

**HAMPTON ROADS
PLANNING DISTRICT COMMISSION
MEETING**

**February 18, 2021
12:30 PM**

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 Commission members, staff, and general public, the Hampton Roads Planning District Commission (HRPDC) meeting will be held electronically.

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

There were no submitted public comments since the last HRPDC meeting. Any new written public comments received after the preparation of this agenda will be announced at the meeting.

- 4. Public Comment Period**

Members of the public are invited to address the HRPDC. Due to the COVID-19 crisis, interested persons may submit comments to the Commission in advance of the meeting by email to kmiller@hrpdcva.gov or phone (757) 366-4370. Each oral comment is limited to three minutes. All comments received 48 hours before the meeting will be provided to the Commission Members and included in the official record.

- 5. Executive Director's Report (Attachment 5)**
- 6. Community Advisory Committee (CAC) Report**
- 7. Consent Agenda (Attachment 7)**
 - a. Meeting Minutes – January 21, 2021 Commission Meeting**
 - b. Treasurer's Report – December 2020**
 - c. Investment Account**

BB&T Scott & Stringfellow is the brokerage company currently serving as custodian of the HRPDC's Money Market and Fixed Income Bond investments. As part of the BB&T and SunTrust merger to form Truist's, the bank's brokerage securities firms are being combined. The new brokerage platform will be administered by National Financial Services (NFS). In order for the Commission's investment transactions to continue smoothly, staff requests Board authorization to establish an account with

NFS to receive the transfer of the account holdings from BB&T Scott & Stringfellow effective February 19, 2021.

Staff recommends the Commission take action to approve the establishment of a brokerage account with NFS.

d. 2021 Community Development Block Grant (CDBG) Regional Priorities

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

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

Staff recommends approval of the attached 2021 Virginia CDBG Regional Priorities list for transmittal to the Virginia DHCD.

e. Procurement of Consultant Services – Roadway Flooding Sensors

The HRPDC has developed a roadway flooding sensor project through the Coastal Resiliency committee. The sensors will provide data on when the roadway is flooded at each location. The data will be distributed via WAZE and can be sent out in text or email alerts. This project was recommended by Joint Land Use Studies on the Peninsula and Southside making it eligible for an implementation grant from the Office of Economic Adjustment (OEA). The total budget for the pilot project is approximately \$198,000. The HRPDC staff is seeking approximately \$177,000 in federal funds and proposes using existing Coastal Resiliency funds to provide the match of approximately \$21,000. The exact allocation of federal and match funds will depend on the final grant award from OEA.

The HRPDC staff is requesting authorization to accept the grant from OEA and sign a contract with Xylem to procure and install sensors at 20 locations as a pilot project. Xylem was selected based on the RFP issued in May 2020. The initial one-year contract may be renewed upon written agreement of both parties for up to four successive one-year periods, under the terms of the initial contract.

Contract Amount: Up to \$200,000

Period of Performance: March 15, 2021 to March 14, 2022; the period of performance will be extended with the contract renewal period

General Scope of Work: The consultant will provide the sensor equipment, installation, maintenance, and data management services. The contract includes setting up communication with WAZE to identify flooded roads to drivers in real-time.

Staff recommends authorizing the HRPDC Executive Director to sign the contract with Xylem and accept the grant from OEA.

f. Procurement of Consultant Services – Regional Construction Standards Program Support

The HRPDC administers the [Regional Construction Standards \(Standards\)](#) program. First published in 1999, the Standards simplify construction and improve the quality of roads, utilities, and other right-of-way improvements built in our area. The Standards are a reference manual of uniform construction standards intended to accommodate most of the “typical” construction projects in the region. The development of additional specifications and standard details, along with improvements to earlier versions, are ongoing. The current program support contract expires on June 30, 2021.

The HRPDC staff is requesting authorization to develop a Request for Proposals and undertake a formal selection process to procure consultant services. The formal selection process is anticipated to conclude in May 2021. The initial one-year contract may be renewed upon written agreement of both parties for up to four successive one-year periods, under the terms of the initial contract.

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

Contract Amount: Up to \$79,900

Period of Performance: July 1, 2021 – June 30, 2022

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

Staff recommends authorizing HRPDC staff to develop and release an RFP to procure consultant services, and staff recommends authorizing the HRPDC Executive Director to award a contract based on the results of the formal selection process.

g. Procurement of Consultant Services – Regional Board Room Audiovisual System Evaluation, Improvement, and Maintenance Services

The Regional Boardroom serves as the primary meeting facility for the HRPDC/HRTPO and several other boards, commissions, and authorities. The maintenance contract for the existing audiovisual (AV) system has expired.

