1. **Call to Order**

2. **Approval/Modification of Agenda**

3. **Public Comments (Attachment 3)**
   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.

   c. **Transcribed Public Comments**
      
      Attached is a full transcription of the public speakers’ comments from the March 17, 2022 Commission meeting.

4. **Executive Director’s Report (Attachment 4)**

5. **Community Advisory Committee (CAC) Report (Attachment 5)**

6. **Consent Agenda (Attachment 6)**
   a. **Meeting Minutes – March 17, 2022 Commission Meeting**
   
   b. **Treasurer’s Report – March 2022**
c. **Fiscal Year 2023 Work Program (Enclosure 6C)**

Annually, the HRPDC staff prepares the Work Program for the upcoming fiscal year. This document outlines the work activities that the HRPDC staff will undertake in support of the Commission and the member localities.

Enclosed is the proposed HRPDC Work Program for Fiscal Year 2023 (FY 2023). This document covers work programmed from July 1, 2022 to June 30, 2023. It is the result of input from the seventeen local governments served by the HRPDC and applicable State and Federal planning and regulatory requirements. Much of this work evolves from the local committees that support the HRPDC. The proposed FY 2023 Work Program was made available for public review and comment from April 25, 2022 through May 9, 2022. Comments received were incorporated into the final report.

Staff recommends approving the proposed HRPDC FY 2023 Work Program.

d. **Janitorial Services Contract**

Following the formal selection process for HRPDC Request for Proposals (RFP) No. GEN-RFP-2021-02, the HRPDC executed a contract with Janitorial Consulting, LLC/DBA CID Janitorial Service in June 2021 to provide FY 2022 janitorial services for the HRPDC’s office and meeting spaces at 723 Woodlake Drive. The initial one-year contract may be renewed for up to four successive one-year periods, under the terms of the initial contract, upon written agreement of both parties.

- **Contract Amount:** $26,568
- **Period of Performance:** July 1, 2022 – June 30, 2023
- **General Scope of Work:** The contractor will provide nightly janitorial services for approximately 20,000 square feet of office and meeting space.

FY 2023 janitorial services will be paid from the operating budget.

Staff recommends authorizing the HRPDC Executive Director to exercise the first one-year renewal option for the contract with Janitorial Consulting, LLC/DBA CID Janitorial Service through FY 2023 (July 1, 2022 to June 30, 2023).
e. **Consultant Services Contract – Regional Construction Standards Program Support**

Following the formal selection process for HRPDC Request for Proposals (RFP) No. PDC-RFP-2021-01, the HRPDC executed a contract with CDM Smith, Inc. in June 2021 to provide support for the Regional Construction Standards (RCS) program through FY 2022. The initial one-year contract may be renewed for up to four successive one-year periods, under the terms of the initial contract, upon written agreement of both parties.

**Contract Amount:** Up to $79,900

**Period of Performance:** July 1, 2022 through June 30, 2023

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

This project is funded by the localities through the Regional Construction Standards Program. The RCS, first published in 1999, provides uniform quality of construction throughout the region by simplifying and standardizing construction practices, reducing construction costs, and improving safety in the public right-of-way.

Staff recommends authorizing the HRPDC Executive Director to exercise the first one-year renewal option for the contract with CDM Smith Inc. for consultant services through FY 2023 (July 1, 2022 to June 30, 2023).

f. **Consultant Services Contract – Special Legal Consultant on Stormwater Matters**

McGuire Woods has provided legal consulting services to the HRPDC on stormwater matters since 2009. This is a continuation of work from previous years, which focused on advising the region and the MS4 localities on permit renewals and evaluating the Chesapeake Bay TMDL and Virginia’s Phase I, II, and III Watershed Implementation Plans. Services include the option to work with McGuire Woods Consulting on legislative assistance.

**Contract Amount:** To be determined based on assigned tasks

**Period of Performance:** July 1, 2022 through June 30, 2023
General Scope of Work: The consultant will provide legal consulting and legislative assistance services in the areas of stormwater permits, TMDL requirements, and associated activities.

This project is funded by the localities through the Regional Stormwater Management Program.

Staff recommends authorizing the HRPDC Executive Director to retain McGuire Woods LLP to provide legal consulting services on stormwater matters, as needed, in FY 2023 (July 1, 2022 to June 30, 2023).

g. On-Call Services Contracts

Following the formal selection process for HRPDC Request for Proposals (RFP) No. PDC-RFP-2020-02, the HRPDC executed the ten FY 2021 on-call services contracts listed below. The contracts may be renewed by the Commission for up to four successive one-year periods. The Commission authorized the HRPDC Executive Director to exercise the first renewal option on May 20, 2021 to cover the FY 2022 performance period.

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDC-FY2021-C01</td>
<td>AECOM Technical Services, Inc.</td>
</tr>
<tr>
<td>PDC-FY2021-C02</td>
<td>A. Morton Thomas and Associates, Inc.</td>
</tr>
<tr>
<td>PDC-FY2021-C03</td>
<td>CDM Smith, Inc.</td>
</tr>
<tr>
<td>PDC-FY2021-C04</td>
<td>Doyle Communications</td>
</tr>
<tr>
<td>PDC-FY2021-C05</td>
<td>Draper Aden Associates, Inc.</td>
</tr>
<tr>
<td>PDC-FY2021-C06</td>
<td>Jacobs Engineering Group, Inc.</td>
</tr>
<tr>
<td>PDC-FY2021-C07</td>
<td>SCS Engineers</td>
</tr>
<tr>
<td>PDC-FY2021-C08</td>
<td>Stantec Consulting Services, Inc.</td>
</tr>
<tr>
<td>PDC-FY2021-C09</td>
<td>Timmons Group, Inc.</td>
</tr>
<tr>
<td>PDC-FY2021-C10</td>
<td>Whitman, Requardt &amp; Associates, LLP</td>
</tr>
</tbody>
</table>

The contracts are for services to be provided on a task order basis. Task orders will be developed and presented to the Commission for approval. Funding sources and task order performance periods will vary (to be specified in each task order).

Contract Amount: To be determined

Period of Performance: July 1, 2022 through June 30, 2023

General Scope of Work: To be determined
Staff recommends authorizing the HRPDC Executive Director to exercise the second one-year renewal option for on-call services contracts through FY 2023 (July 1, 2022 to June 30, 2023).

**h. On-Call Services Contracts: Task Order Amendments for FY 2023**

Under the HRPDC’s current on-call services contracts (see Agenda Item 6G above), task orders for consultant services were executed in support of several regional programs administered by the HRPDC. The following task orders must be amended to extend the performance period and/or the not-to-exceed budget for FY 2023:

**Regional Economic Development Sites Inventory (GO Virginia Grant):**
- **Task Order:** Shirley T. Holland Intermodal Park – Phase II, Tech Center Corporate Research Center, and Innovation Park Site Due Diligence and Tier 4 Certification
- **Amendment:** Extend period of performance through June 30, 2023

**Emergency Management Program (FEMA/VDEM Grant):**
- **Task Order:** 2022 Hampton Roads Hazard Mitigation Plan
- **Amendment:** Extend period of performance through June 30, 2023

**Planning and Economics Program (DOD/OLDCC Grant):**
- **Task Order:** Hampton Roads Region – Military Installation Resilience Review
- **Amendment:** Extend period of performance through June 30, 2023; FY 2023 services not-to-exceed $252,146

**Coastal Resiliency Program (Locality Funds):**
- **Task Order:** GetFloodFluent.org Support
- **Amendment:** Extend period of performance through June 30, 2023; FY 2023 services not-to-exceed $35,000

**Regional Environmental Education Program (Locality Funds):**
- **Task Order:** askHRgreen.org Support
- **Amendment:** Extend period of performance through June 30, 2023; FY 2023 services not-to-exceed $289,000

**Regional Wastewater Program (Locality Funds):**
- **Task Order:** Hampton Roads Fats, Oils, And Grease Online Certification (HRFOG.com) Support
- **Amendment:** Extend period of performance through June 30, 2023; FY 2023 services not-to-exceed $20,000
Task Order: Sanitary Sewer Overflow Reporting System (SSORS) Support
Amendment: Extend period of performance through June 30, 2023; FY 2023 services not-to-exceed $25,000

Staff recommends authorizing the HRPDC Executive Director to amend the task orders as described above for consultant services through FY 2023.

i. Community Advisory Committee (CAC) Appointments

The following individuals have been recommended for CAC membership:

- Ms. Sharon Anderson, a resident of Portsmouth, is a retired teacher and a student at Strayer University. Ms. Anderson is civic-minded and looks forward to relaying regional planning efforts to her community’s residents and sharing their perspectives.

- Mr. Anthony Piglowski, a resident of Suffolk, is a Wealth Advisor, Client Relationship Manager with Freedom Street Partners. Mr. Piglowski has extensive experience in finance and holds various leadership positions within the Hampton Roads community including as the Chair-elect for the Suffolk Division Board of the HR Chamber of Commerce, a Board Member for the Suffolk Humane Society, and a Council Member for the Young Philanthropists of The United Way of SHR. He was also recognized on the cover of CoVa Biz Magazine as a 2021 millennial on the move.

- Mr. James Collins, United States Navy Retired and resident of Smithfield (representing Isle of Wight County), is an Engineer with Edgewater Construction Services. Mr. Collins has 21 years of experience as a Navy Civil Engineer, is currently president of a general contracting firm and an engineering design firm, and has volunteer experience with the Isle of Wight Economic Development Authority.

Staff recommends approving the CAC appointments.

Action Requested: The HRPDC should consider action to approve the May 19, 2022 Consent Agenda.
7. Fiscal Year 2023 Budget (Attachment 7)

The Joint HRPDC/HRTPO Personnel & Budget (P&B) Committee met on April 21, 2022 to review the proposed Fiscal Year 2023 (FY 2023) HRPDC/HRTPO Budget and agreed on a recommended budget for consideration by the Commission and HRTPO Board. The P&B Committee is comprised of the following officials:

- Andria McClellan, Norfolk (HRPDC Chair)
- Mayor Donnie Tuck, Hampton (HRTPO Chair)
- David Jenkins, Newport News (HRPDC Vice Chair)
- William McCarty, Isle of Wight (HRTPO Vice Chair)
- Louis Jones, Virginia Beach (Largest Locality)
- Randy Keaton, Isle of Wight (HRPDC Treasurer)
- Christopher Price, Chesapeake (CAO – Southside)
- Randy Wheeler, Poquoson (CAO - Peninsula)

The attached FY 2023 Budget Compendium includes the following information:

- Historical Budget Trend with Bar Charts
- FY 2023 Budget/Summary
- Fund Balance Report
- Member Dues and State Allocation Trend Report
- Local Jurisdiction Contributions Spreadsheet
- Revenue Pie Chart by Funding Source
- Expenditure Pie Chart by Program
- Reserves

Some highlights of the FY 2023 Budget recommended by the P&B Committee are as follows:

- Increases the member per capita dues rates from 0.85 per capita to 0.90 per capita. The P&B Committee believes this increase is critical to address the rise in the cost of living and help address operational, building/property maintenance, and technology needs for the Organization.

- Provides for a 5% general wage increase for staff effective July 1, 2022.

- Includes an 8.5% premium rate increase for the Organization's share of employees' health insurance coverage and an approximately $110,000 increase for the Organization’s Virginia Retirement System (VRS) contribution.

- Shows a substantial increase in Pass-Through revenues and expenses. The majority of this increase is the result of the HRPDC receiving a request to serve as the fiscal agent and project manager for the Virginia Telecommunication
Initiative (VATI) broadband grant totaling $34,989,576 ($34,959,576 of which will pass-through to support the construction of this project).

- Provides for planned improvements for facility and ground maintenance for the Regional Building.

Revenues and expenditures for the HRPDC and HRTPO are detailed below:

<table>
<thead>
<tr>
<th></th>
<th>PDC</th>
<th>TPO</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Revenue</td>
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<td>$5,361,126</td>
<td>$8,327,717</td>
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<tr>
<td>Deferred and Pass-Thru Revenue</td>
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<td>$3,191,500</td>
<td>$46,540,802</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$46,315,893</td>
<td>$8,552,626</td>
<td>$54,868,519</td>
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</tbody>
</table>

<table>
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<tr>
<th></th>
<th>PDC</th>
<th>TPO</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenditures</td>
<td>$3,346,624</td>
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<tr>
<td>Deferred and Pass-Thru Expenditures</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$46,315,893</td>
<td>$8,552,626</td>
<td>$54,868,519</td>
</tr>
</tbody>
</table>

Mr. Robert A. Crum, Jr., HRPDC Executive Director, with the support of Ms. Sheila Wilson, HRPDC Chief Financial Officer, will provide an overview and answer any questions from the Commission.

**Action Requested:** The HRPDC should consider action to approve the proposed FY 2023 Budget as recommended by the Joint HRPDC/HRTPO Personnel & Budget Committee.

8. **HRPDC Bylaws** – presented by Mr. Robert A. Crum, Jr., HRPDC Executive Director (Attachment 8)

Mr. Robert A. Crum, Jr., HRPDC Executive Director, will present the proposed updates to the HRPDC Bylaws.

Per the HRPDC Bylaws, any proposed amendment of the bylaws shall be presented in writing and read for a first time at any regular or special meeting of the COMMISSION. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the COMMISSION until a subsequent meeting which may be held no earlier than thirty (30) days after the first meeting. At the subsequent meeting, the proposal may be adopted only by the affirmative vote of at least two-thirds (2/3) of the entire COMMISSION members.
The proposed updates include:

- Moving the Annual Meeting from October to January based on the recommendation of the P&B Committee.
- Moving the annual election of officers from October to January to better align with the November election cycle.
- Other minor technical revisions.

The full bylaws document including all of the recommended revisions is attached for consideration by Commission members. Action will be recommended at the July 21, 2022 Commission meeting.

9. Hampton Roads Metropolitan Medical Response System Update – presented by Mr. David Long, Executive Director, Tidewater Emergency Medical Services (TEMS) Council (HRMMRS)

The Metropolitan Medical Response System (MMRS) is formerly a U.S. Department of Homeland Security Grant Program that provided funding to the 124 largest jurisdictions to support the integration of emergency management, health, and medical systems into a coordinated response to mass casualty incidents caused by any hazard. The MMRS program reduces the consequences of a mass casualty incident during the initial period of a response by having augmented existing local operational response systems before the incident occurs.

The Hampton Roads Metropolitan Medical Response System (HRMMRS) was developed under the direction of the Hampton Roads Planning District Commission (HRPDC) in 1999. It includes the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg and the counties of Gloucester, Isle of Wight, James City, Southampton, Surry, and York, and the Town of Smithfield. It covers an area of 2,900 square miles and a population of approximately 1.7 million. The HRPDC contracts with the Tidewater EMS Council to manage the activities of the HRMMRS. Between 1999 and 2014 the Hampton Roads region received nearly $10 million in Homeland Security grants to develop and support the MMRS system. A local assessment from the Hampton Roads jurisdictions provides for ongoing program sustainment. Additionally, HRMMRS continues to pursue federal grant funding opportunities from the State Homeland Security Program (SHSP) and from the Urban Area Securities Initiatives (UASI).

