for Commission consideration.

Admiral Quigley concurred.

Mr. Crum thanked Admiral Quigley and Mr. Dwyer for their presentation and introduced Mr. Greg C. Grootendorst, HRPDC Chief Economist, to present additional data related to the DOD spending in Hampton Roads.

Mr. Grootendorst presented historical data illustrating the correlation between DOD spending and Hampton Roads’ economy. He indicated that DOD spending accounts for approximately 35% to 40% of the gross product in Hampton Roads. The total federal presence accounts for an even larger percentage and is a significant part of the region’s economy.
He described annualized real defense outlays as cyclical with the continual rise and fall of defense spending in the region and the nation. In 1969, over 25% of total employment in Hampton Roads was uniformed military personnel. Since then, the direct military share of the employment and income totals has decreased to under 10%. Historically, Hampton Roads’ population growth cycles were directly proportional to defense spending. More recently, however, DOD investments have shifted from increases in personnel to significant increases in defense contracting. Mr. Grootendorst stated that going forward, population growth in Hampton Roads is unlikely to originate from increases in defense personnel.

Mr. Grootendorst referenced two handouts containing defense data, the Hampton Roads Economic Monthly and a two-pager that outlines the DOD presence in Virginia. He commented that acquiring defense data has required additional research as the information has been difficult to obtain and is often incomplete. He encouraged the Commission members to reach out to HRPDC staff with any data questions or concerns as well as topic requests. Mr. Grootendorst concluded his presentation by referencing the Hampton Roads Regional Benchmarking Study, which is available on the HRPDC website.

Commissioner Keaton indicated that Isle of Wight County has experienced difficulties obtaining data illustrating the significant amount of tax growth that is exempted or reduced for disabled veterans. He asked if HRPDC staff could acquire the data and analyze it on a regional level.

Mr. Grootendorst commented that every tax exemption results in a tax increase for those not exempted, noting that there has been an increase in exemptions with respect to local tax bases. He stated that HRPDC staff would review the data available at the state level, determine if the data can be analyzed by locality, and report back to the Commission.

A quorum was achieved; therefore, the meeting continued with the agenda’s action items.

**Approval/Modification of Agenda**

Chair Andria McClellan asked for a motion to approve November 18, 2021 HRPDC Meeting Agenda as presented.

**Motion:** Commissioner Debbie Ritter **Moved** to approve the agenda as presented; seconded by Commissioner Ella Ward. The **Motion Carried**.

**Consent Agenda**

Chair McClellan referenced the Consent Agenda, which included the following items for consideration and approval:

- Meeting Minutes – October 21, 2021 Commission Meeting
- Treasurer’s Report – September 2021
- Community Advisory Committee (CAC) Appointment
Chair McClellan asked for questions or comments. There being none, she asked for a motion.

Motion: Commissioner Ella Ward Moved to approve the Consent Agenda as presented; seconded by Commissioner McKinley Price. The Motion Carried.

Candidate Projects for the Community Flood Preparedness Fund

Mr. Crum introduced Mr. Benjamin J. McFarlane, HRPDC Senior Regional Planner, to brief the Commission on the Community Flood Preparedness Fund (CFPF) program and candidate regional projects.

Mr. McFarlane reported that the CFPF was created by the General Assembly in 2020. H.B. 981/ S.B. 1027 established the process for the Commonwealth’s participation in the Regional Greenhouse Gas Initiative (RGGI) and allocating the proceeds, while H.B. 22/ S.B. 320 established the CFPF. RGGI Inc, with contractor support, conducts quarterly regional auctions which function as the primary market for carbon dioxide allowances. RGGI proceeds are divided between funds for energy efficiency, flood protection, and administrative costs as follows:

- 50% funds the Department of Housing and Community Development (DHCD) Housing in Energy Efficiency (HIEE) program to make energy efficiency upgrades to new and existing residential buildings to reduce energy bills for low-income Virginians
- 45% funds the CFPF program to help localities implement flood protection studies and plans (25% of the CFPF monies distributed each year must go to low-income areas)
- 3% funds the Department of Environmental Quality (DEQ)’s administration of the RGGI process in Virginia
- 2% funds the DHCD and Department of Energy (DOE)’s administration of the HIEE program

The Commonwealth joined at the end of 2020 and was fully participating in time for the first auction in 2021. Overall, from the three RGGI auctions in 2021, Virginia has received approximately $142 million, with approximately $64 million identified for the CFPF. Not including the third auction’s allocations, which have not yet been announced, approximately $35 million has been set aside for grants through the CFPF and approximately $5 million has been identified for other purposes by the Department of Conservation and Recreation (DCR). The fund is non-reverting, so once the monies are distributed to the CFPF, the funds remain until spent.

Local governments are eligible to apply for funding for studies and capacity building, and local governments with an approved resilience plan are also eligible to apply for project funding. In the first CFPF grant application round, 17 local governments submitted 32 applications for a requested total of $17.1 million. DCR funded 19 applications from 14 local governments for a total of $7.8 million. The first round awards trended toward capacity building and planning effort applications. Projects funded included wetland restoration, stormwater system upgrades, low-
impact development, and living shorelines. Studies funded included Hydrologic and Hydraulic (H&H) studies, data collection, and revisions to existing plans. Capacity efforts funded included resilience plan development and floodplain staff capacity. Ten of the 19 projects that were approved for funding were submitted by a Hampton Roads locality. In the second CFPF grant application round, 24 local governments from 12 different planning districts submitted 37 applications for a requested total of $29.7 million. DCR had not yet announced the second-round awards.

Some projects did not receive funding because the project was already started, funded in the local budget, required by a previous obligation, or not “community-scale” enough. The CFPF prioritizes community-scale projects; although, additional guidance from DCR regarding their definition and threshold of community-scale would help localities create more competitive applications. The CFPF provides local governments with an opportunity to receive funding for efforts to prepare an approved resilience plan.

Planning District Commissions are also eligible applicants. The HRPDC can apply for projects that would have a regional benefit. HRPDC staff is proposing to develop two proposals for submission in the next application period. These candidate regional projects are as follows:

- Community Rating System – Develop tools or materials to support locality participation in the Community Rating System. Examples could include web applications for sharing elevation certificate information or data and analyses for locality watershed plans.

- Regional Hydrologic and Hydraulic Model – Assess the current extent and quality of existing hydrologic and hydraulic models to identify data needs and gaps in model coverage.

The proposed plan for future regional projects includes identification of potential regional projects by the Coastal Resiliency Technical Committee and staff, followed by review and validation of proposed applications by the HRPDC CAO Committee and HRPDC Coastal Resilience Subcommittee, and final consideration by the Commission for approval.

One of the 2022 regional legislative priorities requests General Assembly creation of the Virginia Commonwealth Flood Board (CFB) in order to address flooding in an ongoing, holistic, and collaborative manner. The CFB would direct and prioritize state and federal funding for flood mitigation, ensure collaboration and alignment among state agencies, and coordinate flood mitigation planning and adaptation efforts. The CFB would help to better coordinate state funding and planning efforts across programs as well as provide oversight and management of the CFPF through a public process.

With Commission support, HRPDC staff will work with the Coastal Resiliency Technical Committee to develop and submit regional applications for the third CFPF round of grant applications in January 2022.
Chair McClellan thanked Mr. McFarlane for his presentation and encouraged localities to participate in the CFPF grant application program while funds are available.

**Motion:** Commissioner Ella Ward *Moved* to approve supporting the submission of two regional projects by the HRPDC for the next Community Flood Preparedness Fund application round; seconded by Commissioner Randy Keaton. The **Motion Carried**.

Chair McClellan commended the local legislative liaisons for their efforts and emphasized the need for a regional proponent. She initiated discussion about possibly contracting with an advocacy firm to complement local efforts with a focus on regional legislative priorities.