The HRPDC staff is requesting authorization to develop a Request for Proposals and undertake a formal selection process to procure services for the evaluation, improvement, and maintenance of the Regional Boardroom AV system and the related information technology (IT) components. The formal selection process is anticipated to conclude in May 2021. The initial one-year contract may be renewed upon written agreement of both parties for up to four successive one-year periods, under the terms of the initial contract.

Contracted services for system evaluation and improvement will be paid for by the HRPDC from reserve funds. Maintenance services will be funded by FY 2022 operating funds.

Contract Amount: Up to \$79,900

Period of Performance: July 1, 2021 – June 30, 2022

General Scope of Work: AV system evaluation, improvement, and maintenance

Staff recommends authorizing HRPDC staff to develop and release an RFP to procure consultant services, and staff recommends authorizing the HRPDC Executive Director to award a contract based on the results of the formal selection process.

Action Requested: The HRPDC should take action to approve the February 18, 2021 Consent Agenda.

8. Emergency Management Program Update – presented by Mr. John A. Sadler, HRPDC Emergency Management Administrator

The HRPDC Emergency Management Department serves as a resource to foster and support emergency preparedness throughout the Hampton Roads region. Following an all-hazards approach, the Emergency Management Department facilitates cooperation between local, state, and federal partners.

Mr. John A. Sadler, HRPDC Emergency Management Administrator, will brief the Commission on the program and current initiatives being supported by HRPDC staff.

This item is presented for information and discussion by Commission members.

9. Roadway Flooding Censors Project Update – presented by Ms. Whitney S. Katchmark, HRPDC Principal Water Resources Engineer

The locality representatives on HRCDC’s Coastal Resiliency committee identified over 200 locations where roadways frequently flood. HRPDC staff has recommended that the Commission select Xylem to procure and install sensors at 20 locations as a pilot project. The sensors will provide data on when the roadway is flooded at each location. The data will be distributed via WAZE and can be sent out in text or email alerts. The new sensor data will be available to localities and researchers to improve our flood models as well as our real-time response. This project was recommended by Joint Land Use Studies on the Peninsula and Southside making it eligible for an implementation grant from the Office of Economic Adjustment (OEA).

The total budget for the pilot project is approximately \$198,000. The HRPDC staff is seeking approximately \$177,000 in federal funds and proposes using existing Coastal Resiliency funds to provide the match of approximately \$21,000. The exact allocation of federal and match funds will depend on the final grant award from OEA.

Ms. Whitney S. Katchmark, HRPDC Principal Water Resources Engineer, will brief the Commission on this project.

This item is presented for information and discussion by Commission members.

10. Chesapeake Bay Preservation Act (CBPA) Amended Regulations – presented by Ms. Whitney S. Katchmark, HRPDC Principal Water Resources Engineer

Proposed regulatory amendments to the Chesapeake Bay Preservation Act were presented to the State Water Control Board in December 2020. The amendments incorporate resiliency and sea level rise and mature trees into the criteria in response to House Bill 504 from the 2020 session. The draft regulations are available for public comment in the Virginia Register until May 3rd.

Ms. Whitney S. Katchmark, HRPDC Principal Water Resources Engineer, will brief the Commission on the schedule and process for developing regional comments.

Additional information on the public comment for the two proposed regulatory amendments can be found here:

<https://townhall.virginia.gov/l/viewstage.cfm?stageid=9192> [Climate Adaptation]

<https://townhall.virginia.gov/l/viewstage.cfm?stageid=9193> [Trees]

This item is presented for informational purposes.

11. 2021 General Assembly Session Update – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director

The Commission will be provided an update on the 2021 Virginia General Assembly session focusing on items of interest to the Hampton Roads Region. This item is presented for information and discussion by Commission members.

12. Three Month Tentative Schedule

March 2021

No Meeting per the Regional Meeting Schedule

April 15, 2021

Virginia Coastal Resilience Master Plan
Regional Economic Development Update
Chesapeake Bay Preservation Area Regulations

May 20, 2021

Annual HPRDC Work Program
Fiscal Year 2022 Budget

13. Advisory Committee Summaries (Attachment 13)

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

14. For Your Information (Attachment 14)

- Letter from the City of Portsmouth announcing the appointment of Mayor Shannon E. Glover as a member of the Hampton Roads Planning District Commission.
- Letter from Gloucester County announcing the reappointment of Mr. Phillip Bazzani as a member of the Hampton Roads Planning District Commission.

15. Old/New Business

16. Adjournment