

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of May 5, 2021**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:30 AM by Mary Bunting, Hampton City Manager and Chair of the CAO Committee. Ms. Bunting noted that 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, safety and welfare of the Committee members, staff and the general public, today's CAO Committee meeting is being held electronically via Zoom. Mr. Robert Crum, HRPDC/HRTPO Executive Director, noted that the Zoom access information was published with the agenda for use by Committee members and the general public to access today's meeting.

The following members of the CAO Committee were in attendance:

Mary Bunting, Chair	Hampton
Patrick Duhaney	Virginia Beach
Larry "Chip" Filer	Norfolk
Amanda Jarratt	Franklin
Mike Johnson, Vice Chair	Southampton County
Angel Jones	Portsmouth
Randy Keaton	Isle of Wight County
Al Moor	Suffolk
Neil Morgan	York County
Cindy Rohlf	Newport News
Melissa Rollins	Surry County
William Saunders	Windsor
Michael Stallings	Smithfield
Carol Steele	Gloucester County
Scott Stevens	James City County
Andrew Trivette	Williamsburg
Tonya O'Connell (for Randy Wheeler)	Poquoson

Others in Attendance

Robert Crum, HRPDC/HRTPO
Keith Cannady, HRPDC
Pavithra Parthasarathi, HRTPO
Shernita Bethea, HRPDC
Greg Grootendorst, HRPDC
Ron Carlee, Old Dominion University
Michele Gowdy, Virginia Municipal League
Mark Geduldig-Yatrofsky, Portsmouth Resident
Drew Lumpkin, Senator Warner's Office
Caleb Smith, Representative Luria's Office
Peter Stephenson, VRSA

Approval of Agenda and Meeting Minutes

Ms. Bunting asked if there were any additions or revisions to the agenda or the Summary Minutes from the April 7, 2021 meeting. Ms. Bunting noted that since there were no changes, that the roll call vote for approval of the Agenda and Meeting Minutes could occur together and also serve as a roll call for CAO Committee members present for today's meeting.

Ms. O'Connell from Poquoson made a motion to approve both the Agenda and the April 7 meeting minutes. A second was provided by Mr. Trivette from Williamsburg. Mr. Crum proceeded to call the roll call vote:

Mary Bunting	Hampton	Yes
Patrick Duhaney	Virginia Beach	Yes
Larry "Chip" Filer	Norfolk	Yes
Amanda Jarratt	Franklin	Yes
Mike Johnson	Southampton County	Yes
Angel Jones	Portsmouth	Yes
Randy Keaton	Isle of Wight County	Yes
Al Moor	Suffolk	Yes
Neil Morgan	York County	Yes
Cindy Rohlf	Newport News	Yes
Melissa Rollins	Surry County	Yes
William Saunders	Windsor	Yes
Michael Stallings	Smithfield	Yes
Carol Steele	Gloucester County	Yes
Scott Stevens	James City County	Yes
Andrew Trivette	Williamsburg	Yes
Tonya O'Connell	Poquoson	Yes

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 public comments for consideration by the CAO Committee.

Regional Workforce Housing Grant Opportunity

Mr. Crum introduced Ms. Shernita Bethea, HRPDC Housing Administrator, to provide a briefing to the CAO Committee. Ms. Bethea began by noting that her presentation would address the following items:

- Brief overview of the regional Housing/Human Services Program at the HRPDC
- Glimpse at the current housing market in Hampton Roads
- Unique funding opportunity for the region related to the creation of workforce housing

Ms. Bethea noted that the HRPDC Housing and Human Services Department consists of two staff members – herself and Ms. Deidre Garrett, HRPDC Housing Specialist. This Department administers HOME funds for the regional loan program, serves as a regional representative on various committees and advisory boards in the areas of housing, human service programs and initiatives, and provides staff support for the Hampton Roads Housing Consortium.

Ms. Bethea presented information on the Down Payment and Closing Cost Assistance Program, which provides low to moderate income first-time homebuyers an opportunity to make homeownership affordable. She noted that this program provides a forgivable loan (grant) that is contingent upon the buyer living in the home for a set amount of years, and assists with covering a significant portion of closing cost fees. Ms. Bethea proceeded to review General Buyer Eligibility Requirements for these programs, which include the following:

- U.S. Citizen or legal resident
- No ownership interest in primary residence for past 3 years
- Household income at or below 80% average median income
- Must qualify for first mortgage and have personal funds to contribute toward the home purchase

Ms. Bethea noted that the HRPDC has worked with various localities through this program including Chesapeake, Portsmouth, Isle of Wight County, Smithfield, James City County, Gloucester County, Poquoson, York County and Williamsburg. In response to a question, she stressed that the HRPDC also coordinates with entitlement localities that are direct recipients of these funds. As examples, Ms. Bethea reviewed additional programs in the Cities of Norfolk, Suffolk, Newport News and Hampton. Ms. Bethea reviewed examples of residents who have benefited from these programs.

Information was presented on the current real estate market. Ms. Bethea noted that the following trends are being observed, which makes the market difficult for the first-time homebuyer:

- Multiple Offers
- Investor/cash offers on the rise
- Contracts ratifying over asking price and appraisal values
- No seller concessions and home inspections are being waived
- Eviction/Foreclosure moratorium looming

Ms. Bethea proceeded to review a proposed PDC Housing Grant Opportunity. These funds would support Virginia's Planning District Commissions in their efforts to:

- Promote regional approaches to housing project/program planning and development
- Enhance collaboration between regional and local organizations comprising the housing delivery network
- Strengthen PDC capacity to address housing opportunities identified in the Virginia Housing Strategic Plan: Opportunity 2024.