Mr. Crum reported that the HRPDC does not have a regional position for legislative advocacy. He explained that moving forward with Chair McClellan’s suggestion during FY 2022 would require Commission authorization to use approximately $50,000 from the HRPDC Fund Balance to contract with an advocacy firm for services as a proof of concept. Any interest in continuing in future years would then be funded through a locality per capita assessment.

Ms. Danaher asked how to ensure that a firm would not also represent and advocate for conflicting interests.

Mr. Crum responded that the firm selected would be carefully considered and thoroughly vetted. He acknowledged that $50,000 may not cover a lot of services, but he mentioned the possibility of contracting through a partner organization’s cooperative procurement process. Mr. Crum stated that he did not anticipate contracting with a firm in time for the upcoming General Assembly session, but if approved, he was hopeful to engage services by March 2022.

Commissioner Debbie Ritter asked for confirmation that the intention was not to contract in time for the upcoming General Assembly session.

Chair McClellan confirmed and stated there was not enough time to do so.

Commissioner Ritter agreed and encouraged Mr. Crum to discuss the topic and potential options with the CAO Committee. She suggested examining the prospect of hiring an in-house employee as opposed to contracting with an advocacy firm.

Chair McClellan noted a consensus that Mr. Crum work with the CAO Committee to prepare a recommendation for Commission consideration.

**Comprehensive Economic Development Strategy**

Chair McClellan introduced Mr. Grootendorst to brief the Commission on the region’s efforts to prepare and submit a Comprehensive Economic Development Strategy (CEDS).

The U.S. Economic Development Administration (EDA) defines CEDS as a strategy-driven plan for regional economic development designed to build regional capacity and guide economic
prosperity and resiliency. Having an EDA-approved CEDS is often a prerequisite for gaining access to federal grants.

The 2010 CEDS document is being updated by cohesively incorporating multiple existing regional studies and plans. Per EDA regulations, the private sector needs to be heavily involved in the CEDS development process, so the Hampton Roads Alliance Board acts as the main developing partner with Re-Invent Hampton Roads and HRPDC as contributing partners. Formally, the jurisdictions included are the HRPDC member-localities; although, there are references to collaboration with HRPDC-bordering localities and partner planning organizations.

*Commissioner Neil Morgan departed

Mr. Grootendorst concluded his presentation by outlining the timeline to completion. The draft document was scheduled to be circulated for input from stakeholders including the DOD, Port of Virginia, tourism industry, and local economic development in November. The CEDS will then be submitted for public comment in December and submitted to the Alliance Board for final submission approval in January 2022.

Chair McClellan asked for questions or discussion.

Ms. Danaher asked for clarification regarding the public involvement component within the CEDS process.

Mr. Grootendorst responded that the partner planning organizations will follow the EDA process requirements as well as request input from the CAC.

Chair McClellan thanked Mr. Grootendorst for his presentation.

Three-Month Tentative Schedule

Mr. Crum noted that the Commission was not scheduled to meet in December and that the next meeting was scheduled for January 20, 2022. He reported that Mr. Stephen A. Edwards, CEO and Executive Director of the Virginia Port Authority (VPA), is scheduled to present to the Commission in January with a focus on offshore wind, flood mitigation, and economic development.

Chair McClellan encouraged Commission members to submit potential topics of discussion for future Commission meetings to her or Mr. Crum.

Advisory Committee Minutes

Chair McClellan stated that the Advisory Committee Minutes were provided for information purposes.
Technical Committee Summaries

Chair McClellan commented that the Technical Committee Summaries were provided for information purposes.

Old/New Business

There was no old or new business.

Adjournment

With no further business to come before the Commission, the meeting adjourned at 1:58 p.m.

__________________________________________
Andria P. McClellan
Chair

__________________________________________
Robert A. Crum, Jr.
Executive Director/ Secretary
### FISCAL YEAR 2021
11/30/21

STATEMENT OF REVENUES AND EXPENDITURES
42% OF FISCAL YEAR COMPLETE

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Annual Budget</th>
<th>Previous YTD</th>
<th>Current Month</th>
<th>YTD</th>
<th>% Received /Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>State PDC Revenue</td>
<td>$165,943</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>DEQ</td>
<td>336,700</td>
<td>53,557</td>
<td>-</td>
<td>53,557</td>
<td>16%</td>
</tr>
<tr>
<td>Housing DHCD/ Portsmouth/ Chesapeake/IoW</td>
<td>1,014,186</td>
<td>56,532</td>
<td>56,665</td>
<td>113,097</td>
<td>11%</td>
</tr>
<tr>
<td>Water Quality Assessment</td>
<td>467,502</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>VDEM</td>
<td>1,135,822</td>
<td>44,245</td>
<td>-</td>
<td>44,245</td>
<td>4%</td>
</tr>
<tr>
<td>Local Jurisdiction Membership Dues</td>
<td>1,469,744</td>
<td>695,050</td>
<td>53,418</td>
<td>748,468</td>
<td>51%</td>
</tr>
<tr>
<td>Local Jurisdiction Programs</td>
<td>1,843,187</td>
<td>1,117,560</td>
<td>25,552</td>
<td>1,143,112</td>
<td>62%</td>
</tr>
<tr>
<td>HRMFFA</td>
<td>25,000</td>
<td>6,101</td>
<td>10,194</td>
<td>41%</td>
<td></td>
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<tr>
<td>HR Economic Development Site Readiness</td>
<td>711,440</td>
<td>-</td>
<td>126,242</td>
<td>126,242</td>
<td>18%</td>
</tr>
<tr>
<td>JLUS</td>
<td>125,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>MIR - Installation Resilience</td>
<td>480,887</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Solid Waste Planning Unit</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Southside Network Authority</td>
<td>32,000</td>
<td>-</td>
<td>6,749</td>
<td>6,749</td>
<td>0%</td>
</tr>
<tr>
<td>SALES, INTEREST &amp; MISC</td>
<td>15,200</td>
<td>7,794</td>
<td>185</td>
<td>7,980</td>
<td>52%</td>
</tr>
<tr>
<td>VDOT-PL SEC 112</td>
<td>3,344,641</td>
<td>-</td>
<td>424,808</td>
<td>424,808</td>
<td>13%</td>
</tr>
<tr>
<td>HRTAC</td>
<td>261,900</td>
<td>72,358</td>
<td>-</td>
<td>72,358</td>
<td>28%</td>
</tr>
<tr>
<td>HRTAC - SEIS Feasibility Study</td>
<td>2,909,149</td>
<td>-</td>
<td>386,697</td>
<td>386,697</td>
<td>13%</td>
</tr>
<tr>
<td>VDRPT 5303/ Pass Through</td>
<td>804,406</td>
<td>-</td>
<td>88,135</td>
<td>88,135</td>
<td>11%</td>
</tr>
<tr>
<td>SP&amp;R</td>
<td>72,500</td>
<td>-</td>
<td>38,804</td>
<td>38,804</td>
<td>54%</td>
</tr>
<tr>
<td>Special Contracts/Deferred/Pass Through</td>
<td>1,213,666</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>16,448,873</strong></td>
<td><strong>2,051,189</strong></td>
<td><strong>1,213,254</strong></td>
<td><strong>3,264,443</strong></td>
<td><strong>20%</strong></td>
</tr>
</tbody>
</table>

| EXPENDITURES | | | | |
| PERSONNEL | $5,161,195 | $1,285,047 | $316,003 | $1,601,050 | 31% |
| STANDARD CONTRACTS | 258,113 | 4,626 | 2,177 | 6,804 | 3% |
| SPECIAL CONTRACTS/PASS THROUGH | 10,608,261 | 882,184 | 279,089 | 1,161,273 | 11% |
| OFFICE SERVICES | 421,304 | 59,540 | 6,984 | 66,524 | 16% |
| INDIRECT COSTS | - | 403,575 | 99,242 | 502,818 | 0% |
| **Total Expenses** | **16,448,873** | **2,634,972** | **703,496** | **3,338,468** | **20%** |

| TOTALS | | | | |
| | $ - | $ (583,783) | $ 509,758 | $ (74,025) | * |

* HRTPO grants operate on a quarterly reimbursement basis; as such the total YTD does not reflect the commission's current financial position.
HAMPTON ROADS PLANNING DISTRICT COMMISSION
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