The HRMMRS supports and enhances Hampton Roads public safety, hospital, public health, and emergency management response capabilities to manage mass casualty incidents.

Mr. David Long, TEMS Executive Director, will brief the Commission on the HRMMRS.

This item is presented for information and discussion by Commission members.
10. **Hampton Roads Housing Market – presented by Ms. Katherine Rainone, HRPDC Regional Economist**

Nation-wide, the housing market has been making headlines for the past two years with historically high levels of demand and low supply. Is Hampton Roads experiencing the same trends? HRPDC staff will review several leading indicators and discuss how and why they may have changed over time.

Ms. Katherine Rainone, HRPDC Regional Economist, will brief the Commission on the Hampton Roads Housing Market.

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

11. **Three Month Tentative Schedule**

- **June 2022**
  - No Meeting per the Regional Meeting Schedule

- **July 19, 2022**
  - HRPDC Bylaws
  - Planning and Economics Program Update
  - HRPDC Regional Legislative Agenda

- **August 19, 2022**
  - No Meeting per the Regional Meeting Schedule

12. **Advisory Committee Minutes (Attachment 12)**

HPDRC Advisory Committee meeting minutes approved since the last Commission meeting are attached for review.

13. **Technical Committee Meeting Summaries (Attachment 13)**

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

14. **For Your Information (Attachment 14)**

- Letter to GO Virginia (GOVA) Region 5 Council recommending approval of the Business Ready Sites in Hampton Roads GOVA grant application

- Memorandum of Agreement between the Hampton Roads Planning District Commission and the City of Suffolk, the County of Southampton, and the County of Isle of Wight regarding “HPDRC Universal Broadband for Suffolk, Isle of Wight, and Southampton 2022”
• Letter to Virginia Department of Housing and Community Development (DHCD) Office of Broadband regarding the HRPDC Universal Broadband for Suffolk, Isle of Wight, and Southampton 2022 (VATI #2022-022) Performance-Based Admin Budget

15. Old/New Business

16. Adjournment
Hampton Roads Planning District Commission March 17, 2022 Meeting

Name: Ruth Amundsen

Representing: Citizen of Norfolk

Subject: Comprehensive Economic Development Strategy (CEDS)

Comment Transcription:

Good afternoon. My name is Ruth Amundsen, and I am from Norfolk. I run several businesses that install solar in disadvantaged and low-income neighborhoods, and we contracted for the hiring and training of the first African-American solar installers in Hampton Roads. I reviewed the CEDS, and it has a lot of great stuff in it, but I think it would really benefit from more attention to the economic inequities that exist in Hampton Roads, particularly as it relates to the African-American community. I think more data on that and then also more plans for how to improve and mitigate the inequities that exist between the advantaged and the disadvantaged, the haves and have nots. I think there are a lot of great examples out there of what is being done today that could be included in that plan, and if we are going to plan out to 2027, I think we need to have a plan in place that works to make everything a little bit more fair for our entire community and not just the people who already have the advantages. Thank you.
Public Comment Transcription

Hampton Roads Planning District Commission March 17, 2022 Meeting

Name:  

Representing:  

Subject:  

Comment Transcription:

Good afternoon. I am with the Hampton Roads Offshore Wind Equity and Diversity Team, and I am from Chesapeake. I have submitted written comments, as was said before, which are included in your agenda, and I will relate those to my comments here. As we have a potentially promising economic surge or actions as representatives of Hampton Roads citizens can either reduce the wealth gap or widen it for our struggling disadvantaged communities. I found that the draft CEDS fails to really hit the nail on the head when it comes to equitable economic development, and it calls into question whether equity is really adequately being evaluated in our economic decisions. This led me to provide the CEDS Steering Committee with a four-page review pointing out the diversity, equity, and inclusion shortcomings, which could be better achieved in part by more thoroughly following the CEDS guidelines recommended by the U.S. Economic Development Administration (EDA). Since my review, I have heard about the possibility of the CEDS not getting reviewed again before it went forward, and I am happy to know that that seems to be taken care of and that this body will get a review of that after all the additional comments coming in, so that is great. But also disconcerting is the vacancy of the Community Affairs and Civil Rights Administrator position for the HRPDC. Considering a position title change from Community Affairs and Civil Rights to Community Affairs and Diversity, Equity, and Inclusion may be a good step forward to address more of the economic equity issues that this body faces and changing the mission statement of that position as well. So I encourage you to go ahead and fill that position and this will help us to be more attentive to the needs of our disadvantaged communities. Thank you.
REGIONAL VIOLENCE PREVENTION WORK SESSION

Upon request from several Mayors, the HRPDC Executive Director convened two Mayor/Chief Administrative Officer (CAO) Work Sessions to discuss the violence we are experiencing in our communities and potential regional approaches to address this critical issue. The first work session was held on April 1 at the Regional Building. Mayors and CAOs participated in a roundtable discussion providing input on the following questions:

- What strategies are under discussion to address violence in your locality?
- Do you believe there are regional opportunities to address this issue, or will most strategies be addressed at the local level?
- What partners should be included in future deliberations on this topic?

Following this information exchange, the Mayors asked a subgroup of CAOs to discuss potential next steps based on the input provided at the first work session. The Mayors and CAOs also directed HRPDC staff to research the potential to create a Regional Crime/Violence Dashboard for the Hampton Roads region.

The second Mayor/CAO Work Session on Violence Prevention was held at the Regional Building on May 6. As a follow-up to the April 1 meeting, a subgroup of CAOs presented potential next steps for regional collaboration around violence prevention efforts. This proposed regional strategy/framework focused on some of the root causes of violence including:

- Concentrated Poverty
- Access to Guns
- Desensitized Communities and Individuals
- Judicial System
- Mental Health/Unaddressed Trauma
- Family Dysfunction
- Poor Conflict Resolution

In addition, the CAO subgroup presented a list of recommended actions that can be considered at both the local and regional level to address these topic areas. The Mayors asked the CAOs to develop a structure for how this effort will be managed and provide a report at the next Mayor/CAO Work Session that is expected to be held in mid-summer.
The Mayors and CAOs also received a presentation from HRPDC staff on research completed regarding the potential to establish a regional violence/crime dashboard. Support was expressed for sound analytical data which can be used to monitor trends in the community and serve as a basis for our regional officials to establish policy, strategy and actions to address violence in our region. It was agreed that the HRPDC will convene a working committee with representatives from the region’s cities who are familiar with available crime data and analytics to develop a path forward for the preparation of this dashboard.

FIBER RING GROUNDBREAKING

On April 6, the Southside Network Authority held a groundbreaking for the Regional Fiber Ring at Corporate Landing Park in Virginia Beach. Phase I of this network is a $25 million, 119-mile fiber ring that will connect the cities of Chesapeake, Norfolk, Portsmouth, Suffolk and Virginia Beach with ultra-fast fiber internet service and is being paid for by the five Southside cities.

VIRGINIA TELECOMMUNICATIONS INITIATIVE (VATI) GRANT

On May 10, the HRPDC coordinated a pre-construction meeting with representatives of the City of Suffolk and Isle of Wight and Southampton Counties, Charter Communications, local utility providers and VDOT to discuss the VATI supported broadband project for this area. The HRPDC partnered with the participating localities and Charter to secure a $21 million grant award that will be supported with a $14 million local match to build high-speed, reliable and affordable fiber internet service to areas of western Hampton Roads that are currently without service. Over 12,000 homes, businesses and community anchors will be served by this project, which will complement the fiber ring construction described above. The HRPDC is serving as fiscal agent and project manager for this effort. A groundbreaking ceremony for the VATI project will be held June 14.

CHIEF ADMINISTRATIVE OFFICERS MEETING

The Chief Administrative Officers (CAO) Committee held its regularly scheduled meeting on May 4 at the Old Dominion University Tri-Cities Higher Education Center in Portsmouth. Agenda items included:

- Offshore Wind Update
- Long Range Transportation Plan (LRTP) Update and Process
- Federal and State Transportation Funding Opportunities and Deadlines
• HRPDC/HRTPO Community Advisory Committee
• Regional Interest Items

OTHER MEETINGS/EXECUTIVE DIRECTOR OUTREACH

• Attended the Virginia Beach State of the City Address on March 16
• Attended the March 17 Hampton Roads Transportation Accountability Commission meeting
• Presentation to the Peninsula CAOs on March 18 on the Virginia Capital Trail/Birthplace of America Trail project and the Regional Broadband Initiative
• March 18 meeting with representatives of the region’s military bases and VDOT to discuss the potential for an Intergovernmental Services Agreement (IGSA) that would allow the military to collaborate with VDOT on the joint purchase of roadway construction materials
• Participated in the March 22 RVA/757 Connects Meeting
• March 23 meeting with the Virginia Reliability Project
• March 23 Bowers Hill Interchange Meeting with VDOT staff
• Participated in a March 24 Hampton Roads Economic Development Leadership Meeting
• Provided a presentation to the Hampton Roads Transit Board (in Newport News) on the recommendations of the Regional Transit Advisory Panel
• Participated in a Virginia Association of Planning District Commission (VAPDC) Program Committee meeting on March 28
• Participated in the March 29 RVA/757 Connects meeting to discuss the I-64 Gap
• Continued to participate in meetings in preparation for the 2022 Leadership Exchange Visit to Charlotte
• Attended the Norfolk State of the City on April 7
• Presented to the LEAD 757 Class on regional infrastructure planning and project status on April 7 at Virginia Beach Town Center
• April 8 meeting with VDOT and North Carolina Department of Transportation in Suffolk
• Participated in the April 8 meeting of the Southside Network Authority
• April 12 meeting with the Executive Director of Norfolk International Airport
• Attended the Portsmouth State of the City meeting on April 13
• April 14 meeting of the HRPDC/HRTPO Community Advisory Committee
• Presentation to the Newport News EDA on the regional broadband initiative on April 19 at the Marriott in City Center
• Attended the April 19 Volunteer Hampton Roads event
• Presentation at the Hampton Roads Association of Commercial Realtors on April 20 on regional transportation projects and initiatives
• Attended the April 21 meeting of the Hampton Roads Transportation Accountability Commission
• Participated in the HRT press conference on April 21 with Representative Luria and other regional/local leaders to celebrate $5 million of funding for the bus operations and maintenance facility in Virginia Beach
• Participated in an April 22 meeting with the Hampton Roads Alliance, regional Economic Development Directors and Virginia Economic Development Partnership President and CEO Jason El Koubi at Virginia Beach Town Center
• Continued to participate in meetings of the Regional Roundtable
• Participated in the Joint Regional Connectors Study Policy and Working Group meeting on April 26
• Met with York County representatives in Yorktown on April 28 to discuss options for improving the Fort Eustis interchange
• Participated in the Virginia Association of Metropolitan Planning Organizations April 29 webinar on Environmental Justice
• May 2 meeting with Representative Scott’s office to discuss the region’s Urban Areas Security Initiative (UASI) funding
• Briefed the region’s Commonwealth Transportation Board members on the region’s transportation projects on May 3
• Met with SPSA representatives on May 3 to discuss the solid waste management plan and the proposed SPSA landfill expansion
• Met with representatives of the Rivers Casino on May 5

ADMINISTRATION/MANAGEMENT

• Completing interviews for the Communications Administrator position
• Recruitment for the Diversity, Equity and Inclusion Liaison position
• Preparation of the FY2023 Budget and Work Program for the HRPDC and HRTPO
• Staff support to the Southside Network Authority
• Initiated the annual employee evaluation process
• Personnel management
• Building maintenance and operations
• Financial management and human resources support for the HRPDC, HRTPO, HRTAC, HRMFFA and Southside Network Authority
• Fiscal management and contract support for the VATI Broadband grant
Community Advisory Committee

The HRPDC/HRTPO Community Advisory Committee held its regularly scheduled meetings on February 10th and April 14th. Agenda/discussion items for these meetings were as follows:

February 10, 2022
- Election of Vice-Chair
- Regional Transportation Gateway Analysis
- Comprehensive Economic Development Strategy
- Regional Transit Advisory Panel Update
- General Assembly Update

April 14, 2022
- CAC Membership Update
- Presentation by Regional Transit Advisory Panel Representatives
- Norfolk International Airport Update
- Regional Economic Development Site Readiness
The March 17, 2022 meeting of the Hampton Roads Planning District Commission (HRPDC) was called to order by the Chair at 12:35 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)
- Brian Solis (CH)
- Ella Ward (CH)
- Frank Rabil (FR)
- Carol Steele (GL)
- Steven Brown (HA)
- Mary Bunting (HA)*
- Donnie Tuck (HA)
- Joel Acree (IW)
- John McGlennon (JC)
- Scott Stevens (JC)
- McKinley Price (NN)
- Courtney Doyle (NO)
- Shannon Glover (PO)*
- Randall Wheeler (PQ)
- Leroy Bennett (SU)
- Albert Moor (SU)
- Robert Elliott (SY)
- Melissa Rollins (SY)
- Barbara Henley (VB)
- Guy Tower (VB)
- Andrew Trivette (WM)
- Neil Morgan (YK)*

**Commissioners Absent:**
- Stephen Best (CH)
- Amanda Jarratt (FR)
- Phillip Bazzani (GL)
- Randy Keaton, Treasurer (IW)
- Cynthia Rohlf (NN)
- Kenneth Alexander (NO)
- Larry “Chip” Filer (NO)
- Danica Royster (NO)
- Gordon Helsel (PQ)
- Angel Jones (PO)
- William Gillette (SH)
- Michael Johnson (SH)
- Michael Stallings (SM)
- T. Carter Williams (SM)
- Patrick Duhaney (VB)
- Robert Dyer (VB)
- Louis Jones (VB)
- John Moss (VB)
- Sabrina Wooten (VB)
- Douglas Pons (WM)
- Sheila Noll (YK)

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

**Other Participants:**
- Mark Geduldig-Yatrofsky (CAC)
- Bob Baldwin (PO)

*Late arrival or early departure*
Others Recorded Attending:
Mindy Carlin and Emily Reynolds (Access Point Public Affairs/Suffolk); Andy Darden (American Engineering); James Russell (Center for Atmospheric Sciences); David Westcott (Chesapeake); Chris Stone (Hampton Roads Chamber of Commerce); Steve Hansen (Hampton Roads Offshore Wind Diversity Advocacy); Ted Henifin (Hampton Roads Sanitation District); Bill Thomas (Hampton University); Angela Hopkins (Newport News); Jessica Dennis (Norfolk); Ruth Amundsen (Norfolk Resident); Ed Reed (Two Capitol Consulting/ Hampton/ Virginia Beach); Drew Lumpkin (U.S. Senator Mark Warner’s Office); and Keith Cannady, Kelli Arledge, Robert Cofield, KC Filippino, Kyle Gilmer, Greg Grootendorst, John Harbin, Whitney Katchmark, Sara Kidd, Krista Lauro, Cynthia Mulkey, Pavithra Parthasarathi, Katherine Rainone, Dmitry Rekhter, Dale Stith, Joe Turner, and Sheila Wilson(HRPDC/HRTPO Staff)

Approval/Modification of Agenda

Chair McClellan asked for a motion to approve the March 17, 2022 HRPDC Meeting Agenda as presented.

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

Public Comments

Chair McClellan indicated that there were two submitted public comments received.