Potential projects for this program include:

- Housing resiliency and innovative approaches to rural housing septic systems to enhance affordability and sustainability
- Co-location of affordable rental housing on public school campuses to facilitate the recruitment and retention of school teachers
- Facilitating local PHA affiliates to bring affordable homeownership production to scale
- Regional mixed-use development to include permanent supportive housing

Grant award amounts are based on the population of PDC service areas. Ms. Bethea noted that the Hampton Roads PDC has a population of approximately 1.7 million; PDC population service areas over 600,000 may apply for up to \$3 million.

Ms. Bethea reviewed next steps:

- Continue to have conversations with local housing offices
- Develop internal framework for prioritization of possible projects
- Update the HRPDC Board on the funding opportunity
- Prepare grant application (if applicable)

The CAO Committee thanked Ms. Bethea for her presentation, and complimented her and Ms. Garrett for the impactful work they complete on behalf of the region. They noted the program is very impressive for a department of two staff.

CAO Committee members agreed with concerns about providing first-time homebuyer/affordable/workforce housing. Several CAOs confirmed that available housing in the \$200,000 range is almost non-existent. They noted that members of our community are being priced out of homeownership as an option.

Mr. Crum and Ms. Bethea noted that they would like to present the possibility of having the HRPDC apply for the regional housing grant that was outlined. The members of the CAO Committee offered support for this approach. Mr. Crum noted that this item would be scheduled for presentation at the May HRPDC meeting.

2021 Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) Project Selection Process “Penciled-in” Requests for FY 2028 Funding

Mr. Crum introduced Mr. John Mihaly, HRTPO Principal Transportation Planner, to provide this overview.

Mr. Mihaly explained that the HRTPO is responsible for project selection and funding allocation for the Congestion Mitigation and Air Quality (CMAQ) and the Regional Surface Transportation Program (RSTP). He noted that CMAQ provides federal funding for projects that primarily improve air quality and RSTP provides federal funding for a wide variety of projects.

As part of the current 2021 CMAQ and RSTP Project Selection Process, all current CMAQ and RSTP projects are reviewed to identify any cost or schedule changes that will need to be considered. Similarly, current CMAQ and RSTP projects with funding requests for FY2028 are reviewed. Mr. Mihaly noted that HRTPO policy is to fund previously approved projects before considering new candidate projects. He reviewed the amount of RSTP and CMAQ funding allocated to previously approved projects, and explained why there is a current funding deficit.

Mr. Mihaly proceeded to explain that the VDOT Six-Year Financial Plan (SYFP) and budget development estimates have included growth assumptions consistent with FAST Act funding expectations. However, since Federal funding, through the FAST Act held Federal FY2021 funding at FY2020 levels, adjustments were made in the department's estimates to reflect no growth. For Hampton Roads, the growth rate accounted for approximately \$38M combined for CMAQ (\$11.4M) and RSTP (\$26.7) in combined reductions for FY2022 - FY2027. Mr. Mihaly noted that in order to balance the FY2022 - FY2027 Six-Year Improvement Program (SYIP), VDOT worked with HRTPO Staff to make changes to the program that would require some CMAQ and RSTP allocations to be moved out to FY2028.

Mr. Mihaly noted that the Transportation Programming Subcommittee (TPS) recommended to the Transportation Technical Advisory Committee (TTAC) that the 2021 CMAQ/RSTP PSP be suspended temporarily. The TTAC and HRTPO Board will consider this approach at their May 2021 meetings. The temporary suspension of the process will be revisited in the event of FAST Act funding adjustments and/or the availability of additional funding through a new Federal Infrastructure package.

The CAO Committee considered the information presented by Mr. Mihaly, and agreed that the approach presented was the best path for moving forward.

Updates on Items of Interest from Each Locality

Ms. Bunting and Mr. Crum noted that this section of the agenda was an opportunity to discuss items of a regional interest in each locality. Ms. Bunting noted that topics have been submitted by CAO members for discussion during the roll call section of the agenda. She asked Mr. Crum to proceed with the roll call, requesting feedback from each locality. CAO Committee members provided feedback from their locality on the following issues:

- Collective Bargaining
- Vaccine Rollout
- Budget
- Human Resource Items

At the conclusion of this roll call discussion, the CAO Committee members requested that an item be placed on a future CAO Committee agenda regarding new marijuana laws in Virginia, and how localities are addressing this item from a Personnel Policy and Human Resources standpoint.

Agenda Items for May 20, 2021 HRPDC Meeting

Mr. Crum reviewed anticipated agenda items for the May 20 HRPDC meeting, including the following:

- Virginia Coastal Resilience Master Plan Update
- Regional Housing Program/Grant Presentation and Action
- Budget and Work Program Approval

Other Business

Mr. Crum reminded CAO Committee members that if they have any topics they would like to discuss at future CAO meetings, to please let Ms. Bunting or him know.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 12:40 pm.

Respectfully Submitted,

Robert Crum
Recording Secretary