FY2022 SUMMARY DECEMBER 2021 BUDGET AMENDMENT

<table>
<thead>
<tr>
<th>Revenue Description</th>
<th>FY2022 Proposed Amended Budget</th>
<th>Current FY2022 Budget</th>
<th>Total Approved Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>TPO Pass-Thru</strong></td>
<td><strong>PDC Pass-Thru</strong></td>
<td><strong>TPO Operating Budget</strong></td>
</tr>
<tr>
<td><strong>Local Contributions Member Dues (Note 1)</strong></td>
<td>391,383</td>
<td>1,086,352</td>
<td>1,477,735</td>
</tr>
<tr>
<td><strong>Local Program Contributions</strong></td>
<td>995,879</td>
<td>995,879</td>
<td>995,879</td>
</tr>
<tr>
<td><strong>Other Local Projects</strong></td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>Miscellaneous/Other</strong></td>
<td>15,200</td>
<td>15,200</td>
<td>15,200</td>
</tr>
<tr>
<td><strong>HRMFFA</strong></td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>SNA</strong></td>
<td>32,000</td>
<td>32,000</td>
<td>32,000</td>
</tr>
<tr>
<td><strong>HRTAC</strong></td>
<td>261,900</td>
<td>261,900</td>
<td>261,900</td>
</tr>
<tr>
<td><strong>HRTAC - HRCS</strong></td>
<td>155,170</td>
<td>155,170</td>
<td>155,170</td>
</tr>
<tr>
<td><strong>Federal &amp; State Grants:</strong></td>
<td>4,218,395</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transportation (Fed &amp; State)</td>
<td>4,218,395</td>
<td>3,449,940</td>
<td>768,455</td>
</tr>
<tr>
<td>Planning District - Federal</td>
<td>531,072</td>
<td>3,449,940</td>
<td>768,455</td>
</tr>
<tr>
<td>Planning District - State</td>
<td>71,440</td>
<td>531,072</td>
<td>768,455</td>
</tr>
<tr>
<td>Planning District - State Allocation DHCD (Note 2)</td>
<td>165,943</td>
<td>165,943</td>
<td>165,943</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>7,201,268</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Deferred</strong></td>
<td>180,892</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Pass-Thru Revenues</strong></td>
<td>12,422,682</td>
<td>3,525,612</td>
<td>3,525,612</td>
</tr>
<tr>
<td><strong>Total Revenue for Fiscal Year</strong></td>
<td>19,804,853</td>
<td>3,897,070</td>
<td>3,897,070</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Description</th>
<th>FY2022 Proposed Amended Budget</th>
<th>Current FY2022 Budget</th>
<th>Total Approved Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>TPO Pass-Thru</strong></td>
<td><strong>PDC Pass-Thru</strong></td>
<td><strong>TPO Operating Budget</strong></td>
</tr>
<tr>
<td><strong>Personnel (Note 3)</strong></td>
<td>2,608,281</td>
<td>2,550,014</td>
<td>2,550,014</td>
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<tr>
<td><strong>Standard Contracts (Note 4)</strong></td>
<td>60,916</td>
<td>67,227</td>
<td>67,227</td>
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<tr>
<td><strong>Special Contracts (Note 5)</strong></td>
<td>115,692</td>
<td>100,839</td>
<td>100,839</td>
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<tr>
<td><strong>Expenditures Schedules Operation (Note 6)</strong></td>
<td>330,085</td>
<td>277,214</td>
<td>277,214</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td>3,114,974</td>
<td>2,995,294</td>
<td>2,995,294</td>
</tr>
<tr>
<td><strong>Deferred Contingencies (Note 7)</strong></td>
<td>3,114,974</td>
<td>2,995,294</td>
<td>2,995,294</td>
</tr>
<tr>
<td><strong>Total Expenditures for Fiscal Year</strong></td>
<td>3,114,974</td>
<td>2,995,294</td>
<td>2,995,294</td>
</tr>
</tbody>
</table>

**Notes:**

Note 1: Local Member Contributions were reduced by $0.02 in FY2013 to $0.80 per capita. Increase to $.085 in FY22

Note 2: State Allocation grant has been reduced from a high of $366,628 in FY2001 to $151,943. Increase to $165,943 in FY22

Note 3: Funding for 46 Full-Time positions.

Note 4: Standard Contracts include: Space, Insurance, Equipment Rental, Maintenance & Repairs, Legal, & Audit.

Note 5: Special Contracts include Internet/Web hosting, design, and maintenance; recycling; public involvement.

Note 6: Schedules: Includes hospitality for mtgs, consumables, equip, copy costs, telephone, memberships, travel.

Note 7: Contingencies consist of those revenues received in current fiscal year that is anticipated won't be spent until a future fiscal year.
### CY 2022 Hampton Roads Regional Meetings
(January 2022 – December 2022)
HRPDC/HRTPO/HRTAC/HRMFFA

<table>
<thead>
<tr>
<th>Date</th>
<th>HRTPO 10:30 AM</th>
<th>HRPDC 12:30 PM</th>
<th>HRMFFA 10:30 AM</th>
<th>HRTAC 12:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY 20, 2022</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEBRUARY 17, 2022</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARCH 17, 2022</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APRIL 21, 2022</td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>MAY 19, 2022</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUNE 16, 2022</td>
<td></td>
<td></td>
<td>✔*</td>
<td>✔*</td>
</tr>
<tr>
<td>JULY 21, 2022</td>
<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>AUGUST 18, 2022</td>
<td>No Meetings Currently Scheduled</td>
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<tr>
<td>SEPTEMBER 15, 2022</td>
<td></td>
<td></td>
<td>✔</td>
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</tr>
<tr>
<td>OCTOBER 20, 2022</td>
<td>✔*</td>
<td>✔*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 17, 2022</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECEMBER 15, 2022</td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

*Annual Meeting*
The Hampton Roads Chief Administrative Officers (CAO) Committee meeting was called to order at 11:37 AM by Mr. Robert Crum, HRPDC/HRTPO Executive Director, at the Suffolk Public Works Operations Center located at 800 Carolina Road in Suffolk. Mr. Crum noted Mary Bunting, Hampton City Manager and Chair of the CAO Committee, had a personal matter that would prevent her from attending and Michael Johnson, Southampton County Administrator and CAO Committee Vice-Chair, had a last-minute conflict arise. He noted that both Ms. Bunting and Mr. Johnson asked him to convene and facilitate the meeting.

The following members of the CAO Committee were in attendance:

Alan Archer for Cynthia Rohlf  
Brian DeProfio for Mary Bunting  
Chip Filer  
Amanda Jarratt  
Randy Keaton  
Al Moor  
Neil Morgan  
Chris Price  
Melissa Rollins  
William Saunders  
Michael Stallings  
Carol Steele  
Scott Stevens  
Mimi Terry for Angel Jones  
Andrew Trivette  
Randy Wheeler  
Newport News  
Hampton  
Norfolk  
Franklin  
Isle of Wight County  
Suffolk  
York County  
Chesapeake  
Surry County  
Town of Windsor  
Town of Smithfield  
Gloucester County  
James City County  
Portsmouth  
Williamsburg  
Poquoson

Others in Attendance:
Robert Crum, HRPDC/HRTPO  
Keith Cannady, HRPDC  
Shernita Bethea, HRPDC  
Katie Cullipher, HRPDC  
Greg Grootendorst, HRPDC  
Whitney Katchmark, HRPDC  
Deirdre Garrett, HRPDC  
John Harbin, HRPDC  
Mark Geduldig-Yatrofsky, Portsmouth Resident  
Michelle Gowdy, Virginia Municipal League  
Diane Kaufman, Senator Kaine’s Office  
Drew Lumpkin, Senator Warner’s Office  
Caleb Smith, Representative Luria’s Office
Mr. Al Moor from Suffolk welcomed the CAO Committee to the Suffolk Public Works Operations Center and noted the facility is approximately four years old and houses various divisions of the Public Works Department, with the exception of solid waste. He said Suffolk plans to build additional facilities on the complex, including a new parks and recreation office under construction now. He also noted that the new facility has positively impacted employee morale.