Mr. Robert A. Crum, Jr., HRPDC/HRTPO Executive Director, reported that a public comment submitted by Mr. Steve Hansen was included in the agenda package and a public comment submitted by Ms. Eileen Woll was distributed as a handout. Both submitted comments were regarding the Hampton Roads Comprehensive Economic Development Strategy (CEDS).

Mr. Crum announced that two public speakers would address the Commission also regarding the CEDS. He expressed appreciation that Hampton Roads residents were taking the time to review the draft CEDS document and provide feedback. He indicated that HRPDC staff will work with the Hampton Roads Alliance to ensure that public perspectives and input are addressed and discussed with the Alliance Board of Directors as the main developing partner.

*Commissioner Shannon Glover arrived

Chair McClellan clarified that the CEDS was approved by the Alliance Board but the public comment period for the document was still open. She added that there would likely be future amendments that would also require the Alliance Board’s approval.

Chair McClellan recognized Ms. Ruth Amundsen to address the Commission.
Ms. Amundsen, a Norfolk resident, suggested that the CEDS would benefit from more data regarding the economic inequities that exist in Hampton Roads and plans for how to improve and mitigate those inequities, particularly as it relates to the African-American community.

Chair McClellan thanked Ms. Amundsen and recognized Mr. Steve Hansen to address the Commission.

Mr. Hansen referenced his submitted comments included in the agenda package. He expressed that the diversity, equity, and inclusion shortcomings of the CEDS could be better addressed, in part, by more thoroughly following the guidelines recommended by the U.S. Economic Development Administration (EDA). Mr. Hansen also supported changing the vacant HRPDC Community Affairs and Civil Rights position’s title to Community Affairs and Diversity, Equity, and Inclusion, and he urged the Commission to fill that position.

Chair McClellan thanked Mr. Hansen, noted that the HRPDC is currently recruiting for the position, and indicated she would speak with Mr. Crum regarding the title. She also clarified that the CEDS will be amended to address some of the comments received, but the Commission was not scheduled to meet in April and would not see the document before approved by the Alliance. However, she indicated that the HRPDC could coordinate distributing the document to Commission members via email for commentary,

*Full transcription of public comments will be included in the subsequent Commission meeting’s agenda, which will be available on the HRPDC website.*

**Special Presentation in Recognition of Mr. Ted Henifin, Hampton Roads Sanitation District**

Chair McClellan announced a special presentation in recognition of Mr. Ted Henifin and his 17 years of dedicated leadership at the Hampton Roads Sanitation District (HRSD). She applauded his many regional efforts and commended his kindness, innovation, and leadership.

Commissioner Al Moor stated that since 2006, Mr. Henifin led an organization that is nationally known and should make Hampton Roads proud as an environmental leader. Mr. Moor said that he admired Mr. Henifin, appreciated his counsel, and wished him the best in his future endeavors.

Commissioner Neil Morgan seconded Chair McClellan and Commissioner Moor’s comments. He added that Mr. Henifin has been a visionary leader for Hampton Roads for many years, and the community is a better place because of the work of Mr. Henifin and his team. Commissioner Morgan specifically commended Mr. Henifin’s efforts on the regional...
consent order, thanked him for making Hampton Roads a better place, and wished him a great retirement.

Commissioner John McGlennon, on behalf of the James City County Board of Supervisors and the James City Services Authority, thanked Mr. Henifin for his work and the increased assistance and transparency of HRSD under his leadership. Commission McGlennon echoed Commission Morgan’s comments regarding the importance of the regional consent order. He commended Mr. Henifin’s regional leadership and said that the innovation of the SWIFT Program is a legacy that will last forever.

Ms. Whitney Katchmark, HRPDC Principal Water Resources Engineer, expressed her appreciation of Mr. Henifin’s availability, readiness, transparency, leadership, and above-and-beyond approach as a regional partner. Ms. Katchmark said it was a pleasure working with Mr. Henifin and wished him an enjoyable retirement.

Commissioner Donnie Tuck indicated that Mr. Henifin was Public Works Director for the City of Hampton before Commissioner Tuck joined City Council, so he knew him more personally than as leader of HRSD. He commended his innovation in the SWIFT Program and involvement in many different community programs and projects, and he wished him the best.

Commissioner McKinley Price thanked Mr. Henifin for the innovative blending of the SWIFT Program with the Riverview Farm Park in Newport News.

Mr. Henifin thanked the Commission members for their kind words and best wishes. He said he was grateful for the opportunity to work in and for the region and emphasized that continued regional approaches and efforts are what will make the difference in the future for Hampton Roads.

In recognition of Mr. Henifin’s many regional contributions, Chair McClellan, Vice-Chair David Jenkins, and Mr. Crum presented Mr. Henifin with a 3-Dimensional Nautical Wood Chart of the Hampton Roads region.

**Executive Director’s Report**

Mr. Crum referenced his monthly report included in the agenda package and reported on a few items of interest for Commission Member information.

Mr. Crum highlighted the Green Star Teachers item in the For Your Information portion of the agenda package. The askHRgreen program recently recognized ten local educators with its Green Star Teachers Awards. Held in concert with the organization’s 10th anniversary year, the educator recognition program included a $1,000 monetary award for each of the teachers to use for future, green-themed classroom projects. The winning submissions included teachers from throughout the greater Hampton Roads region. Among the recipients were those who involved their students in planting community gardens,
organizing school recycling programs, creating outdoor classrooms, and planting trees on school grounds. The Green Star Teachers may use their awards to cover needs such as supplies, classroom resources, or funding to underwrite a dynamic “green” student-driven initiative.

Mr. Crum reported that he was scheduled to meet with the Peninsula Chief Administrative Officers (CAOs) to discuss opportunities to extend the Birthplace of America Trail (BoAT)/Virginia Capital Trail down the Peninsula. The existing 52-mile trail starts in downtown Richmond and ends near Williamsburg. If the trail is extended to Fort Monroe, then there will be over 100 miles of continuous trail. Future expansion plans could include continuing the trail over the ferry and through Surry County effectively connecting the Southside Rail Trail to Norfolk and the Virginia Beach oceanfront.

Mr. Crum also addressed the Joint Land Use Study (JLUS) Implementation discussion from the previous Commission meeting. The CAOs in the Cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach are each appointing a five- to six-member technical staff local implementation working group. The HRPDC will facilitate quarterly meetings with the working groups, HRMFFA, and military partners to track progress and alignment and explore possible federal funding opportunities.

**Community Advisory Committee (CAC) Report**

Mr. Mark Geduldig-Yatrofsky, Chair of the Community Advisory Committee (CAC), reported that the CAC had not met since the last Commission meeting. The next CAC meeting was scheduled for April 14, 2022.

*Commissioner Mary Bunting arrived*

**Consent Agenda**

Chair McClellan asked Mr. Crum to briefly describe the modified Consent Agenda items, which included the following:

- Meeting Minutes – February 17, 2022 Commission Meeting
- Treasurer’s Report – January 2022
- 2022 Community Development Block Grant (CDBG) Regional Priorities
- Memorandums of Agreement for Virginia Telecommunications Initiative (VATI) Grant Administration
- Contract Amendments (Roadway Flooding Sensors)
- HRPDC Resolution 2022-01 for FY 2023 FHWA State, Planning, and Research (SPR) Funds Program
- Community Advisory Committee (CAC) Appointments
Mr. Crum highlighted the 2022 CDBG Regional Priorities, the Memorandums of Agreement for the VATI Grant Administration, and the Contract Amendments (Roadway Flooding Sensors) Items:

- Each year, the Virginia Department of Housing and Community Development (DHCD) requests Planning District Commissions to rank regional priorities for the CDBG program and provide a list of anticipated CDBG project proposals from non-entitlement localities. The priorities and project list were coordinated with the planning staff of the Cities of Franklin, Poquoson, and Williamsburg and the Counties of Isle of Wight, James City, Southampton, and York.

- The HRPDC, on behalf of the City of Suffolk, Isle of Wight County, and Southampton County and in partnership with Spectrum Southeast, LLC (Charter Communications), submitted a grant application to the VATI through the DHCD to provide universal broadband service in the three localities. The localities and Charter Communications have requested the HRPDC serve as the fiscal agent and administrator of the project. To accomplish this, DHCD requires a Memorandum of Agreement (MOA) between the HRPDC and the City of Suffolk, Isle of Wight County, and Southampton County and a second MOA between the HRPDC and Charter Communications.

- HRPDC staff is requesting authorization to extend the roadway flooding sensor project contract with Xylem and increase the budget by $95,000. The pilot project has required unanticipated costs for utility pole rental, local permit fees, curb cuts, and labor for permit negotiations. If additional federal funding cannot be obtained, then the HRPDC staff proposes covering the increase in the budget using Coastal Resiliency program funds. Mr. Crum clarified that this request does not include additional local monies for the pilot program.

**Motion:** Commissioner Neil Morgan Moved to approve the Consent Agenda as presented; seconded by Commissioner John McGlennon. The Motion Carried.

### Hampton University Severe Weather Research Center (SWRC)

Mr. Crum introduced Mr. Bill Thomas, Associate Vice President, Hampton University Office of Governmental Relations, and Dr. James Russell, Co-Director of the Hampton University Center for Atmospheric Sciences to brief the Commission on the Hampton University (HU) Severe Weather Research Center (SWRC).

Mr. Thomas began the briefing with background information on the HU SWRC. He stated that Professors James M. Russell, III and M. Patrick McCormick developed the concept of using polar-orbiting and geostationary weather satellite data for real-time prediction of severe convective storms. Additionally, the HU School of Science was chosen to receive a $1 million grant awarded by the National Science Foundation’s HBCU Research Infrastructure

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Prepared By: C. Mulkey
Attachment 6A
in Science and Engineering (RISE) program. HU will use the grant to construct a supercomputer, which is a cluster of high-powered computers dedicated to numerical modeling and simulation. Mr. Thomas introduced Dr. James Russell, Co-Director of the Hampton University Center for Atmospheric Sciences.

*Commissioner Shannon Glover departed*

Dr. Russell presented an overview of SWRC capabilities and applications. The HU Direct Broadcast System (DBS) was installed in the Harbour Centre building in September 2016, and the DBS antenna system has 360 degrees all-sky tracking. Eleven satellites come over HU daily, and the data is downloaded for use in severe weather prediction. The National Oceanic and Atmospheric Administration (NOAA)’s National Weather Service does routine forecasting while the HU SWRC does state-of-the-art forecasting.

Polar-orbiting satellites provide imagery and atmospheric soundings of temperature and moisture data over the entire Earth. Geostationary satellites are in orbit 22,000 miles above the equator, spin at the same rate as the Earth and constantly focus on the same area. The SWRC forecast capabilities include unprecedented time resolution of 15 minutes and space resolution of one nautical mile by combining polar and geostationary satellite data. The SWRC forecasts use all polar-orbiter satellite sounding data while the NWS uses less than 10%. The HU SWRC provides direct benefits to the Commonwealth, including:

- Higher accuracy predictions at longer warning lead times for forecasts of hurricanes, tornadoes, and severe storms threatening a region
- State-of-the-art predictions of extreme precipitation leading to localized flooding, hail, and hazardous winds
- Direct liaison capabilities with emergency planning offices to help provide accurate forecast updates and interpret current forecasts

Dr. Russell provided comparisons of the HU SWRC forecast, NOAA/National Centers for Environmental Prediction (NCEP) Rapid Refresh (RAP) forecast, and the actual Rain Gauge/RADAR of six events in 2021 as examples. The comparisons for a severe storm, wind line, flash flood, precipitation flooding, tornados, and high wind events all exhibited significantly improved forecasts using SWRC. During the past weekend on March 12, 2022, there was a strong weather front that caused high winds in Hampton Roads. The NOAA wind forecast was 16.5 meters per second, and the SWRC wind forecast was 25.5 meters per second with a much higher spatial resolution. The observed wind was 26.7 meters per second.

The total SWRC three-year budget request to the state was $3.19 million. Financial support for the SWRC is essential because the NASA and NOAA federal funding, which supported the initial development of SWRC capabilities, has virtually expired and funding is needed to implement and maintain a fully operational system with continuous reliability. Dr. Russell explained that it will take many years for NOAA to implement SWRC research and
development techniques into their operational system; whereas, with funding, HU can currently provide and maintain these advanced capabilities within a regional operational system, greatly benefitting the Commonwealth. The government and commercial programs that will benefit from this regional NWP capability are as follows:

- Hazardous weather warnings issued can protect the life and property of state and local city and county residents
- Commercial and general aviation airport operations
- Department of Defense (DOD) operations and the protection of aircraft and ship resources from hazardous weather such as hurricanes and tornados
- Dominion Energy Coastal Virginia Offshore Wind energy project

Chair McClellan thanked Mr. Thomas and Dr. Russell for their presentation.

Commissioner McKinley Price expressed his interest in the Commission supporting the institution’s mission.

Chair McClellan shared her excitement about the opportunity to do something of this magnitude for the safety of the residents and the benefit of the industry, military, and federal resources in Hampton Roads.

Mr. Geduldig-Yatrofsky asked how this valuable information with lifesaving potential could be disseminated to the populace of Hampton Roads.

Mr. Thomas responded that while HU is focused on providing this education to students, it could do a better job with communications, and he thanked the Commission for allowing them to present to a regional audience.

Commissioner Debbie Ritter asked if the HU SWRC is a subscription service and how local governments or businesses can access the service.

Dr. Russell responded that it is not a subscription service. The SWRC is requesting state funding to continue its work and research. If asked, the SWRC will provide its data to the various Hampton Roads localities and throughout the Commonwealth, but more service will require more funds.

Commissioner Ritter asked if putting the local Emergency Management departments in touch with the SWRC was the best way to proceed.

Mr. Thomas responded that the first step was to get organized and involved.

Commissioner Ritter asked for clarification on how to get involved.
Dr. Russell referenced providing tailored information available to the localities electronically via a website.

Mr. Thomas asked Mr. Crum to help disseminate information to the localities.

Commissioner Mary Bunting thanked Mr. Thomas for crediting the City of Hampton for bringing this information to the forefront. Many times localities have assets and opportunities available that may not be recognized regionally. She highlighted that the Commission is an excellent forum to share, understand, and promote all of Hampton Roads’ assets to better compete economically. She added that HU is looking for financial support to continue to sustain its mission. She suggested that the CAOs discuss this information with their local Emergency Management departments and then provide a recommendation on how to collectively support and utilize this resource.

Mr. Thomas thanked Ms. Bunting for her comments and said HU would prepare a number and work with Mr. Crum to circulate it to the CAOs. He added that the best way to help was to promote the importance of the HU SWRC to the Governor and local legislators.

Commissioner Courtney Doyle asked if any of the SWRC’s state budget request was in the current proposed budget.

Mr. Thomas responded that none of the request was included in the proposed budget.

Mr. Crum thanked Mr. Thomas and Dr. Russell for sharing this information with the Commission. He suggested that he disseminate the link Dr. Russell referenced to the Commission members and local Emergency Management departments to increase awareness. He also commented that SWRC support may be a good priority to add to the 2023 Regional Legislative Agenda.

Mr. Thomas concluded his remarks by describing a recent survey that ranked HU third out of ten when comparing the median earnings of alumni from Historically Black Colleges and Universities (HBCUs).