Approval of Agenda

Mr. Crum asked if there were any additions or revisions to the agenda. Mr. Chris Price from Chesapeake requested a report on the CAO Subcommittee on Recycling be added after the Housing Discussion. Ms. Amanda Jarrett from Franklin made a motion to approve the Agenda with the additional agenda item requested by Mr. Price. A second was provided by Mr. Moor. The motion passed unanimously.

Approval of Minutes

Mr. Crum asked if there were any additions or revisions to the Summary Minutes from the October 6, 2021 CAO Committee meeting. After hearing no additions or revisions, Mr. Crum requested a motion for approval. Mr. Moor made a motion to approve the Summary Minutes from the October 6, 2021 CAO Committee meeting as presented. A second was provided by Ms. Jarrett. The motion passed unanimously.

Public Comment Period

Mr. Crum asked if there were any members of the public who wanted to address the CAO Committee. There were no members of the public who wished to address the CAO Committee.

Roadway Flood Sensors Update

Mr. Crum introduced Ms. Whitney Katchmark, HRPDC Principal Water Resources Engineer, to brief the CAO Committee on the Roadway Flood Sensors project. Ms. Katchmark explained that the HRPDC received a grant from the Office of Local Defense Community Cooperation (OLDCC) to install roadway flooding sensors. The HRPDC Coastal Resiliency Committee identified 200 potential sites where local staff thought sensor information about flooded roads would be valuable, and of those, 20 sites were prioritized for a pilot project. The new sensors would work in tandem with existing sensors to detect if a road is flooded and relay the information to WAZE to inform drivers. The data would also be available in a database to be used for research. HRPDC has a contract with Xylem to install the sensors and set up coordination with WAZE. The site designs are complete and the next steps for Xylem and HRPDC are to apply for local permits and pay fees or establish bonds for this work, with an estimated cost of $20,000 to $40,000. Due to the nature of the project and the cost of permitting fees or bonds, Ms. Katchmark asked if there are ways to streamline and/or waive permitting and fees so that the savings can be used for additional sensors or other project costs.
The CAO Committee discussed that each locality has a unique process for permitting, fee schedules, and varying degrees of latitude to reduce or waive fees, making a consistent approach unlikely. Mr. Crum suggested that for the pilot project, the permitting process and fees be well-documented so that future project phases can be better informed, and the CAO Committee agreed with this approach. Ms. Katchmark explained that there are several funding opportunities that could fund the next phases of the flood sensors project, including the Community Flood Preparedness Fund (CFPF). Other projects that the HRPDC could submit for funding on behalf of the region through the CFPF program include flood insurance outreach and hydrology and hydraulic regional modeling. Mr. Crum suggested that the CAO Committee check with their staff to determine what projects they are planning to submit to the Fund so that any regional project proposals would not compete with local proposals. Dr. Chip Filer from Norfolk asked about regional collaboration to support each locality’s participation in the National Flood Insurance Program’s Community Rating System (CRS). Ms. Katchmark replied that existing outreach efforts at the HRPDC contribute points to a locality’s CRS score and agreed that more could be done at the regional level. Dr. Filer suggested that the Commission discuss the potential for greater collaboration on the CRS program.

**Housing Discussion**

Mr. Crum introduced this item, noting that at the October HRPDC meeting (under Old/New Business), Commission members discussed affordable housing in the Hampton Roads region and suggested that the HRPDC consider a regional approach to address affordable housing needs. Mr. Crum asked the CAO Committee if a regional approach is appropriate, and if so, how should the conversation be framed to make it most productive. A roundtable discussion ensued, and highlights included the following:

- The region should find others who have succeeded at approaching affordable housing needs regionally and learn from their successes.
- A full-day retreat or forum-style meeting with presentations from leading experts may be warranted for this topic and would lend itself to better outcomes.
- Other regional stakeholders who are already working on this issue, including housing authorities and the Planning Council, should be included in future conversations.
- A definition of affordable housing and the identification of tiers of affordability would help frame the conversation.
- The City of Williamsburg convened an Affordable Housing Taskforce in early 2021 to identify strategies to increase the supply of affordable housing in the City. The Taskforce utilized a recently updated Housing Affordability Analysis to define levels of affordability. A report by the Taskforce listed 13 strategies, including five priority, short-term strategies that the City plans to implement. The report will be shared with the CAO Committee.
• Establishing affordable unit targets for each community using a shared timeline and providing a menu of best practices would allow each community to select what works best for them to address local needs.
• Increasing real estate prices are further intensifying affordable housing needs, often driving would-be homebuyers to rental housing. Affordable rental housing can be difficult to locate due to its negative perception.
• Existing public housing is concentrated in a few localities that are largely built out. Those localities may be able to share resources to increase the availability of affordable housing in other localities.
• There is a need to review and seek changes to the Code of Virginia that would provide greater flexibility to localities and more tools at their disposal to develop affordable housing.

Ms. Shernita Bethea, HRPDC Housing/Human Services Administrator, explained the various housing programs administered by the HRPDC that support residents across the region, from the homeless to workforce housing for teachers and nurses but noted these programs are funded with federal support that restricts the use of the funds for marketing and outreach.

Mr. Crum thanked the CAO Committee for their insights and requested the participation of the Virginia Municipal League (VML) and the Virginia Association of Counties (VACo) in future conversations. Ms. Michelle Gowdy from VML explained that a statewide study on affordable housing will be completed soon that will further inform this initiative.

**CAO Subcommittee on Recycling**

Mr. Crum introduced Mr. Price to brief the CAO Committee on the CAO Subcommittee on Recycling. Mr. Price noted that the Subcommittee had its first meeting on October 29, 2021 and discussed areas for potential collaboration, including recycling vendor contracting, regional convenience centers, and outreach and marketing. He asked that each locality appoint a staff member who is knowledgeable on these topics to advise the Subcommittee at their next meeting. Mr. Price also noted that the topic is especially timely for Chesapeake as they consider adopting a solid waste fee or program cuts. Other members of the Subcommittee reiterated the areas for potential regional collaboration and noted that the upcoming closure of the Refuse Derived Fuel (RDF) plant in 2024 will significantly disrupt the current waste streams. Others noted that material collected as recycling is sometimes sent to the RDF plant, which does not meet the state’s definition of recycling. Mr. Crum advised that an email will be sent out to the CAO Committee requesting the name of a staff person to advise the Subcommittee.

**Locality Roundtable**

Mr. Crum asked if anyone had updates to share.

Ms. Carole Steele from Gloucester noted that Brent Fedors stepped down as Gloucester County Administrator and the County will issue an RFP for a professional search firm.
Mr. Neil Morgan from York County noted the Dominion Energy generation station will be completely retired by 2023 and demolished by 2024.

Mr. Randy Wheeler from Poquoson noted that UVA’s Leading, Educating, and Developing (LEAD) program has resumed.

Ms. Gowdy provided initial insights from the election and suggested that localities contact newly elected delegates in their area. She noted that eliminating the grocery tax would have a significant impact on municipal budgets and that VML will work to offset this impact by working with the new administration to find other sources of revenue.

Mr. Crum noted that he is working with Senator Spruill to convene the Hampton Roads Caucus and prepare for the upcoming session of the General Assembly. He also noted that the bond referendum in Virginia Beach for flood protection and mitigation projects passed.

Mr. Price noted that Mr. Brian Solis will fill a newly created Deputy City Manager position in Chesapeake.

**Adjournment**

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:20 PM.

Respectfully Submitted,

Robert Crum

Recording Secretary
Summary Minutes of the HRPDC/HRTPO
Community Advisory Committee (CAC) Meeting
March 11, 2021

The HRPDC/HRTPO Community Advisory Committee (CAC) Meeting was called to order at noon. Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Committee members, staff, and the general public, the CAC Meeting was held electronically via Zoom. These electronic meetings are required to complete essential business on behalf of the region. A recording of the meeting is available on the website.

HPDCHRTPO CAC Members in Attendance:
Terry Danaher, Chair (PO)
Carlton Hardy, Vice-Chair (NN)
John Kish (CH)
Jim Bowie (HA)
Cynthia Taylor (IW)
Nina Britton (NN)
Lamont Curtis (NN)
Christian Strange (NO)

HRPDC/HRTPO Staff:
Robert A. Crum, Jr.
Keith Cannady
Pavithra Parthasarathi
Dale Stith
Brandon Rogers
Kendall Miller
Joe Turner
Robert Cofield

Others in Attendance:
Craig Eddy (Michael Baker Int’l)
Eric Stringfield (VDOT)
Tim Haynam (VDOT)

Following Chair Terry Danaher’s calling the CAC meeting to order, Ms. Kendall Miller, HRPDC/HRTPO Office of Community Affairs and Civil Rights Administrator, read a statement detailing the Commonwealth of Virginia Governor’s ongoing declaration of the Commonwealth’s state of emergency due to COVID-19, and its impact on public meetings. Ms. Miller conducted attendance via roll call and noted that a quorum was present.
Public Comment Period

The public was provided an opportunity to comment in advance of the meeting by email or phone. There were no comments received via either option as of 48 hours before the meeting.

Submitted Public Comments

There were no submitted public comments.

Approval of Agenda

Chair Danaher asked for a motion to approve the March 11, 2021 agenda as presented.

Motion: Mr. Mark Geduldig-Yatrofsky, Moved to add an item to the March CAC agenda, allowing for discussion on the issue of continued electronic meetings; seconded by Ms. Cynthia Taylor.

Motion: Ms. Dianna Howard Moved to approve the agenda as amended; seconded by Ms. Delceno Miles.

With no questions or comments, a roll call vote was conducted and the votes were recorded as follows:

Susan Archer    Absent
Jim Bowie       Aye
Henry Branscome Absent
Nina Britton    Aye
Brandon Carter  Absent
Lamont Curtis   Aye
Terry Danaher   Aye
Mark Geduldig-Yatrofsky Aye
Carlton Hardy   Aye
Garry Harris    Aye
Dianna Howard   Aye
Cecil Jenkins   Absent
John Kish       Aye
Jay Leach       Absent
Scott MacFarlane Aye
Brad Martin     Absent
George Mears    Aye
Delceno Miles   Aye
Mark Perreault Absent
Christian Strange Aye
Cynthia Taylor Aye
Waverly Woods Aye

The Motion Carried with 15 votes in favor, none against, and no abstentions.

Summary Minutes of the January 14, 2021 CAC Meeting

Chair Terry Danaher asked for a motion to approve the summary minutes of the January 14, 2021 CAC meeting as presented.

Motion: Ms. Dianna Howard Moved to approve the summary minutes of the January 14, 2021 CAC meeting as presented; seconded by Ms. Waverly Woods.

With no questions or comments, a roll call vote was conducted and the votes were recorded as follows:

Susan Archer Absent
Jim Bowie Aye
Henry Branscome Absent
Nina Britton Aye
Brandon Carter Absent
Lamont Curtis Aye
Terry Danaher Aye
Mark Geduldig-Yatrofsky Aye
Carlton Hardy Aye
Garry Harris Aye
Dianna Howard Aye
Cecil Jenkins Absent
John Kish Aye
Jay Leach Absent
Scott MacFarlane Aye
Brad Martin Absent
George Mears Aye
Delceno Miles Aye
Mark Perreault Absent
Christian Strange Aye
Cynthia Taylor Aye
Waverly Woods Aye
The Motion Carried with 15 votes in favor, none against, and no abstentions.

Regional Connector Study (RCS) Update

Mr. Craig Eddy, Consultant Project Manager, Michael Baker International, provided an update on the Regional Connector Study (RCS). He shared public survey results on the following topics:

- The strengths and weaknesses of the current transportation system
- Trends that negatively impact congestion in Hampton Roads
- The most common travel activities in Hampton Roads
- The most common transportation problems in Hampton Roads
- The rate of travel between the Peninsula and Southside

Mr. Eddy went on to outline the results of stakeholder interviews done on the current transportation system in Hampton Roads.

Ms. Dianna Howard noted that the region’s stakeholders had identified light rail transit as a strength in the current transportation system and asked if Virginia Beach’s vote to not implement light rail would impact the RCS. Mr. Eddy responded that due to the amount of positive feedback received on light rail, it was included as a strength.

Mr. Garry Harris asked if the survey tried to extract what respondents would be willing to pay or accept to alleviate congestion in Hampton Roads (i.e. are they willing to move to rideshare or more increased transit or transit-oriented development). Mr. Eddy said yes, that information was asked for and answers were provided, but in the interest of time, he opted not to include those findings in his presentation to the CAC.

Mr. Eddy continued with an overview of the scenario planning aspect of the RCS, explaining that the goal of scenario planning was not to predict the future but to have arrived at plausible alternative futures against which to test transportation. He shared three different scenarios that had been examined:

- Greater Growth in Urban Centers
- Greater Suburban/Greenfield Growth
- Greater Growth on the Water

He concluded with a list of alternatives that would be presented to the RCS Working Group and provided a Phase-3 schedule for the RCS through 2021.

2045 Long-Range Transportation Plan (LRTP): Fiscally Constrained List of Projects

Ms. Dale Stith, HRTPO Principal Transportation Planner, presented the LRTP Draft Fiscally Constrained Project List. Ms. Stith explained that the LRTP was the blueprint for the region’s transportation future and identified all regionally significant transportation projects. With a
planning horizon of 20 years, the LRTP must be fiscally constrained, demonstrating how projects would be funded.

Ms. Stith thanked the CAC for their input in the development of the fiscally constrained list of projects and shared that the list would be presented to the HRTPO Board at a special Board meeting to be held on March 29, 2021.

Chair Danaher said that if the CAC did endorse the Fiscally Constrained List of Projects, then it would be done via a Resolution of Support.

Mr. Mark Geduldig-Yatrofsky stated he did not feel he could vote in support of this resolution because he felt the region would not receive as good of a long-term return on investments, as it has in the past, for roadway expansion projects occurring in the future.

With no additional questions or comments, Chair Danaher asked Ms. Kendall Miller to conduct a roll call vote to approve the Resolution of Support for the Fiscally Constrained List of Projects as presented and the votes were recorded as follows:

Susan Archer                Absent
Jim Bowie                   Aye
Henry Branscome             Absent
Nina Britton                Aye
Brandon Carter              Absent
Lamont Curtis               Aye
Terry Danaher               Aye
Mark Geduldig-Yatrofsky     Nay
Carlton Hardy               Aye
Garry Harris                Aye
Dianna Howard               Aye
Cecil Jenkins               Absent
John Kish                   Aye
Jay Leach                   Absent
Scott MacFarlane            Aye
Brad Martin                 Absent
George Mears                Nay
Delceno Miles               Aye
Mark Perreault              Absent
Christian Strange           Absent
Cynthia Taylor              Aye
Waverly Woods               Aye
The CAC voted to approve the Resolution of Support for the Fiscally Constrained List of Projects as presented with 13 votes in favor, two against, and no abstentions.