2022 Hampton Roads Economic Update

Chair McClellan introduced Mr. Greg C. Grootendorst, HRPDC Chief Economist, to present the 2022 Hampton Roads Economic Update.

Mr. Grootendorst began his presentation by providing a review of national and regional economic trends. Mr. Grootendorst showed a comparison of Actual Gross Domestic Product (GDP) to Potential GDP from 2007 to 2021 with Actual GDP improving since the pandemic-related recession. National civilian employment, on the other hand, remains 1.4% below the pre-pandemic high. At the national level, there are currently 2.1 million fewer civilian jobs than two years ago.
Indexed employment numbers indicate a different recession recovery experience for Hampton Roads compared to the Commonwealth and the United States of America (USA). Following the Great Recession, an outflow of federal dollars from the region contributed to a slower recovery. Hampton Roads lost a significant number of military personnel and reductions in defense contracting. Once again, Hampton Roads is recovering from the pandemic-related recession slower than the state and nation.

Civilian employment in Hampton Roads is down 3.9% from the pre-pandemic high compared to a decrease of 2.5% in the Commonwealth and a 2.2% decline for the nation. Hampton Roads civilian employment is down 1.1% from employment levels prior to the Great Recession. Mr. Grootendorst presented Hampton Roads’ current industry employment numbers compared to December 2019 and 2020. The healthcare industry continues to struggle. The Leisure & Hospitality industry employment numbers are still not back to where they were in 2019 but have experienced a significant increase in the last year. The Construction industry employment is struggling due to a lack of workforce. The Education Services industry employment numbers are up from two years ago and continue to increase.

The current unemployment rate of 3.8% is down from 5.6% in 2020. However, unemployment rates are indicative of the labor force, which is comprised of the unemployed plus the employed. In two years, the labor force in the USA decreased by 1.4%, the Commonwealth decreased by 4.4%, and Hampton Roads decreased by 5.1%. The number of unemployed people is up in the nation, state, and region. In two years, the number of unemployed people in the USA increased by 8.1%, the Commonwealth increased by 24.1%, and Hampton Roads increased by 22.8%. The Hampton Roads labor force is down by 44,000 people and is not rebounding. The depleted workforce is resulting in significant wage growth toward the bottom of the pay grade. However, wages toward the middle of the pay grade are not changing at the same rate, which is causing wage compression. In some cases, new employees are making more than the people training them. This compression will produce upward pressure on the average wages of the region. The wage growth toward the bottom of the pay scale is positive, but as labor force issues continue, increased wages will push inflation causing an overall rise in the cost of goods resulting from the rise in wages.

Defense spending, the Port of Virginia (POV), and tourism are large components of the region's economy. Military employment has not seen significant increases, but the congressional budget office expects continued increases in defense contracts in the near term. In the long term, the high amount of federal expenditures cannot continue without recourse. Defense spending, a large part of the federal budget, will inevitably experience cuts. From 2016 to 2019, the POV spent roughly $800 million on infrastructure upgrades, with the completion of the Norfolk International Terminal (NIT) and the Virginia International Gateway (VIG) in 2020. Of the top 50 metro areas, Hampton Roads tourism fared as one of the best in terms of the decline in hotel revenue through the pandemic. Changes in tourism expenditures are inconsistent across the region, but overall tourism
expenditures are up. The Leisure & Hospitality industry employment numbers are increasing but are still not back to where they were pre-pandemic.

In the Hampton Roads housing market, the average number of days on the market has decreased significantly and median sales prices have increased significantly. In some instances, house prices are up 20% to 25% over the past year. The Federal Reserve began raising rates to address inflation, and mortgage rates climbed past 4% for the first time since May 2019. The 30-year fixed-rate mortgage averaged 4.16% in the week of March 17. The effect of rate increases can easily add up to thousands of dollars in added interest charges annually on an average mortgage, so the rising rates are expected to cool the hot housing market.

In 2004, Hampton Roads’ annualized growth rate in retail sales was approximately 3.3%. Adjusted for inflation, the annualized growth rate is only 1.1%. In the last two years, the rate of retail sales has increased significantly in Hampton Roads and Virginia. One reason is South Dakota v. Wayfair, a 2018 U.S. Supreme Court decision that expanded states’ abilities to collect sales taxes from e-commerce and other remote transactions. Another reason is the pandemic as the market was flooded with cash and purchases shifted from services to goods.

*Commissioner Mary Bunting departed*

Most recently, the USA, Commonwealth, and Hampton Roads are experiencing inflationary effects. Inflation and core inflation have increased substantially. Inflation reached its highest rate since 1982. In the last year, prices of used cars and trucks are up over 40%, gasoline is up over 30%, and energy, car and truck rental, and transportation are all up over 20%. Smartphones, cosmetics, video discs, and software are some of the few things where prices are decreasing. Average fuel prices have increased drastically. On March 11, 2022, average prices for a gallon of gas reached their highest amount in Hampton Roads; although on an inflation-adjusted basis, gas prices have been higher in the past.

Mr. Grootendorst presented an overview of the number of COVID-19 cases, hospitalizations, and deaths in Hampton Roads. Health Departments are attributing the recent increase in cases to the BA.2 Omicron subvariant; however, fewer people are getting tested, so the number of hospitalizations may be more indicative of the threat of COVID going forward. He encouraged the Commission members to visit the HRPDC’s Hampton Roads COVID-19 Data and Dashboard for additional information.

Mr. Grootendorst continued his presentation with the forecast for the year ahead. Nationally, the growth rate is expected to increase to 3.6%, the Consumer Price Index is forecasted to increase to 6%, and for the first time in a long time, short-term and long-term interest rates are expected to increase to 0.8% and 2.2% respectively. Regionally, the growth rate is expected to increase at a lower rate of 2.3%, civilian employment numbers will continue to struggle to rebound with a forecasted 1.9% increase, the unemployment
rate is expected to decrease slightly, and the forecasted 6.1% gain in retail sales is mostly inflationary.

Mr. Grootendorst concluded his presentation with an overview of ongoing regional initiatives that can positively impact the long-term local economy including the $5 billion in transportation infrastructure projects, interconnected regional fiber network, economic development site readiness, implementation of a restructured model for economic development through the Hampton Roads Alliance, the EVRIFA revenue-sharing model, offshore wind development, a focused effort of regional supply chain opportunities, and a regional approach to workforce development.

*Commissioner Neil Morgan departed*

Commissioner Randy Wheeler commented that City and County Managers when preparing budgets have to take all of the items mentioned into account, and particularly in Poquoson, the average fuel prices, inflation issues, and the prospect of planning for a double-dip recession. He said that some localities have announced proposing some of the largest pay increases ever, but despite that, most localities will most likely not be able to keep pace with inflation. Commissioner Wheeler asked Mr. Grootendorst if he expected inflation to continue to rise.

Mr. Grootendorst answered that Blue Chip Economic Indicators, a survey of economists, is forecasting that inflation will taper through the rest of the year. The recent 7.9% rate is expected to decrease to 6% in 2022 and to between 3.4% and 3.8% in 2023, which is still high. Mr. Grootendorst added the caveat that there are still a lot of unknowns that could change that significantly.

**Regional Broadband Update**

Due to time constraints, Chair McClellan provided a brief update on regional broadband efforts. She reported that the Southside Network Authority signed the construction contract, and construction was expected to begin in April and last approximately 18 months.

Mr. Crum added that an additional $35 million project would occur in the City of Suffolk, Isle of Wight County, and Southampton County to provide last-mile service. Mr. Crum also acknowledged the City of Chesapeake’s *Chesapeake Connects* broadband initiative.

**Three-Month Tentative Schedule**

Chair McClellan noted that no Commission meeting was scheduled in April and the next meeting was scheduled for May 19, 2022.
Advisory Committee Minutes

Chair McClellan stated that the HRPDC Advisory Committee meeting minutes approved since the last Commission meeting were provided for information purposes.

Technical Committee Meeting Summaries

Chair McClellan indicated that the summaries of HRPDC Technical Committee meetings held since the last Commission meeting were included in the agenda for information purposes.

For Your Information

Chair McClellan referenced the correspondence of interest included for Commission member information, which included the following:

- Letter from York County announcing the reappointment of Supervisor Sheila Noll as a member of the Hampton Roads Planning District Commission
- Letter from Surry County announcing the reappointment of Supervisor Robert L. Elliott, Jr. as a member of the Hampton Roads Planning District Commission
- AskHRgreen Awards $10,000 to Region’s Star Environmental Educators

Old/New Business

Commissioner Tuck asked if other localities were also experiencing an increase in vehicle noise caused by loud mufflers.

Adjournment

With no further business to come before the Commission, the meeting adjourned at 2:03 p.m.
## FISCAL YEAR 2021

03/31/22

STATEMENT OF REVENUES AND EXPENDITURES

67% OF FISCAL YEAR COMPLETE

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<td>VDOT-PL SEC 112</td>
<td>3,344,641</td>
<td>424,808</td>
<td>-</td>
<td>424,808</td>
<td>13%</td>
</tr>
<tr>
<td>HRTAC</td>
<td>261,900</td>
<td>50,333</td>
<td>46,279</td>
<td>96,613</td>
<td>37%</td>
</tr>
<tr>
<td>HRTAC - SEIS Feasibility Study</td>
<td>3,289,282</td>
<td>33,682</td>
<td>79,437</td>
<td>113,119</td>
<td>3%</td>
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<tr>
<td>VDRPT 5303/ Pass Through</td>
<td>815,682</td>
<td>268,881</td>
<td>-</td>
<td>268,881</td>
<td>33%</td>
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<tr>
<td>SP&amp;R</td>
<td>72,500</td>
<td>38,804</td>
<td>-</td>
<td>38,804</td>
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<tr>
<td>Special Contracts/Deferred/Pass Through</td>
<td>1,405,821</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>19,804,853</strong></td>
<td><strong>4,048,840</strong></td>
<td><strong>1,054,352</strong></td>
<td><strong>5,103,192</strong></td>
<td><strong>26%</strong></td>
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<table>
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<tr>
<th>EXPENDITURES</th>
<th>Annual Budget</th>
<th>Previous YTD</th>
<th>Current Month</th>
<th>YTD</th>
<th>% Received /Expended</th>
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<tr>
<td>PERSONNEL</td>
<td>$5,161,195</td>
<td>$2,531,909</td>
<td>$328,182</td>
<td>$2,860,091</td>
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<td>STANDARD CONTRACTS</td>
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<td>9,983</td>
<td>684</td>
<td>10,667</td>
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<td>SPECIAL CONTRACTS/PASS THROUGH</td>
<td>13,964,241</td>
<td>2,013,716</td>
<td>336,043</td>
<td>2,349,758</td>
<td>17%</td>
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<td>OFFICE SERVICES</td>
<td>421,304</td>
<td>106,917</td>
<td>28,612</td>
<td>135,529</td>
<td>32%</td>
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<td>INDIRECT COSTS</td>
<td>-</td>
<td>795,159</td>
<td>103,067</td>
<td>898,226</td>
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<td><strong>Total Expenses</strong></td>
<td><strong>19,804,853</strong></td>
<td><strong>5,457,683</strong></td>
<td><strong>796,588</strong></td>
<td><strong>6,254,271</strong></td>
<td><strong>32%</strong></td>
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</table>

**TOTALS**

- $ - $1,408,844 $257,764 $1,151,079 *

* HRTPO grants operate on a quarterly reimbursement basis; as such the total YTD does not reflect the commission's current financial position.
Proposed FY 2023 Budget Compendium

May 19, 2022
## Historical Budget Trend

### FY2019  FY2020  FY2021  FY2022  DRAFT FY2023

### REVENUES

**Operations**

- **Federal**
  - 2,975,719  3,136,390  3,344,827  3,631,990  4,515,337
- **State**
  - 449,009  487,231  505,891  593,138  663,697
  - State Support to PDCs
    - 151,943  151,943  151,943  165,943  165,943
  - State Grants
    - 297,066  335,288  353,948  427,195  497,754
- **Local**
  - 2,372,858  2,412,502  2,430,999  2,485,435  2,605,988
  - Local Member Contributions
    - ($0.80/Per Capital FY18 - FY21) ($0.85 - FY22 & $0.90 - FY23)
    - 1,383,252  1,381,541  1,383,287  1,469,744  1,574,700
  - Local Program Contributions
    - 1,384,606  1,030,961  1,047,712  995,691  1,011,288
  - Local Special Program Contributions
    - 4,000  0  0  0  0
  - Local Other
    - 21,000  0  0  20,000  20,000
- **Other**
  - 716,200  455,301  2,407,975  489,270  542,695
  - Support for HRTAC
    - 133,500  114,000  154,860  261,900  286,185
  - Support for HRMFFA
    - 36,000  36,000  25,000  25,000  25,000
  - Support for SNA
    - 0  0  0  32,000  50,000
  - Support for HRTAC (RCS)
    - 465,000  221,786  166,467  155,170  155,585
  - Miscellaneous
    - 81,700  83,515  2,061,648  15,200  25,925

### Sub-Total Operations (Without Deferred)

- 6,513,786  6,491,424  8,689,792  7,199,833  8,327,717
  - Deferred - Operating
    - 392,116  308,386  136,366  175,276  201,202

### Total Operations (With Deferred)

- 6,905,902  6,799,810  8,826,058  7,375,109  8,528,919

### Pass-Through & Deferred

- **Federal**
  - 2,230,298  2,355,801  2,417,824  2,704,727  23,376,011
  - Support for HRTAC
    - 133,500  114,000  154,860  261,900  286,185
  - Support for HRMFFA
    - 36,000  36,000  25,000  25,000  25,000
  - Support for SNA
    - 0  0  0  32,000  50,000
  - Support for HRTAC (RCS)
    - 465,000  221,786  166,467  155,170  155,585
  - Miscellaneous
    - 81,700  83,515  2,061,648  15,200  25,925

### Deferred & Contingencies

- 1,022,494  931,332  3,144,978  1,317,966  1,517,953

### TOTAL REVENUES

- 14,364,385  13,092,916  16,327,474  16,448,873  54,868,519

### EXPENDITURES

**Operations**

- **Personnel**
  - 4,868,931  4,877,327  4,909,964  5,158,295  5,979,494
  - Support for HRTAC
    - 133,500  114,000  154,860  261,900  286,185
  - Support for HRMFFA
    - 36,000  36,000  25,000  25,000  25,000
  - Support for SNA
    - 0  0  0  32,000  50,000
  - Support for HRTAC (RCS)
    - 465,000  221,786  166,467  155,170  155,585
  - Miscellaneous
    - 81,700  83,515  2,061,648  15,200  25,925

### Subtotal

- 5,883,408  5,868,478  5,681,080  6,057,143  7,010,966

### Pass-Through

- 7,458,483  6,293,106  7,501,416  9,073,764  46,339,600
  - Support for HRTAC
    - 133,500  114,000  154,860  261,900  286,185
  - Support for HRMFFA
    - 36,000  36,000  25,000  25,000  25,000
  - Support for SNA
    - 0  0  0  32,000  50,000
  - Support for HRTAC (RCS)
    - 465,000  221,786  166,467  155,170  155,585
  - Miscellaneous
    - 81,700  83,515  2,061,648  15,200  25,925