**Hampton Roads Regional Express Lanes Network Update**

Mr. Tim Haynam, VDOT Project Management Office Director, briefed the CAC on the Regional Express Lanes Network, which is a consistent HOT-2 network beginning on I-64 at Jefferson Avenue in Newport News, proceeding along I-64 through Bowers Hill in Chesapeake, and continuing along I-664 to I-64 in the vicinity of the Hampton Coliseum. Noting that the HRTPO Board adopted a resolution endorsing the Hampton Roads Regional Express Lanes Network, he said that the Virginia Department of Transportation (VDOT) will administer the projects that comprise the Express Lanes Network and is currently in the design phase for Segments 1, 4A/4B, and 4C. He went on to say that these projects are scheduled to have construction completed by the end of 2025.

Mr. Carlton Hardy indicated that last fall he tried to switch from E-ZPass to E-ZPass Flex but was not able to due to COVID-19 closures. He asked if any effort was being made to work with DMV to facilitate changing the E-ZPass to E-ZPass Flex in anticipation of the coming tolls and in light of pandemic closures. Mr. Haynam said that he would check with the appropriate person to gain an answer to Mr. Hardy’s question.

**Executive Director Update**

Mr. Robert A. Crum, Jr., HRPDC/HRTPO Executive Director, provided the CAC with an overview of the 2021 Virginia General Assembly session focusing on the items of interest to the Hampton Roads region. He told the CAC about the important decisions made during the recently completed general assembly session relative to the HRPDC/HRTPO Legislative Agenda, including Precipitation Predictions; Flooding Disclosure; SMART SCALE; Vaccinations, and I-64 Gap between Hampton Roads and Richmond. Due to time constraints, Mr. Crum said he would have his presentation emailed to the CAC following the meeting.

**Electronic Meetings**

Mr. Mark Geduldig-Yatrofsky stated that he believed that electronic meetings should continue to occur after the emergency measures put into place due to the COVID-19 pandemic are no longer in effect. He said he believed that the continuance of electronic meetings would save travel time over congested highways.

Mr. Crum indicated that at the beginning of the closures due to the pandemic, electronic meetings were not allowed under the state code. However, legislation was passed allowing a public body to meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency, provided that the nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location. He recommended that the CAC advise the PDC and TPO Boards of their position at the next regularly-scheduled meetings in April 2021.
Old/New Business

There was no old or new business.

Adjournment

With no further business to come before the HRPDC/HRTPO Community Advisory Committee, the meeting adjourned at 2:32 p.m.
Summary Minutes of the HRPDC/HRTPO Community Advisory Committee (CAC) Meeting
June 10, 2021

The HRPDC/HRTPO Community Advisory Committee (CAC) Meeting was called to order at noon. Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Committee members, staff, and the general public, the CAC Meeting was held electronically via Zoom. These electronic meetings are required to complete essential business on behalf of the region. A recording of the meeting is available on the website.

HRPDC/HRTPO CAC Members in Attendance:
Terry Danaher, Chair (PO)                                    Mark Geduldig-Yatrofsky (PO)
Carlton Hardy, Vice-Chair (NN)                              Garry Harris (PO)
Cecil Jenkins (CH)                                         George Mears (SU)
Jim Bowie (HA)                                              Dianna Howard (VB)
Cynthia Taylor (IW)                                       Waverly Woods (VB)
Lamont Curtis (NN)

HRPDC/HRTPO Staff:
Pavithra Parthasarathi
Kendall Miller
Robert Cofield

Following Chair Terry Danaher's calling the CAC meeting to order, Ms. Kendall Miller, HRPDC/HRTPO Office of Community Affairs and Civil Rights Administrator, read a statement detailing the Commonwealth of Virginia Governor’s ongoing declaration of the Commonwealth’s state of emergency due to COVID-19, and its impact on public meetings.

Ms. Miller conducted attendance via roll call and noted that a quorum was not present.

Chair Danaher indicated that as a quorum had not been achieved, the meeting would continue with non-voting items.

Public Comments

Ms. Miller reported that the public was provided an opportunity to comment in advance of the meeting by email or phone. There were no comments received via either option as of 48 hours before the meeting.

Approval of Agenda

Approval of the Agenda was deferred because a quorum was not present.
Summary Minutes of the March 11, 2021 CAC Meeting

Approval of the Summary Minutes of the March 11, 2021 CAC meeting was deferred because a quorum was not present.

CAC Survey and Results

Ms. Kendall Miller, Administrator, Office of Community Affairs and Civil Rights provided the results of the CAC survey sent to CAC members in March of 2021. She shared survey results on the following topics:

- Satisfaction with member's terms on the CAC
- Frequency and duration of CAC meetings
- Program areas previewed by the CAC
- Organizational response to CAC requests and questions
- Items covered on CAC agendas

Ms. Miller went on to outline the results of CAC member survey responses received, noting that out of 23 potential CAC responses, only eight were received.

Chair Danaher asked Ms. Miller what the typical CAC response was to surveys. Ms. Miller responded that on average, the majority of CAC members always responded to surveys and other requests sent to CAC members via Email.

Mr. George Mears (SU) stated that due to a large number of emails received from the HRTPO/HRPDC, he sometimes misses important emails from Ms. Miller. Ms. Dianna Howard (VB) concurred. Ms. Miller replied that moving forward notices to the CAC would come from her so that CAC members could easily separate action items from general emails coming from the HRTPO/HRPDC.

Ms. Miller provided feedback to the CAC regarding survey responses on agenda items covered by the CAC. Ms. Danaher gave the CAC an overview of how items end up on the CAC agenda and provided some examples of how the CAC impacts the work of the HRTPO/HRPDC. Ms. Danaher also commented on the frequency of CAC meetings, reminding the CAC that due to the uncertainty of the continuation of electronic meetings and the potential of a hybrid physical meeting/electronic meeting approach in the future, the CAC bylaws had not yet been updated and may be held in anticipation of such an approach. Ms. Miller responded and said that if the CAC wished to have additional meetings added to the yearly calendar, HRTPO/HRPDC staff would support that request.

Electronic CAC Meetings

Chair Danaher led the discussion on electronic meetings. She informed the CAC that she requested that the HRTPO and HRPDC boards add the topic of electronic meetings to an upcoming agenda. She said that she wasn’t sure when the item would be added. Ms. Miller
responded that she would have it added to an upcoming agenda. Chair Danaher replied that she would like to present the boards with some thoughts discussed by the CAC during this June 10, 2021 meeting and said that some hybrid meeting platform would serve to allow the CAC to provide greater input into the planning process and would increase member participation as well. She reminded the CAC that Governor Northam’s Executive Order would end on June 30, 2021.

Mr. George Mears (SU) commented that he would like to see a continuation of virtual meetings in combination with physical meetings. He stated that solely having virtual meetings may lend to a feeling of isolation.

Ms. Dianna Howard (VB) concurred, saying that electronic meetings were great but that in-person meetings should not stop.

Ms. Cynthia Taylor (IW) asked the CAC to consider road construction and inclement weather as barriers to participation.

Mr. Mark Geduldig-Yatrofsky (PO) indicated that he was in favor of a permanent hybrid model, but said a change to the Virginia Freedom of Information Act would be necessary in order for this to occur.

Mr. Garry Harris (PO) said that from a regional and climate perspective, total vehicle miles traveled should be considered, in order to make less of an impact on our environment and the road congestion issues faced in Hampton Roads. He ended by saying that the CAC should model behavior in support of those considerations and that electronic meetings serve to get CAC members out of their cars. He suggested 80 percent electronic meetings and 20 percent physical meetings.