### Deferred & Contingencies

- 1,022,494  931,332  3,144,978  1,317,966  1,517,953

### TOTAL EXPENDITURES

- 14,364,385  13,092,916  16,327,474  16,448,873  54,868,519
### Hampton Roads Planning District Commission
#### Hampton Roads Transportation Planning Organization

**FY2023 Draft Summary Budget Comparison**

<table>
<thead>
<tr>
<th></th>
<th>FY2022 Total Budget</th>
<th>FY2023 Draft Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Member Contribution Dues (Note 1)</td>
<td>1,469,744</td>
<td>1,574,700</td>
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<tr>
<td>Local Program Contributions</td>
<td>995,691</td>
<td>1,011,288</td>
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<td>Local Special Program/Other Local Projects</td>
<td>20,000</td>
<td>20,000</td>
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<tr>
<td>Miscellaneous/Other</td>
<td>15,200</td>
<td>25,925</td>
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<tr>
<td>HRMFFA</td>
<td>25,000</td>
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<td>SNA</td>
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<td>50,000</td>
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<tr>
<td>HRTAC</td>
<td>261,900</td>
<td>286,185</td>
</tr>
<tr>
<td>HRTAC - HRCS</td>
<td>155,170</td>
<td>155,585</td>
</tr>
<tr>
<td>Federal &amp; State Grants</td>
<td>4,225,128</td>
<td>5,179,034</td>
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<tr>
<td>Transportation</td>
<td>3,439,792</td>
<td>4,420,170</td>
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<tr>
<td>Planning District State Allocation DHCD (Note 2)</td>
<td>619,393</td>
<td>592,921</td>
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<td></td>
<td>165,943</td>
<td>165,943</td>
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<tr>
<td><strong>TOTAL OPERATING REVENUE (W/O Deferred)</strong></td>
<td>7,199,833</td>
<td>8,327,717</td>
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<tr>
<td>Deferred</td>
<td>175,276</td>
<td>201,202</td>
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<tr>
<td>Pass-Thru Revenues</td>
<td>9,073,764</td>
<td>46,339,600</td>
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<tr>
<td></td>
<td>3,191,500</td>
<td>43,148,100</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE FOR FISCAL YEAR</strong></td>
<td>16,448,873</td>
<td>54,868,519</td>
</tr>
<tr>
<td></td>
<td>3,191,500</td>
<td>43,148,100</td>
</tr>
<tr>
<td></td>
<td>5,361,126</td>
<td>3,167,793</td>
</tr>
</tbody>
</table>

| **EXPENDITURES**       |                     |                     |
| Personnel (Note 3)     | 5,158,295 | 5,797,494 |
| Standard Contracts (Note 4) | 128,143 | 166,300 |
| Special Contracts (Note 5) | 216,531 | 167,049 |
| Expenditures Schedules Operation (Note 6) | 554,174 | 698,123 |
| **TOTAL OPERATING EXPENDITURES** | 6,057,143 | 7,010,966 |
| Pass-Thru Expenditures | 9,073,764 | 46,339,600 |
| Deferred Contingencies (Note 7) | 1,317,966 | 1,517,953 |
| **TOTAL EXPENDITURES FOR FISCAL YEAR** | 16,448,873 | 54,868,519 |

**Note 1:** Local Member Contributions were reduced by $0.02 in FY2013 to FY2021 to $0.80 per capita. Increase in FY2022 to $0.85 & Increase in FY2023 to $0.90.

**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 48 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: hospitality for mtgs, consumables, equip, copy costs, telephone, memberships, travel.

**Note 7:** Contingencies consist of those revenues received in current fiscal year that it is anticipated won’t be spent until a future fiscal year.
### FUND BALANCE REPORT
FROM FY2021 - FY2022

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<tr>
<th></th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td>6,836,944</td>
<td>6,613,425</td>
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<tr>
<td><strong>LESS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESIGNATED*</td>
<td>(2,845,929)</td>
<td>(1,529,788)</td>
</tr>
<tr>
<td>RESERVES</td>
<td>(242,104)</td>
<td>(1,370,887)</td>
</tr>
<tr>
<td>Minus: Prepaid Exp</td>
<td>(29,171)</td>
<td>(35,200)</td>
</tr>
<tr>
<td>GASB 45</td>
<td>(1,000,000)</td>
<td>(1,000,000)</td>
</tr>
<tr>
<td>LEAVE</td>
<td>(482,934)</td>
<td>(520,388)</td>
</tr>
<tr>
<td><strong>AVAILABLE FUND BALANCE</strong></td>
<td><strong>2,236,806</strong></td>
<td><strong>2,157,162</strong></td>
</tr>
</tbody>
</table>

<p>| <strong>CASH IN BANK:</strong>          |                 |                 |
| Truist Investments         | 1,903,879       | 2,104,033       |
| LGIP Investments           | 2,808,462       | 3,109,972       |
| Truist Checking &amp; Petty Cash | 500,185       | 527,538         |
| <strong>TOTAL CASH IN BANK</strong>     | <strong>5,212,526</strong>   | <strong>5,741,543</strong>   |
| Plus: A/R                  | 2,210,183       | 1,308,536       |
| Plus: Prepaid Exp          | 29,171          | 35,200          |
| <strong>TOTAL CURRENT ASSETS/LIABILITIES</strong> | <strong>7,451,880</strong>  | <strong>7,085,279</strong>   |
| Minus: A/P                 | (369,924)       | (339,650)       |
| Minus: Contracts A/P       | (236,021)       | (120,083)       |
| Minus: Misc A/P            | (8,991)         | (12,121)        |
| <strong>TOTAL LIABILITIES</strong>      | <strong>(614,936)</strong>   | <strong>(471,854)</strong>   |
| <strong>TOTAL FUND BALANCE</strong>     | <strong>6,836,944</strong>   | <strong>6,613,425</strong>   |
| DESIGNATED (Committed)     | (2,845,929)     | (1,529,788)     |
| RESERVES (Committed)       | (242,104)       | (1,370,887)     |
| Minus: Prepaid Exp         | (29,171)        | (35,200)        |
| GASB 75 (Assigned)         | (1,000,000)     | (1,000,000)     |
| LEAVE (Assigned)           | (482,934)       | (520,388)       |
| <strong>AVAILABLE FUND BALANCE (Unassigned)</strong> | <strong>2,236,806</strong>  | <strong>2,157,162</strong>   |</p>
<table>
<thead>
<tr>
<th>FY</th>
<th>MEMBER DUES PER CAPITA</th>
<th>MEMBER DUES AMOUNT</th>
<th>STATE ALLOCATION</th>
<th>TOTAL</th>
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<td>1999</td>
<td>0.470</td>
<td>715,668</td>
<td>332,818</td>
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<td>356,628</td>
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<td>358,625</td>
<td>1,177,522</td>
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<td>325,472</td>
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<td>0.520</td>
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<td>1,145,564</td>
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<td>293,999</td>
<td>1,280,419</td>
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<td>0.820</td>
<td>1,304,620</td>
<td>293,995</td>
<td>1,598,615</td>
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<td>2007</td>
<td>0.820</td>
<td>1,330,696</td>
<td>293,995</td>
<td>1,624,691</td>
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<td>2008</td>
<td>0.820</td>
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<td>279,295</td>
<td>1,618,034</td>
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<td>0.820</td>
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<td>0.820</td>
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<td>0.800</td>
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<td>151,943</td>
<td>1,481,383</td>
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<td>1,339,935</td>
<td>151,943</td>
<td>1,491,878</td>
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<td>0.800</td>
<td>1,358,370</td>
<td>151,943</td>
<td>1,510,313</td>
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<tr>
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<td>0.800</td>
<td>1,366,797</td>
<td>151,943</td>
<td>1,518,740</td>
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<td>151,943</td>
<td>1,524,357</td>
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<td>2018</td>
<td>0.800</td>
<td>1,380,622</td>
<td>151,943</td>
<td>1,532,565</td>
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<td>0.800</td>
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<td>151,943</td>
<td>1,535,195</td>
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<tr>
<td>2020</td>
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<td>1,381,541</td>
<td>151,943</td>
<td>1,533,484</td>
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<tr>
<td>2021</td>
<td>0.800</td>
<td>1,383,287</td>
<td>151,943</td>
<td>1,535,230</td>
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<td>1,477,735</td>
<td>165,943</td>
<td>1,643,678</td>
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<td>2023</td>
<td>0.900</td>
<td>1,574,700</td>
<td>165,943</td>
<td>1,740,643</td>
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## Local Jurisdiction Contributions Proposed FY 2023 Summary

**Subject to Change (revised 04/13/2022)**

### HAMPTON ROADS PLANNING DISTRICT COMMISSION

**Local Jurisdiction Contributions**

#### PROPOSED FISCAL YEAR 2023 SUMMARY - SUBJECT TO CHANGE

<table>
<thead>
<tr>
<th></th>
<th>Chesapeake</th>
<th>Franklin</th>
<th>Gloucester</th>
<th>Hampton</th>
<th>Isle of Wight County</th>
<th>James City County</th>
<th>Newport News</th>
<th>Norfolk</th>
<th>Poquoson</th>
<th>Portsmouth</th>
<th>Smithfield</th>
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</thead>
<tbody>
<tr>
<td>CENSUS: Weldon-Cooper 07/01/2021 Population Estimates</td>
<td>250,256</td>
<td>8,064</td>
<td>30,731</td>
<td>136,581</td>
<td>30,411</td>
<td>70,567</td>
<td>185,882</td>
<td>238,102</td>
<td>12,534</td>
<td>97,882</td>
<td>8,532</td>
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<tr>
<td>(Published 01/28/2022)</td>
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<td></td>
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<tr>
<td>Agency Activities Member Contributions - Per Capita</td>
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<td>$225,320</td>
<td>$7,258</td>
<td>$24,838</td>
<td>$122,923</td>
<td>$27,370</td>
<td>$70,730</td>
<td>$188,574</td>
<td>$214,252</td>
<td>$11,760</td>
<td>$38,038</td>
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<td>Metropolitan Medical Response System (MMRS) - Per Capital</td>
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<td>1,613</td>
<td>7,746</td>
<td>27,316</td>
<td>6,082</td>
<td>15,713</td>
<td>37,016</td>
<td>47,620</td>
<td>2,503</td>
<td>19,577</td>
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<td>324</td>
<td>1,452</td>
<td>5,293</td>
<td>1,134</td>
<td>2,869</td>
<td>7,005</td>
<td>5,251</td>
<td>461</td>
<td>3,700</td>
<td>329</td>
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<td>RESILIENCY AND WATER RESOURCES PROGRAMS - Per Committee</td>
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<td><strong>$3,450</strong></td>
<td><strong>$6,215</strong></td>
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<td><strong>$817</strong></td>
<td><strong>$887</strong></td>
<td><strong>$2,407</strong></td>
<td><strong>$689</strong></td>
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## Local Jurisdiction Contributions Proposed FY 2023 Summary

*Subject to Change (revised 04/13/2022)*

### HAMPTON ROADS PLANNING DISTRICT COMMISSION

<table>
<thead>
<tr>
<th>Local Jurisdiction Contributions</th>
<th>Southampton County</th>
<th>Suffolk</th>
<th>Surry County</th>
<th>Virginia Beach</th>
<th>Williamsburg</th>
<th>York County</th>
<th>HRSD</th>
<th>HRUMCA</th>
<th>Water Works</th>
<th>Total FY23</th>
<th>Total FY22</th>
<th>Difference</th>
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<tbody>
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<td>Census Weldon-Cooper 07/01/2021 Population Estimates (Published 01/28/2022)</td>
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<td>$0</td>
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## HRPDC / HRTPO RESERVES
### FY2021

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<td><strong>TOTAL RESERVES</strong></td>
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Note 1: This balance was capped per management discussion.
BYLAWS OF
THE HAMPTON ROADS PLANNING DISTRICT COMMISSION

ARTICLE I

NAME

The name of this organization is The Hampton Roads Planning District Commission (the "COMMISSION"). The COMMISSION was organized and exists pursuant to a Charter Agreement (the "Agreement") adopted by the Joint Resolution of the governing bodies (the "Governing Bodies") of its constituent member governmental subdivisions (the "Subdivisions") in accordance with the Virginia Area Development Act, Title 15.1, Chapter 34 § 15.1-1400 et seq., Va. Code Ann., (1950), as amended.

ARTICLE II

PURPOSE

The purpose of the COMMISSION is to promote the orderly and efficient development of the physical, social and economic elements of the twenty and twenty-first planning districts by planning, and encouraging, and assisting Governing Bodies to plan for the future.

ARTICLE III

MEMBERSHIP

The members of the COMMISSION shall be appointed by the participating subdivisions in the manner and for terms as provided by the Agreement.

ARTICLE IV

MEETINGS

1. The meetings of the COMMISSION shall be held at 912:30 a.m. on the 3rd Thursday of each month during the months of January, April, July and October as approved by the COMMISSION each calendar year at a place to be determined by the Chairman of the COMMISSION. The October—January meeting shall be the annual meeting of the COMMISSION. The COMMISSION or the Executive Committee may change the date, and time and place of any regular meeting at any prior meeting. The COMMISSION and may adjourn any meeting from time to time or to another place.
2. **Special Meetings.** Special meetings may be called by the Chairman at his discretion or by any two members of the COMMISSION upon reasonable notice to all members in writing or by telephone of the time, place and purpose of the special meeting. A special meeting may be held without notice provided all members of the COMMISSION are present.

3. **Quorum.** A majority of the COMMISSION shall constitute a quorum, provided a member from at least a majority of the Subdivisions shall be present.

4. **Voting.** Each member of the COMMISSION shall be entitled to one vote on the COMMISSION. All actions of the COMMISSION may be taken by a majority vote of all members present and voting, provided that any action shall require the affirmative vote of members representing at least a majority of the Subdivisions for approval.

5. **Notices.** Public notice of each meeting shall be given in accordance with the provisions of the Virginia Freedom of Information Act (ref.: Va. Code § 2.2-3707).

6. **Meetings Open to the Public.** In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the COMMISSION or any committees or subcommittees established by the COMMISSION shall be open to the public.

7. **Public Comment.** Time shall be allotted for public comment at COMMISSION meetings. Any person desiring to address the COMMISSION shall register with COMMISSION staff prior to the opening of the meeting. The time limit for speakers is three minutes per person. The Executive Director of the COMMISSION shall assign a staff member to keep time for each speaker. Time cannot be pooled or assigned to any person other than the person who registered to speak. A member of the public may submit written comments or other materials to the Executive Director for distribution to the COMMISSION.

8. **Minutes and Materials Furnished to Members.** Minutes shall be recorded, and meeting materials furnished, in accordance with the provisions of the Virginia Freedom of Information Act.

9. **Procedures.** Upon all questions not governed by the Agreement, these bylaws or any other adopted rule of the COMMISSION, the general principle of parliamentary procedure as set forth in Roberts Rules of Order shall govern.

**ARTICLE V**

**OFFICERS**

1. **Officers and Duties.** The officers of the COMMISSION shall consist of a Chairman, a Vice-Chairman, a Secretary, a Treasurer and such subordinate officers as may from time to time be elected or appointed by the COMMISSION. The Vice-Chairman shall serve, and may also be known, as the Chair-Elect. No person may hold more than one office; provided, however, that the offices of the Secretary and the Treasurer may
be held by the same person. All offices must be held by members of the COMMISSION; provided, however, the offices of Secretary and Treasurer may be held by persons who are not members of the COMMISSION. The office of Chairman shall be held by a member of the Governing Body of the Subdivision he or she may represent. The offices of Chairman and Vice-Chairman shall be held by members representing different Subdivisions. Each of such officers shall serve without compensation.

2. **Term of Office.** All officers shall be elected for a term of one year or until their successors are elected or until they resign or are removed from office. The Chairman and Vice-Chairman may serve not more than two (2) consecutive one (1) year terms in succession. Any Chairman or Vice-Chairman who serves a partial term shall not be considered as serving a full term.

3. **Election.** Prior to the annual meeting at which an officer will be elected, the Chairman shall appoint a Nominating Committee, consisting of at least one member from at least half of the Subdivisions. The Nominating Committee shall, at the annual meeting, submit the name or names of one or more persons for each office to be filled. Further nominations may be made by any member at the meeting at which the election is held. The election of officers shall be by voice vote, unless changed by majority vote of those present.

4. **Vacancies.** Any vacancy occurring in an office shall be filled for the unexpired term by the COMMISSION at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose. If the vacancy occurs in the office of the Secretary or Treasurer, an acting officer shall be appointed by the Chairman pending such election.

5. **Chairman.** The Chairman shall preside at all meetings of the COMMISSION at which he is present and shall vote as any other member. He is responsible for the implementation of the policies established and the actions taken by the COMMISSION, shall have all of the powers and duties customarily pertaining to the office of the chairman of the board, and shall perform such other duties as may be assigned to him by the COMMISSION.

6. **Vice-Chairman.** The Vice-Chairman shall, in the event of the death or absence of the Chairman, or of his inability to perform any of the duties of his office to exercise any of his powers, perform such duties and possess such powers as are conferred upon the Chairman, and shall perform such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION. The Vice-Chairman shall be expected to serve as Chairman following the expiration of the incumbent’s term of office.

7. **Secretary.** The Secretary or a designated representative shall give the members notice of all regular and special meetings of the COMMISSION and shall attend all meetings and keep a record of their proceedings, which shall be a public record, and copies of which shall be mailed with the notice of the next regular meeting to all members of the COMMISSION. In general, the Secretary shall perform all duties incident to the office of
Secretary and such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION. The Secretary may, with the permission of the COMMISSION, delegate certain of his duties and responsibilities to the staff of the COMMISSION.

8. **Treasurer.** The Treasurer working with the Executive Director and Chief Financial Officer shall have general charge and supervision of all of books and accounts of the COMMISSION, shall have custody of the monies and securities of the COMMISSION and keep an accurate record of the source of all monies. Unless otherwise provided, the Treasurer shall sign or countersign such checks, vouchers or other instruments as require signature; shall make include a brief-financial report at each regular meeting of the COMMISSION; shall prepare an annual report as soon as practicable after the end of each fiscal year; and shall perform all other duties incident to his office of Treasurer that may be required of him by the COMMISSION. The Treasurer may, with the permission of the COMMISSION, delegate certain of his duties and responsibilities to the staff of the COMMISSION.

**ARTICLE VI**

**COMMITTEES**

1. **Executive Committee.** There shall be, as one of the standing committees, an Executive Committee consisting of one member from each Subdivision designated prior to the annual meeting of the Commission by each respective Governing Body. If the Chairman or Vice-Chairman is not otherwise appointed as an Executive Committee member by his respective jurisdiction, that officer shall also serve as a member of the Executive Committee during his elected term of office. Except for the Chairman and Vice-Chairman, who shall serve while in office, each member of the Executive Committee shall serve for a term of one (1) year or until a successor is appointed by the appropriate Governing Body, or until he resigns or is removed from the COMMISSION.

The Chairman will serve as Chairman of the Executive Committee. Each member of the Executive Committee shall have one vote. However, if the Chairman or Vice-Chairman is not the Executive Committee member appointed by the Governing Body of his Subdivision, then the Subdivision’s appointed member and the officer from that Subdivision who is also serving on the Executive Committee shall each be entitled to a vote counted one-half the vote of other Executive Committee members or, if only one of them is in attendance at a meeting, then that one shall have one full vote on behalf of his Subdivision.

The Executive Committee shall hold regular monthly meetings upon the call of the Chairman. The Executive Committee shall hold special meetings upon the call of the Chairman or any two of its members. A majority of the members shall constitute a quorum. Every other member shall be an alternate member of the Executive Committee for the purpose of representing his jurisdiction on the Executive Committee, but an alternate member of the Executive Committee may vote only in the absence of the regular member from his jurisdiction. Subject to the control and direction of the COMMISSION, the Executive
Committee shall supervise and manage the affairs of the COMMISSION between regular meetings of the full COMMISSION. The Executive Committee may act on all matters by, for or on behalf of the COMMISSION, and may exercise any and all powers granted to the COMMISSION by the Virginia Area Development Act, the Agreement, or these bylaws, except amending the Agreement or these bylaws. The Executive Committee shall have such specific duties as may from time to time be assigned to it by the COMMISSION.

2. Standing Committees. The COMMISSION may establish such other special and standing committees, advisory, technical, executive or otherwise, as it shall deem desirable for the transaction of its affairs.

ARTICLE VII

ADMINISTRATION

1. Staff. The COMMISSION shall employ a staff of qualified professional and other persons, pay to them such compensation as it shall deem advisable to carry out its duties; and implement projects, programs and other functions.

2. Director. The chief executive officer of the staff shall be the Executive Director, who shall have direct supervision of all the other employees of the COMMISSION, and, subject to the authority of the COMMISSION and its officers, shall have direct control of the management of the affairs of the COMMISSION.

3. Duties of Executive Director. The Executive Director shall act as disbursing officer, and shall be responsible for the payment of all bills, or of all warrants or requisitions, after payment thereof is authorized by the Treasurer. He-the Executive Director shall be responsible for keeping a record of all monies paid out and received and of receipts and vouchers to cover such expenditures.

4. Execution of Instruments. The Executive Director, upon specific authorization by the COMMISSION, shall have the power to sign in its behalf any agreement or other instrument to be executed by the COMMISSION. Unless otherwise provided, he-the Executive Director may sign or countersign checks and vouchers in payment of obligations of the COMMISSION.

ARTICLE VIII

FINANCES

1. Finances. The monies of the COMMISSION shall be deposited in such bank as the COMMISSION shall designate, and all payments (with the exception of those from petty cash) shall, so far as is practicable, be made by checks. Checks and drafts may be signed in the name of the COMMISSION by the Executive Director, the Secretary, the Treasurer, or their designee.
2. **Audit.** The COMMISSION, at least once each year, shall cause an audit to be made by an independent certified public accountant of the general funds of the COMMISSION and any special project funds which are not audited by the federal or state government or by other independent accountants.

3. **Bonds.** The COMMISSION shall cause fidelity bonds to be issued covering each of its employees who receive or disburse funds in amounts deemed by it to be adequate.

**ARTICLE IX**

**SEAL**

1. **Seal.** The COMMISSION may adopt a seal for the Commission COMMISSION in such form as it deems appropriate.

**ARTICLE X**

**PUBLIC PARTICIPATION PLAN**

1. **Public Participation Plan.** The COMMISSION shall develop and use a documented Public Participation Plan, as approved by the COMMISSION, as part of a comprehensive effort to inform, increase awareness, and engage interested parties and incorporate input from local and regional stakeholders and interested persons in the regional planning processes.

**ARTICLE XI**

**AMENDMENTS**

1. Any proposed amendment of these bylaws shall be presented in writing and read for a first time at any regular or special meeting of the COMMISSION. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the COMMISSION until a subsequent meeting which may be held no earlier than thirty (30) days after the first meeting. At the subsequent meeting, the proposal may be adopted only by the affirmative vote of at least two-thirds (2/3) of the entire COMMISSION members.

As Amended Through **April 2011**

As Amended Through **July 21, 2022**
Summary Minutes of the HRPDC/HRTPO
Community Advisory Committee (CAC) Meeting
February 10, 2022

The February 10, 2022 meeting of the Hampton Roads Planning District Commission (HRPDC)/Hampton Roads Transportation Planning Organization (HRTPO) Community Advisory Committee (CAC) was called to order by Mr. Mark Geduldig-Yatrofsky at 12:05 PM in Board Room A/B of the Regional Building located at 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

CAC Members in Attendance:
Mark Geduldig-Yatrofsky, Chair (PO)       Dianna Howard (VB)
Lamont Curtis, Vice-Chair (NN)             Shawnta Howard-Spence (VB)
Cecil Jenkins (CH)                         Jay Leach (VB)
John Kish (CH)                             Scott MacFarlane (VB)
Carlton Hardy (NN)                         Brad Martin (VB)
Christian Strange (NO)

CAC Members Absent:
Susan Archer (CH)                          Garry Harris (PO)
Robert Carter (CH)                         Delceno Miles (VB)
Jim Bowie (HA)                             Waverly Woods (VB)
Henry Branscome (JCC)

HRPDC/HRTPO Staff:
Robert A. Crum, Jr.                        Greg Grootendorst
Keith Cannady                               Dmitry Rekhter
Pavithra Parthasarathi                      Joseph Turner
Rob Case                                   Chris Vaigneur
Robert Cofield

Others Recorded Attending:
Steve Hansen (Hampton Roads Offshore Wind Diversity Advocacy Team) and Sharon Anderson (Portsmouth)

Summary Minutes

Chair Mark Geduldig-Yatrofsky referenced the Summary Minutes of the December 9, 2021 CAC Meeting.

Ms. Dianna Howard Moved to approve the Summary Minutes of the December 9, 2021 CAC Meeting as presented; seconded by Mr. Carlton Hardy. The Motion Carried.
Public Comments

- **Submitted Public Comments**
  
  There was one submitted comment distributed as a handout from Mr. Steve Hansen regarding the Comprehensive Economic Development Strategy (CEDS) Draft Report.

- **Public Comment Period**
  
  Members of the public were invited to address the CAC.

  Mr. Steve Hansen addressed the CAC regarding the draft CEDS document.

**Election of Vice-Chair**

The CAC Bylaws provide that HRTPO/HRPDC staff will recommend a member of the CAC to the HRTPO Board and Commission to be appointed as CAC Chair for the duration of their term, and the Vice-Chair shall be elected by the CAC members. The staff recommended Mr. Mark Geduldig-Yatrofsky as the next Chair of the CAC due to his experience with the CAC. The Vice-Chair’s term of office shall coincide with that of the current Chair, provided the Vice-Chair’s term shall end notwithstanding the foregoing on the expiration of the Vice-Chair’s term as a member of the CAC. Staff suggested that since Mr. Geduldig-Yatrofsky represents the City of Portsmouth, the CAC may want to consider the appointment of a Vice-Chair from the Peninsula.

Ms. Pavithra Parthasarathi, HRTPO Deputy Executive Director, announced that staff did not receive any expressions of interest to serve as CAC Vice-Chair.

Ms. Parthasarathi invited nominations.

Mr. Carlton Hardy **Moved** to nominate Mr. Lamont Curtis; seconded by Mr. Cecil Jenkins.

There were no other nominations.

Mr. Brad Martin **Moved** to close nominations; seconded by Mr. Carlton Hardy.

The pending nomination to appoint Mr. Lamont Curtis as CAC Vice-Chair was voted on.

The **Motion Carried**.

**Approval/Modification of Agenda**

Chair Mark Geduldig-Yatrofsky stated the CAC approved the minutes rather than the agenda at the beginning of the meeting and indicated that the CAC still needed to approve the agenda.

Mr. Brad Martin **Moved** to approve the February 10, 2022 CAC Meeting Agenda as presented; seconded by Mr. Carlton Hardy. The **Motion Carried**.
Regional Gateway Analysis Study Next Phase

Dr. Robert Case, HRTPO Chief Transportation Engineer, briefed the CAC on the study and provided an update on the analyses conducted thus far including evaluation of traffic volumes, safety, and congestion, and estimation of costs and benefits of proposed projects on select gateway highways.

Improvements have been proposed for many of the corridors that provide access to and from Hampton Roads. Some of these improvements include widening I-64 between Richmond and Williamsburg, replacing all or portions of Routes 58 with limited access facilities, and building I-87 to and from North Carolina. HRTPO staff has been working on a study comparing the proposed improvements on these corridors based on the overall collective impact on the Hampton Roads region.

Several comments were made and questions were asked by CAC members including Mr. Brad Martin, who asked Dr. Case about variables to which the trip model was sensitive. Dr. Case responded that the trip model is sensitive only to the size of the external metro and the time it takes to travel to/from it.

Comprehensive Economic Development Strategy

Mr. Greg C. Grootendorst, HRPDC Chief Economist, briefed the CAC on the region’s efforts to prepare and submit a Comprehensive Economic Development Strategy (CEDS) to the Economic Development Administration (EDA).

Mr. Grootendorst began the presentation by explaining that the EDA defines a CEDS as a strategy-driven plan for regional economic development designed to build capacity and guide economic prosperity and resiliency and that an officially approved CEDS is a prerequisite to gaining access to many federal grants.

Mr. Grootendorst went on to explain that the development of the draft CEDS was a team effort that was led by staff of the Hampton Roads Planning District Commission in partnership with the Hampton Roads Alliance and Re-Invent Hampton Roads. The draft CEDS was developed with input and assistance from many individuals and organizations across the region.

The CEDS was crafted by weaving together the substantial regional economic development plans that have been produced over the past decade. Of particular note was the 2010 CEDS, “Vision Hampton Roads”, the 757 Recovery & Resiliency Action Framework, the Growth & Diversification Plan, the HR Industry Cluster Analysis, the Business Environment Improvement Strategy, the Workforce Gap Analysis, the Port of Virginia Opportunity Analysis, and the Regional Branding Initiative.

The CEDS is comprised of six sections: 1) the economic background, 2) the SWOT analysis, 3) economic resilience, 4) strategic directions & action plan, 5) performance evaluation framework, and 6) appendices.
Mr. Grootendorst spent some time discussing the geographic boundaries of the CEDS planning area, explaining the SWOT analysis and the CEDS action plan. He encouraged the CAC members to review the plan and provide feedback by February 28th to ggrootendorst@hrpdcva.gov or by mail to 723 Woodlake Drive, Chesapeake, Virginia 23320.

The presentation was then opened up for questions, and Mr. Grootendorst responded to questions on alternative energy options as well as questions related to the SWOT analysis.


Regional Transit Advisory Panel (RTAP) Update

Mr. Robert A. Crum, Jr., HRPDC/HRTPO Executive Director, briefed the CAC on the work of the RTAP and the first Hampton Roads Transit Advocacy Day at the General Assembly. He distributed a brochure that highlights background information on the RTAP and summarizes the Panel's recommendations. He requested that CAC members review the report in preparation for a discussion at the next CAC meeting, reviewed the RTAP recent Transit Advocacy Day at the General Assembly, and shared information on General Assembly bills related to public transit items.