Chair Danaher said she would like to see in-person meetings to allow for the CAC to come together for a yearly orientation for new members and an opportunity to meet with staff as well. She concluded that her overall sense was the electronic meetings would be welcome and that the door could be open for physical meetings as well. She indicated she would convey the CAC’s comments at the July 2021 HRTPO/HRDPC board meetings.

**Old/New Business**

There was no old or new business.

**Adjournment**

With no further business to come before the HRPDC/HRTPO Community Advisory Committee, the meeting adjourned at 1:02 p.m.
Summary Minutes of the HRPDC/HRTPO Community Advisory Committee (CAC) Meeting
September 23, 2021

The September 23, 2021 meeting of the HRPDC/HRTPO Community Advisory Committee (CAC) was called to order by the Chair at 12:04 PM in the 757 Room of the Regional Building located at 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**HRPDC/HRTPO CAC Members in Attendance:**
Terry Danaher, Chair (PO)  
Cynthia Taylor (IW)  
Delceno Miles (VB)

**HRPDC/HRTPO Staff:**
Pavithra Parthasarathi  
Kendall Miller  
Robert Cofield  
Keith Cannady  
Robert Crum

**Others in Attendance:**
Eric Stringfield – VDOT  
Scott Smizik – VDOT  
Tim Hayman - VDOT

**Public Comment Period**
There were no public comments.

**Submitted Public Comments**
There were no submitted public comments.

**Approval of Agenda**
As there was not a quorum of the CAC, Chair Danaher was unable to ask for a motion to approve the March 11, 2021 agenda as presented.

**Summary Minutes of the June 10, 2021 CAC Meeting**
The June 10, 2021 CAC minutes could not be approved due to a lack of a quorum at the September 23, 2021 CAC meeting.
Hampton Roads Regional Express Lanes Network

Mr. Tim Hayman, VDOT, briefed the CAC on the Regional Express Lanes Network, which was endorsed by HRTPO. He focused on the three projects currently in the design phase: Segments 1, 4A/4B, and 4C. He informed the CAC that these 3 projects are scheduled to have construction completed by the end of 2025. He further explained that VDOT is developing a work zone traffic impact analysis and a corridor-wide transportation management plan.

Mr. Hayman said that the draft goals during construction of the Hampton Roads Regional Express Lanes Network are:

1. Minimize traffic mobility impacts
2. Manage transportation demand
3. Improve public awareness of work zone activities
4. Improve interagency coordination during construction
5. Enhance situational awareness and monitor performance of the transportation network

Bowers Hill Interchange Improvement Study Update

Mr. Scott Smizik updated the CAC on this study. He explained that VDOT, in coordination with the Federal Highway Administration (FHWA), is preparing an Environmental Impact Statement (EIS) under the National Environmental Policy Act of 1969 for the Bowers Hill Interchange Improvements Study (Bowers Hill Study). Mr. Smizik said the Bowers Hill Study considers improvements to the Bowers Hill Interchange, which includes the junction of Interstate 664, I-264, I-64, U.S. Route 460, U.S. Route 58, U.S. Route 13, and Virginia Route 191 (Jolliff Road) in the City of Chesapeake, and to I-664 from College Drive in the City of Suffolk south to the Bowers Hill Interchange. The purpose of the Bowers Hill Study is to reduce current congestion, improve travel reliability, and provide additional travel choices on I-664 from and including the Bowers Hill Interchange to College Drive.

Birthplace of America Trail (BoAT)

Mr. Robert Crum provided an update on this project to the CAC. He explained that the Virginia Capital Trail extends from Richmond to Williamsburg, Virginia and that efforts are being made to further extend the 52-mile long trail through the Hampton Roads region and provide over 100 miles of continuous walking and biking trail.

He said that the HRTPO has requested $16 million from the federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program, which will be combined with local match monies to design/build approximately 8 miles of the BoAT/Virginia Capital Trail extension on the Peninsula. In addition, the City of Virginia Beach has submitted a complimentary request for a 3-mile section of the trail on the Southside that extends from the Newtown Road Light Rail station to Virginia Beach Town Center.
Mr. Crum went on to say that HRTPO staff coordinated a regional effort which resulted in Congressional Representative Bobby Scott submitting a request to the House Transportation and Infrastructure Committee for an additional $3.9 million to build another 2.75 miles of this trail in Newport News.

**Old/New Business**

Ms. Waverly Woods (VB) requested an update on the Virginia Coastal Resilience efforts.

Chair Danaher addressed the CAC and suggested that the next CAC meeting should occur as scheduled, on October 14, 2021 even though it was only three weeks away from the current CAC meeting held on September 23, 2021. The CAC concurred with Chair Danaher’s suggestion.

Chair Danaher informed the CAC that Kendall Miller, HRTPO staff leading the CAC efforts, would be leaving the HRTPO and that her last day, would be November 1, 2021.

**Adjournment**

With no further business to come before the HRPDC/HRTPO Community Advisory Committee, the meeting adjourned at 2:12 p.m.
Summary Minutes of the HRPDC/HRTPO Community Advisory Committee (CAC) Meeting
October 14, 2021

The October 14, 2021 meeting of the HRPDC/HRTPO Community Advisory Committee (CAC) was called to order by the Chair at 12:04 PM in the Board Room of the Regional Building located at 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**HRPDC/HRTPO CAC Members in Attendance:**
- Terry Danaher, Chair (PO)
- Cynthia Taylor (IW)
- Christian Strange (NO)
- Mark Geduldig-Yatrofsky (PO)
- Garry Harris (PO)
- Brad Martin (VB)
- Scott McFarlane (VB)
- Delceno Miles (VB)
- Waverly Woods (VB)

**HRPDC/HRTPO Staff:**
- Kendall Miller
- Joseph Turner
- Robert Cofield
- Keith Cannady
- Pavithra Parthasarathi

**Others in Attendance:**
- Eric Stringfield – VDOT
- Ann Phillips – Governor’s Office

**Public Comment Period**

There were no public comments.

**Submitted Public Comments**

There were no submitted public comments.

**Approval of Agenda**

As there was not a quorum of the CAC, Chair Terry Danaher was unable to ask for a motion to approve the October 14, 2021 agenda as presented.

**Summary Minutes of the September 23, 2021 CAC Meeting**

The September 23, 2021 CAC minutes could not be approved due to a lack of a quorum.

**Virginia Coastal Resilience Master Plan Update**

Ms. Ann C. Phillips, Rear Admiral, U.S. Navy (Ret.), Special Assistant to the Governor for Coastal Adaptation and Protection, presented the CAC with an update on the Virginia Coastal Resilience Master Plan. Ms. Phillips explained that in response to the growing threat of natural hazards and
sea level rise in the Commonwealth, the State’s Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection were charged by Governor Northam to create and implement a Coastal Resilience Master Plan for Virginia.

Ms. Phillips told the CAC that a Technical Advisory Committee (TAC) was created to support the project and that the TAC includes representation from the State’s coastal planning district commissions, key state agencies, university partners, and the U.S. Army Corps of Engineers. Ms. Phillips also described the team of coastal engineers and planners that were working on the development of the plan. Ms. Phillips then went on to brief the CAC on the Master Plan update and added that revenue from the Commonwealth Community Flood Preparedness Fund will support the preparation of the plan and serve as a partial funding source for plan implementation.

**BIRTHPLACE OF AMERICA TRAIL (BoAT) CAC FEEDBACK**

Chair Terry Danaher reminded the CAC that at the September 23, 2021 CAC meeting, Mr. Robert Crum, HRPDC/HRTPO Executive Director, briefed the CAC on the Birthplace of America Trail (BoAT). During that presentation, the CAC expressed the desire to provide feedback on the project.

Ms. Pavithra Parthasarathi, HRTPO Deputy Executive Director, provided an update on the public involvement and notification activities that led up to the BoAT project.

Chair Danaher encouraged CAC members to connect with their respective community leaders and express their support for the BoAT and find out how each locality was participating in this effort.