Next Meeting

The next meeting of the CAC will be held on Thursday, April 14, 2022.

Old/New Business

There was no old/new business.

Adjournment

With no further business to come before the CAC, the meeting adjourned at 1:44 PM.
The Chief Administrative Officers (CAO) Committee meeting was called to order at 11:32 a.m. by Mary Bunting, Hampton City Manager and Chair of the CAO Committee, at the Mary M. Torggler Fine Arts Center (“The Torggler”) located at 1 Avenue of the Arts, Newport News, VA 23606.

The following members of the CAO Committee were in attendance:

Cynthia Rohlf
Mary Bunting
Patrick Roberts for Chip Filer
Amanda Jarratt
Randy Keaton
Al Moor
Neil Morgan
Chris Price
Melissa Rollins
William Saunders
Carol Steele
Bob Baldwin 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
Gloucester County
Portsmouth
Williamsburg
Poquoson

Others in Attendance:
Robert Crum, HRPDC/HRTPO
Keith Cannady, HRPDC
Greg Grootendorst, HRPDC
Whitney Katchmark, HRPDC
Benjamin McFarlane, HRPDC
John Harbin, HRPDC
Michael King, NAVFAC
Brian Ballard, NAVFAC
John Broughton, SIA Solutions
Pete Sun, SIA Solutions
Bryan Stephens, Hampton Roads Chamber
Chris Stone, Hampton Roads Chamber
Mark Geduldig-Yatrofsky, Portsmouth Resident
Drew Lumpkin, Senator Warner's Office
Approval of Agenda

Ms. Bunting asked if there were any additions or revisions to the agenda. Mr. Chris Price from Chesapeake made a motion to approve the agenda as presented. A second was provided by Ms. Jarratt. The motion passed unanimously.

Approval of Minutes

Ms. Bunting asked if there were any additions or revisions to the Summary Minutes from the January 5, 2022 CAO Committee meeting. After hearing no additions or revisions, Ms. Amanda Jarrett from Franklin made a motion to approve the Summary Minutes from the January 5, 2022 CAO Committee meeting as presented. A second was provided by Mr. Price. The motion passed unanimously.

Public Comment Period

Ms. Bunting asked if there were any members of the public who wanted to address the CAO Committee.

Mr. Chris Stone of the Hampton Roads Chamber addressed the CAO Committee and spoke about the upcoming Leadership Exchange Visit to Charlotte, North Carolina planned for June 22-25, 2022. He said the trip would be an excellent opportunity for CAOs to learn from a community facing many of the same issues as Hampton Roads and encouraged their attendance. Mr. Stone also expressed support for the proposed Legislative Affairs/Grants position and said it would help push important legislative priorities for the region, such as resiliency and transportation.

There were no other members of the public who wished to address the CAO Committee.

Leadership Exchange Visit

Mr. Bryan Stephens, President and CEO of the Hampton Roads Chamber, briefed the CAO Committee on the Leadership Exchange Visit to Charlotte, North Carolina planned for June 22-25, 2022. The proposed agenda includes deep dives on economic mobility, workforce development, infrastructure, and placemaking. Mr. Stephens noted that Charlotte’s current City Manager, Marcus Jones, would like to host a roundtable discussion with CAOs in attendance to discuss issues of shared concern and exchange ideas.

Mr. Bob Crum, Executive Director of the HRPDC/HRTPO, asked when CAOs should express interest in attending. Mr. Stephens replied that any interested CAOs should let him know soon as the Hampton Roads Chambers is working to ensure the delegation of 75-100 local leaders includes a balanced representation from local government, businesses, and educational institutions.
Potential for Intergovernmental Services Agreement

Mr. Michael King from NAVFAC Mid-Atlantic introduced the topic of Intergovernmental Services Agreements (IGSA) generally by saying that the goal is to find where military installations and localities can share services instead of providing them individually, allowing for efficiencies and cost-savings for both parties.

Mr. John Broughton and Mr. Pete Sun from SAI Solutions presented an overview of the IGSA Program, which brings together communities and the military to form mutually beneficial partnerships. The IGSA Program works to develop collaborations between military installations and local and state government agencies to reduce operating and service costs and support the DOD mission. Partnerships encourage innovation and collaboration between partners, which drives modernization throughout the military. Additionally, partnerships identify cost efficiencies, reduce installation service response times, and improve communications, which contribute to readiness, modernization, and reform. With the Hampton Roads region being home to 15 installations, IGSA can play a crucial role in bringing together partnerships among the military and public sector. Mr. Broughton provided examples of IGSA, including a waste management/refuse collection partnership, an emergency services partnership, and an environmental services partnership. IGSA are not limited to one installation and one partner but can also come in the form of a Regional IGSA (R-IGSA) where they service multiple installations and/or multiple partners. R-IGSA have the same benefits as a traditional IGSA, but often with greater economies of scale, efficiencies, and cost savings. A R-IGSA between the Virginia Department of Transportation, Northern Virginia Regional Commission, and several military facilities in northern Virginia provides for the purchase of road maintenance supplies and bulk materials and resulted in 46% lower project management fees and hundreds of thousands in cost savings over a 10-year period.

Ms. Bunting asked how communities without military facilities could benefit from the IGSA Program. Mr. Broughton said that military facilities can work with communities adjacent to or nearby, depending on the type of services looking to be shared. Ms. Carole Steele from Gloucester asked how communities can understand the types of services needed by military facilities and noted that existing staffing shortages at local governments may make it difficult for them to provide additional services to military facilities. Mr. Broughton said that military facilities in the region, including Naval Station Norfolk, are in the process of determining what specific services they are in need of and that could be provided by local government or other institutions. Once finalized, this information will be shared with localities. Mr. Randy Keaton from Isle of Wight County said that the Navy’s long history with the waste-to-energy plant in Portsmouth has been a sort of informal IGSA and the Navy’s recent decision to build a steam generation plant and cease purchasing steam from the Portsmouth plant has significantly impacted the Southeast Public Service Authority’s ability to manage municipal waste in the long-term. Mr. Patrick Roberts from Norfolk asked if IGSA are subject to the Davis-Bacon Wage Act and other federal regulations. Mr. Broughton said that IGSA are not subject to Davis-Bacon, the National Environmental Policy Act, and other federal regulations.
Mr. King encouraged the CAOs to think about how IGSAs could save their localities money and asked them to contact Mr. Crum if they are interested.

Information Sharing on Budget Preparation and Discussion of Need for a Legislative Affairs/Grants Position at the HRPDC

Ms. Bunting asked Mr. Crum to brief the CAOs on the Legislative Affairs/Grants position at the HRPDC before each locality is asked to report on budget preparations, salary adjustments for staff, and mask requirements. Mr. Crum said that for the past six years, the HRPDC and HRTPO have adopted a regional legislative agenda to convey to the General Assembly and the region’s Federal Delegation issues of regional significance. At present, regional legislative efforts at the HRPDC are largely coordinated by the Executive Director. While the General Assembly is in session, the Executive Director has an average of 20-30 interactions with local legislative liaisons per week, not including interactions with other HRPDC/HRTPO staff. Mr. Crum noted that at the last CAO Committee meeting, the Legislative Affairs/Grants position was discussed extensively with most expressing support for the position; however, additional information was requested on the total cost of the position and how the cost would be distributed among member localities on a per capita basis. Mr. Crum presented a breakdown of expenses and requested input from the CAO Committee on whether the proposed position should be included in the FY2023 HRPDC/HRTPO Budget.

Ms. Bunting also requested localities share how they intend to address real estate and personal property taxes in the upcoming budget cycle.

Mr. Price said that many of the duties and responsibilities of the Legislative Affairs/Grants position are already performed by the HRPDC and he supports creating an in-house position to enhance service delivery. He noted that personal property tax revenues are much higher than anticipated and City Council will likely seek ways to reduce the tax burden. Real estate tax revenues are also higher, but tax rate changes will depend on how Council proceeds with or without curbside recycling service. The City is implementing a recent pay and classification study that will increase salaries by 3% and an additional cost of living adjustment of 2.5-3.5% will likely be recommended.

Ms. Bunting said she supports the Legislative Affairs/Grants position. Hampton will temporarily reduce assessments of personal property to ease the tax burden. Reducing the real estate property tax rate will depend on if the grocery tax is eliminated and if localities are made whole. The City is raising the minimum wage above the state requirement and is providing a raise of approximately 4% to staff. Mask requirements have been lifted in accordance with new guidance from the Centers for Disease Control and Prevention (CDC).

Mr. Andrew Trivette from Williamsburg said he supports the Legislative Affairs/Grants position. The City will adjust the ratio for personal property tax to reduce the burden and likely reduce the real estate property tax rate due to higher than expected assessments. Raises of between 7-10% are expected to address longstanding compression issues. Mask requirements have been lifted in accordance with new guidance from the (CDC).
Mr. Neil Morgan from York County expressed concerns about the increase in per capita contributions required to fund the Legislative Affairs/Grants position. He noted York County does not have a Legislative Affairs position. He suggested that the increase be presented separately from current contributions during budget planning. The personal property tax rate will remain unchanged and real estate tax rate will likely decrease by a small amount to account for higher assessments. York County did not provide raises during the first year of the pandemic and plans to make up for that by providing around a 5% increase. Mask requirements have been lifted.

Mr. Randy Wheeler from Poquoson said he does not support the Legislative Affairs/Grants position but would not object to it if the Committee is largely supportive of it. Real estate and personal property tax rates and ratios will remain unchanged. A raise of 5% is planned for general government to be consistent with the school district. Mask requirements have been lifted.

Ms. Steele said she is neutral on the Legislative Affairs/Grants position and would support the discretion of the Committee. Real estate and personal property tax rates are not likely to change. A cost of living adjustment will be provided to employees. Mask requirements have been lifted.

Mr. Crum explained that the duties and responsibilities of the Legislative Affairs/Grants position that are already being performed by HRPDC will continue regardless, but a new position will allow for significantly more time and resources to be devoted to them.

Mr. Al Moor from Suffolk said he supports the Legislative Affairs/Grants position. Personal property and real estate tax revenues are higher than expected and the City is exploring ways to reduce the tax burden. The City recently completed a market analysis and is implementing a step plan with raises, so no additional cost of living or raises are planned at this time. Mask requirements have been lifted.

Mr. William Saunders from Windsor did not comment on the Legislative Affairs/Grants position. The Town is providing bonuses to public safety and general government employees and a 2% raise. Mask requirements have been lifted.

Ms. Cynthia Rohlf from Newport News said she supports the Legislative Affairs/Grants position. The personal property tax ratio will likely change but real estate tax rates will remain unchanged, especially if the grocery tax is repealed. A 5% raise is planned for all public safety and general government employees. Mask requirements have been lifted.

Mr. Bob Baldwin from Portsmouth said he supports the Legislative Affairs/Grants position. Personal property and real estate tax rates will not be adjusted until the City has a more complete understanding of needs for the FY23 budget. Raises will be targeted to address compression issues. There has been no change to mask requirements yet, but it will likely be left to individual departments in the future.
Ms. Jarrett said she is not opposed to the Legislative Affairs/Grants position but is already working with a tight FY23 budget. The City is looking at its personal property tax ratio and is currently reassessing real estate. A 3% raise is planned. Mask requirements have been lifted.

Mr. Randy Keaton from Isle of Wight County said he supports the Legislative Affairs/Grants position. The County is anticipating a $4 million increase in personal property tax revenue and the County Attorney advised there is no authority to adjust the tax ratio, so the County is looking at lowering the tax rate. A 4% raise is planned as well as a pay and compensation study. Public safety salaries were recently increased by 7%. Mask requirements have been lifted.

Ms. Bunting noted that her City Attorney identified a section of state code that enables localities to address personal property tax ratios and offered to provide it to Mr. Keaton.

Mr. Patrick Roberts from Norfolk said he supports the Legislative Affairs/Grants position. He expressed a desire to better communicate to citizens the services resulting from taxes in lieu of adjusting the tax rates. A raise of 3-6% is planned as well as implementing steps for certain positions. The City will require masks for face-to-face meetings but has stopped tracking vaccination status.

Ms. Melissa Rollins from Surry County said she supports the Legislative Affairs/Grants position. The County is reassessing real estate values and depending on the results, the tax rate may be adjusted. A 5% raise is planned to be consistent with the school district. Mask requirements will be discussed at the next Board of Supervisors meeting.

**Update on Regional Items**

Mr. Crum briefed the CAOs on a potential HRPDC letter to the region’s Federal Delegation requesting a policy change to the Water Resources Development Act of 2022. The change would allow federal properties to be included in an upcoming Coastal Storm Risk Management study by the United States Army Corps of Engineers. A similar letter was submitted by the Hampton Roads Military and Federal Facilities Alliance.

Mr. Crum shared updates from the General Assembly. He explained there is $190 million in the Senate budget to expand Interstate 64 for 9 miles in James City County, but only $20 million in the House budget. Reconciliation of the two budgets should occur by the next Hampton Roads Transportation Planning Organization Board meeting on March 17. On resiliency issues, bills that would create the Resilient Virginia Revolving Loan Fund and require regular updates to the Virginia Coastal Resilience Master Plan are moving forward. A bill that would have established the Commonwealth Flood Board has been revised to a study.

Mr. Crum said that the contracts for construction of the southside fiber ring have been signed and groundbreaking is set for April. A meeting of the CAOs from peninsula localities will be
arranged to discuss extending the fiber ring across the water, in addition to priority segments of the Birthplace of America Trail. Mr. Crum also mentioned that Isle of Wight County, Southampton County, and the City of Suffolk were awarded funding through the Virginia Telecommunications Initiative to provide universal broadband access.

Mr. Crum said the HRPDC will be convening a focus group of the region’s planning directors to support a Growth and Opportunity Virginia grant funded project on unmanned systems. Mr. Crum noted the March HRPDC meeting will include a presentation by Hampton University on extreme weather forecasting.

Other Business

No other business was discussed.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:17 PM.

Respectfully Submitted,
Robert Crum
Recording Secretary
MEETING SUMMARY
askHRgreen.org Environmental Education Committees

The askHRgreen.org Environmental Education Committees met virtually in March and April to discuss the following ongoing programs and initiatives.

askHRgreen.org Recycling & Beautification Committee – March 8; April 12

➢ The Committee hosted the Great American Cleanup regional events on March 25-26, 2022. Over 1,400 volunteers cleared about 33 tons of litter during the two-day event.

➢ The Committee approved a Start Smart Recycle Right media plan for FY23 and will begin working on campaign creative with funds from the FY22 budget. The campaign will encourage recycling basics and address contamination.

➢ The Committee will prepare an application for the FY23 DEQ Competitive Litter

askHRgreen.org Fats, Oils, & Grease Education Committee – March 15; April 19

➢ The Committee continues to work through technical requirements needed to modernize the regional HRFOG training and certification program website.

➢ Localities are working through local adoption of the GCD Enforcement MOA with HRSD. Virginia Beach is the most recent locality to officially adopt the MOA.

➢ The Committee ran a media campaign for What Not to Flush in February.

askHRgreen.org Stormwater Education Committee – March 18; April 15

➢ The Committee continues to work on implementing the Chesapeake Bay Restoration Fund Grant. Low-cost rain barrel workshops are planned for April-May 2022.