Mr. Mark Geduldig-Yatrofsky commented that the name of the trail should be reconsidered given the historical implications. Ms. Parthasarathi responded that the name of the trail was currently under consideration.

**Old/New Business**

Mr. Mark Geduldig-Yatrofsky requested that the CAC consider allowing digital participation during CAC meetings. He said there are examples of digital participation occurring across Hampton Roads. He said he would like to see the public comment portion of CAC meetings become digitized. Ms. Kendall Miller responded that she would relay Mr. Gedulig-Yatrofsky’s comments to Mr. Crum.

Chair Danaher presented a Resolution of Appreciation on behalf of the CAC to Ms. Kendall Miller thanking her for her years of service to the CAC and on behalf of the region.

**Adjournment**

With no further business to come before the CAC, the meeting adjourned at 2:22 p.m.
MEETING SUMMARY
askHRgreen.org Environmental Education Committees

The askHRgreen.org Environmental Education Committees met virtually in November to discuss the following ongoing programs and initiatives. The Committees also continued to promote the 10th anniversary of the askHRgreen.org program, including a partnership with Coastal Virginia Magazine, the Green Star Teacher recognition program, and branded video campaign promoting a decade of regional collaboration.

askHRgreen.org Recycling & Beautification Committee – Tuesday, November 9, 2021

➢ The Committee will focus on building community partners for the Great American Cleanup regional events planned for March 25-26, 2022.

➢ The Committee continues to expand outreach opportunities and resources for the regional Start Smart, Recycle Right education campaign.

askHRgreen.org Fats, Oils, & Grease Education Committee – Tuesday, November 16, 2021

➢ The Committee continues to research options for upgrading the HRFOG training program and website.

➢ Localities continue to work through local adoption of the GCD Enforcement MOA with HRSD.

➢ The Committee will run media and promotional campaigns for “what not to flush” and “fat free drains” during the fall/winter holidays.

askHRgreen.org Stormwater Education Committee – Friday, November 19, 2021

➢ The Committee continues to implement the Chesapeake Bay Restoration Fund Grant which will fund rain barrel workshops, pet waste stations, and local fundraising car wash kits.

➢ The Committee began work on a new media campaign which will target proper storage and disposal of household hazardous waste to prevent discharges to storm drains and flood waters.

askHRgreen.org Water Awareness Committee

➢ The November meeting was rescheduled for December 9, 2021 due to the Thanksgiving holiday.
MEETING SUMMARY
askHRgreen.org Environmental Education Committees

The askHRgreen.org Environmental Education Committees met virtually in December to discuss the following ongoing programs and initiatives. The Committees also continued to promote the 10th anniversary of the askHRgreen.org program, including a partnership with Coastal Virginia Magazine, Green Star Teacher recognition program (nomination window closed on December 15), and the Level Up in 2022 Challenge.

askHRgreen.org Recycling & Beautification Committee – Tuesday, December 14, 2021

➢ The Committee will focus on building community partners for the Great American Cleanup regional events planned for March 25-26, 2022. A stakeholder planning meeting is scheduled for January 25, 2022.

➢ The Committee convened a workgroup to develop a draft three-year media budget to support regional collaboration for the Start Smart, Recycle Right education campaign.

askHRgreen.org Fats, Oils, & Grease Education Committee – Tuesday, December 21, 2021

➢ The Committee continues to research options for upgrading the HRFOG training program and website. Information from a recent demo with TalentLMS was shared.

➢ Localities continue to work through local adoption of the GCD Enforcement MOA with HRSD.

askHRgreen.org Stormwater Education Committee – Friday, December 17, 2021

➢ The Committee continues to implement the Chesapeake Bay Restoration Fund Grant which will fund rain barrel workshops, pet waste stations, and car wash lending kits for local fundraising efforts.

➢ The Committee finalized content for a new campaign to target proper storage and disposal of household hazardous waste to prevent discharges to storm drains and flood waters.

askHRgreen.org Water Awareness Committee – Thursday, December 9, 2021

➢ The Committee continues to develop the Work for Water campaign which will include one long video and several shorter videos highlighting the benefits of working in the water industry.

➢ The Committee continues to track the new Lead Replacement Program and possible regional collaboration on communication strategies.
The Coastal Resiliency Committee met on December 10, 2021. The following items were discussed.

- Mr. Alex Foraste and Mr. Chris Swanson, VDOT, updated the Committee on the status of VDOT’s efforts to incorporate resilience into its policies.
- Mr. Ben McFarlane, HRPDC, gave a presentation to the Committee on an updated set of proposals for resilient stormwater management design standards, including design tailwater elevations and precipitation values.
- Ms. Whitney Katchmark, HRPDC, updated the Committee on relevant legislative proposals for the upcoming General Assembly session.
- Mr. McFarlane updated the Committee on the status of the Community Flood Preparedness Fund.
- Ms. Katchmark briefed the Committee on the final version of the Virginia Coastal Resilience Master Plan, recommendations from the Technical Advisory Committee, and potential future work.
- Ms. Katchmark updated the Committee on the status of the regional roadway flooding sensor project.
MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met via WebEx on December 1, 2021. The following items were discussed:

➢ Whitney Katchmark, HRPDC, updated the Committee on the Water Supply Planning Regulatory Advisory Committee (RAP). The RAP will identify planning regions for the next Water Supply Plan updates and new risk assessments.

➢ Mr. Dan Horne, with the Office of Drinking Water, provided an overview of the amended Virginia waterworks regulations, the waterworks operations fees regulations, the Lead and Copper rule revisions, PFAS, and federal funding initiatives.

➢ The Committee had a roundtable discussion about regional MOAs and future in person meetings.
The Directors of Utilities Committee met via WebEx on January 5, 2022. The following items were discussed:

- HRSD updated the Committee about potential legislation requesting $1M to support the Potomac Aquifer Recharge Oversight lab run by ODU and Virginia Tech. It is currently funded by HRSD.

- Whitney Katchmark, HRPDC, reviewed topics from the Virginia Municipal Drinking Water Association. Committee agreed that a policy similar to Michigan’s for Lead Line inventories would be helpful.

- The Committee had a roundtable discussion about HB22, COVID impacts on staff, SSORS reporting and MS4s, and the proposed USGS contract.
MEETING SUMMARY  
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on December 2, 2021. The following items were discussed.

➢ Ms. Barbara Gavin, Elizabeth River Project, gave a presentation to the Committee on the organization’s residential stormwater BMP program and related recently developed guidance.

➢ Ms. Cassie Cordova and Ms. Kate Sipes, James City County, along with Ms. Elizabeth Hupp, Owens Illinois, gave a presentation to the Committee on a new partnership between the county and O-I for glass recycling.

➢ Ms. Jill Sunderland, HRPDC, updated the Committee on the status of the state’s Tree Conservation Stakeholder Group and its recommendations for amending state laws and policies.

➢ Mr. Benjamin McFarlane, HRPDC, briefed the Committee on outcomes of the Virginia Coastal Zone Management Program’s biennial Coastal Partners Workshop held in November 2021.
The Regional Environmental Committee met on January 6, 2022. The following items were discussed.

- Mr. Doug Beaver, Norfolk, gave a presentation to the Committee on the city's Ohio Creek Watershed Project, which was funded in part by the National Disaster Resilience Competition.

- Mr. Earl Sorey, Chesapeake, briefed the Committee on the city's recent decision to end curbside recycling program and possible options the city is considering for recycling in the future.

- Mr. Reed Perry, Chesapeake Conservancy, gave a presentation to the Committee on a proposal to establish a Chesapeake National Recreation Area, which would be under the National Park Service.

- Mr. Benjamin McFarlane, HRPDC, updated the Committee on the status of the Community Flood Preparedness Fund.

- The HRPDC staff updated the Committee on the status of relevant legislative proposals for the upcoming General Assembly session.