➢ The Committee ran a new media campaign targeting proper storage and disposal of household hazardous waste to prevent discharges to storm drains and flood waters.

➢ The Committee approved and ran a new pet waste campaign.

askHRgreen.org Water Awareness Committee – March 24; April 28

➢ The Committee continues to have regional discussions about collaboration on community outreach and education strategies for the revised Lead & Copper Rule Revisions.

➢ The Committee ran a media campaign for Fix a Leak Week to encourage residents to find and fix wasteful household leaks.
MEETING SUMMARY
COASTAL RESILIENCY COMMITTEE

The Coastal Resiliency Committee met on March 25, 2022. The following items were discussed.

➢ Mr. Ben McFarlane, HRPDC, briefed the Committee on revised regional sea level rise planning scenarios based on a new NOAA report issued in February 2022. The Committee concurred with the HRPDC staff’s recommendations to update the HRPDC’s regional sea level rise planning policy document and to recommend that state agencies also revised their regulations, policies, and plans to reflect the new scenarios.

➢ Ms. Whitney Katchmark, HRPDC, updated the Committee on relevant legislative developments from the 2022 General Assembly session.

➢ Mr. McFarlane updated the Committee on the effort to develop resilient design guidelines for stormwater management. The Committee concurred with the HRPDC staff’s recommendation to request that the state discuss revising the contract for the Atlas 14 update with FHWA and NOAA to incorporate non-stationarity.

➢ Ms. Katchmark updated the Committee on the status of the regional roadway flooding sensors project.

➢ Mr. McFarlane updated the Committee on the status of the Community Flood Preparedness Fund and a proposal for regional studies and capacity building.

➢ Mr. McFarlane updated the Committee on the Get Flood Fluent regional flood insurance outreach campaign.

➢ Several localities and stakeholders provided updates on local and other resiliency efforts.
MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met via WebEx on March 2, 2022. The following items were discussed:

➢ Whitney Katchmark, HRPDC, reviewed the utility rates data call. Additional information about water use data will be included in the summary report.

➢ The Committee had a roundtable discussion about water disconnections, HRSD’s Consent Decree, Groundwater MOA, and the Potomac Aquifer Recharge Oversight Committee.
MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met via WebEx on April 6, 2022. The following items were discussed:

➢ Whitney Katchmark, HRPDC, discussed the March 18th meeting of the Potomac Aquifer Recharge Oversight Committee. She was named the new chair of the committee and HRPDC will manage the committee.

➢ The Directors were asked to review their Capacity Team representatives and revise them as needed. HRSD would like to work with the Capacity Team on a capacity-related overflow framework in the coming months.

➢ The Committee discussed grants and loans available from ARPA, the Bipartisan Infrastructure Law (BIL), and the Drinking Water Revolving Fund. Ms. Katchmark asked whether the localities were going after the funds or if they are not a good fit.

➢ The Committee had a roundtable discussion about SSORS distribution lists, the next Regional Construction Standards, the new DEQ director introduction, lead service line inventories, and the USGS contract for groundwater modeling support.
MEETING SUMMARY
DIRECTORS OF UTILITIES COMMITTEE

The Directors of Utilities Committee met via WebEx on May 4, 2022. The following items were discussed:

➢ Jay Bernas, General Manager of HRSD, provided an overview of HRSD’s FY23 budget, CIP planning for FY23-32, and also how they determine their rates.

➢ Ryan Radspinner, Business Process Engineer at HRSD, presented their framework for consistent application of the MOA elements considering the Consent Decree/Integrated Plan requirements. The 5th modification of the Consent Decree enshrines the obligations of HRSD as it pertains to regional wet-weather capacity.

➢ The Committee discussed whether vac truck water should be discharged to the sewer system and offered to work with VDH on its efforts to locate septic tanks.

➢ Staff provided updates on the utility rates data call, final Groundwater MOA signature, and fifth grade SOL that requires children to learn the source of their drinking water.
MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on April 7, 2022. The following items were discussed.

➢ Ms. Carol Considine, Old Dominion University, gave a presentation to the Committee on the Coastal Resilience and Adaptation Economy Consortium, a Go VA-funded project working in Go VA Regions 5 and 6.

➢ Mr. Jon Nelson, HRSD, gave a presentation to the Committee on a recent project to design and construct a trash collector to control floatables at the Boat Harbor Treatment Plant.

➢ Mr. Joe Rieger, Elizabeth River Project, briefed the Committee on the organization’s new Watershed Action Plan.

➢ Mr. Ben McFarlane, HRPDC, briefed the Committee on items of interest related to the Coastal Zone Management Program.

➢ Mr. McFarlane updated the Committee on the status of the Community Flood Preparedness Fund and a proposal for regional studies and capacity building.

➢ The HRPDC staff updated the Committee on developments from the 2022 General Assembly session.
MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on May 5, 2022. The following items were discussed.

➢ Mr. Michael Rolband, Director, Virginia Department of Environmental Quality, discussed initial initiatives he is undertaking at the department.

➢ Mr. Jeff Flood, Virginia Coastal Zone Management Program, and Ms. Elizabeth Andrews, Virginia Coastal Policy Center, gave a presentation to the Committee on efforts to address the impacts of abandoned and derelict vessels in coastal waters.

➢ Ms. Jill Sunderland, HRPDC, briefed the Committee on draft guidance developed by DEQ, VIMS, and VCPC to help localities implement the recently adopted resilience components of the Chesapeake Bay Preservation Area Designation and Management Regulations.

➢ Mr. Ben McFarlane, HRPDC, briefed the Committee on items of interest related to the Coastal Zone Management Program.

➢ Mr. McFarlane updated the Committee on the status of the Community Flood Preparedness Fund and a proposal for regional studies and capacity building.

➢ The HRPDC staff briefed the Committee on highlights from the 2022 Environment Virginia Symposium held at the Virginia Military Institute in March 2022.
March 29, 2022

GO Virginia Region 5 Council
c/o Reinvent Hampton Roads
101 W Main Street, Suite 415
Norfolk, VA 23510

RE: GO Virginia (GOVA) Grant for Business Ready Sites in Hampton Roads

Dear GOVA Region 5 Council Members:

On behalf of the Hampton Roads Planning District Commission (HRPDC), we are writing to urge your recommendation of approval for the Business Ready Sites in Hampton Roads GOVA grant application. Increasing the number of business-ready sites across the Commonwealth has been acknowledged as a necessary step towards increasing private investment and job growth. Recent studies have determined that the absence of developable sites cost Virginia at least 47 projects and $6.5 billion in capital investment over a five-year period.

The HRPDC represents 17 local governments and over 1.7 million residents in southeastern Virginia. One of the most important responsibilities of the Commission is to encourage regional cooperation and planning for the future economic prosperity of the region. We believe that our responsibility to support regional economic development is particularly urgent at this time as we respond to the economic impacts of the COVID-19 global pandemic and prepare for the recovery of the Hampton Roads economy.

The Business Ready Sites in Hampton Roads project is consistent with the State’s Virginia Business Ready Sites Program (VBRSP) and builds on the recent state-wide site analysis undertaken by the Virginia Economic Development Partnership (VEDP). This work better positions regions like Hampton Roads to improve site readiness with an investor-focused, data-driven approach that directs limited funds to the most competitive sites with the highest potential return on investment.

This business-ready sites proposal will also leverage and complement a number of related initiatives that are already planned or underway in Hampton Roads:

- $5 Billion Investment in Transportation Infrastructure
- Port of Virginia Infrastructure Projects
• Development of Regional Broadband Connectivity Ring
• Offshore Wind Supply Chain Opportunities
• Regional Branding Initiative
• Hampton Roads Alliance Restructuring
• Creation of the Eastern Virginia Regional Industrial Facilities Authority

We are excited about this project and the opportunity to advance three more sites to Tier 4 Business Ready status. This project is an important first step towards improving site readiness in Hampton Roads to increase private sector investment and to create new job opportunities.

Thank you for your consideration of this request, and please do not hesitate to call on HRPDC staff or leadership if you have any questions or require any additional information.

Sincerely

Andria P. McClellan
Chair

David H. Jenkins
Vice-Chair

WKC/cm

Copy: HRPDC Commissioners
MEMORANDUM OF AGREEMENT
BETWEEN
THE HAMPTON ROADS PLANNING DISTRICT COMMISSION AND
THE CITY OF SUFFOLK,
THE COUNTY OF SOUTHAMPTON, AND
THE COUNTY OF ISLE OF WIGHT
REGARDING
“HRPDC Universal Broadband for Suffolk, Isle of Wight, and Southampton 2022”

1. PARTIES.
The parties to this Memorandum of Agreement ("Agreement") are the Hampton Roads Planning District Commission (HRPDC), the City of Suffolk (Suffolk), the County of Southampton (Southampton), and the County of Isle of Wight (Isle of Wight). Suffolk, Southampton, and Isle of Wight are collectively the “Participating Localities”.

2. AUTHORITY.
This Agreement is authorized under the approval of the Hampton Roads Planning District Commission, at its meeting held on March 17, 2022, the Suffolk City Council, at its meeting held on April 6, 2022, the Southampton County Board of Supervisors, at its meeting held on March 22, 2022, and the Isle of Wight County Board of Supervisors, at its meeting held on March 17, 2022.

3. PURPOSE.
The purpose of this Agreement is to set forth terms by which HRPDC and the Participating Localities will provide services and personnel in order to complete the deliverables set forth in section “6. Conditions/Responsibilities” of this Agreement.

4. BACKGROUND.
The HRPDC, on behalf of the Participating Localities and in partnership with Spectrum Southeast, LLC (Charter Communications), submitted a grant application to the Virginia Telecommunications Initiative (VATI) through the Virginia Department of Housing and Community Development (DHCD) to provide universal broadband service in the Participating Localities. The project set forth in the VATI grant application (VATI Project) has been awarded $21,120,053.50. The Participating Localities will provide an additional $6,400,000 in local contributions designated as match for the VATI Project. Charter Communications will supplement grant funds and local contributions towards the total VATI Project cost of $34,959,576. The Participating Localities have designated the HRPDC to serve as their administrative/fiscal agent and administrator for the VATI Project, for which the HRPDC will receive administrative funding for such services.

5. TERM.
The terms of this Agreement, as modified with the consent of both parties, will remain in effect until June 30, 2025. The Agreement may be extended by mutual written agreement of HRPDC and the
Participating Localities. This Agreement may be terminated by any party upon 30 days’ written notice to all other parties.

6. CONDITIONS/RESPONSIBILITIES.

HRPDC
1. The HRPDC will act as fiscal agent for the VATI Project and maintain accurate records of the financial expenditures of the VATI monies received and disbursed by HRPDC. HRPDC’s services as fiscal agent shall include the preparation of periodic financial reports, payment of monthly funding draws, approval of expenditures and invoices, and the documentation of matching funds.

2. The HRPDC will provide overall grant management of the VATI Project and provide coordination and administration of the VATI Project by working as a liaison between the Participating Localities, Charter Communications, and DHCD.

3. The HRPDC will collect the local contributions from each of the Participating Localities on or before July 31, 2022 and disburse the contributions to Charter Communications in the manner set forth in the Memorandum of Agreement between the HRPDC and Charter Communications to be entered into on or before April 26, 2022, the terms of which shall be incorporated in this Agreement by reference.

SUFFOLK, SOUTHAMPTON COUNTY, AND ISLE OF WIGHT COUNTY
1. The Participating Localities will provide HRPDC with reasonable access to Participating Localities’ information, as permitted by Virginia law, and personnel required to provide all work necessary in the network expansion activities, as provided by Charter Communications and the Memorandum of Agreement between the HRPDC and Charter Communications.

2. The Participating Localities will communicate in a timely manner with a Charter Communication point-of-contact for questions and requests regarding Charter’s network expansion activities and the services to be provided using the network expansion.

3. In recognition of the VATI grant requirements of a matching contribution by the Participating Localities, the following has been committed and will be provided to the HRPDC as follows:
   a. The City of Suffolk - $3,000,000 by July 31, 2022
   b. Southampton County - $1,000,000 by July 31, 2022
   c. Isle of Wight County - $1,200,000 by July 31, 2022 and $1,200,000 by July 31, 2023

7. POINTS OF CONTACT; NOTICES
All notices, demands, and other communications to be given or delivered under or by reason of the provisions of this Agreement will be in writing and will be deemed to have been given (a) when personally delivered; (b) when transmitted via facsimile or other electronic device to the number set forth below if the sender on the same day sends a confirming copy of such notice by a recognized overnight delivery service, charges prepaid; (c) the first business day following the day, except if not a business day then the next Business Day, on which the same has been delivered prepaid to a reputable national overnight air courier service; or (d) the third business day following the day on which the same is sent by certified or registered mail, postage prepaid. Notices, demands, and communications, in each case to the respective parties, will be sent to the applicable persons and addresses set forth below, unless another address has been previously specified in writing.
The HRPDC Points of Contact for this project shall be:

Robert Crum  
Executive Director  
Hampton Roads Planning District Commission  
723 Woodlake Drive  
Chesapeake, Virginia 23320  
rcrum@hrpdcva.gov 757-420-8300

John Harbin  
Senior Regional Planner  
Hampton Roads Planning District Commission  
723 Woodlake Drive  
Chesapeake, Virginia 23320  
jharbin@hrpdcva.gov 757-420-8300

The Suffolk Points of Contact for this project shall be:

Randah Gaitan  
Senior Administrative Analyst  
City of Suffolk  
City Manager’s Office  
442 W Washington Street  
Suffolk, VA 23434  
rhaitan@suffolkva.us  
757-514-4013

Regina Chandler  
Interim Director of Information Technology  
City of Suffolk  
442 W Washington Street  
Suffolk, VA 23434  
rachandler@suffolkva.us  
757-514-7241

The Southampton County Point of Contact for this project shall be:

Ashley Covington  
Marketing and Existing Business Manager  
Franklin Southampton Economic Development  
601 North Mechanic Street, Suite 300  
Franklin, VA 23851  
acovington@franklinsouthamptonva.com  
757-562-1958
The Isle of Wight County Point of Contact for this project shall be:

Donald Robertson  
Assistant County Administrator  
Isle of Wight County  
P.O. Box 80  
17090 Monument Cir.  
Isle of Wight, VA 23397  
droberts@isleofwightus.net  
757-365-6204

8. **OTHER PROVISIONS.**
Nothing in this Agreement is intended to conflict with current law or regulations of the Commonwealth of Virginia, the Department of Commerce, the City of Suffolk, Southampton County, or Isle of Wight County. If a term of this Agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this Agreement shall remain in full force and effect. This Agreement, and all claims or causes of action, whether in contract or tort, that may be based upon, arise out of, or relate to this Agreement or the negotiation, execution, or performance of this Agreement, including any claim or cause of action based upon, arising out of, or related to any representation and warranty made in or in connection with this Agreement, will be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

9. **MODIFICATION.**
This Agreement may be modified upon the mutual, written, consent of all parties.

10. **CONTENT.**
This Agreement contains the entire understanding and present intentions of the parties relating to the VATI Project, and supersedes any and all previous agreements or understandings they may have regarding this subject matter, whether orally or in writing.

11. **COUNTERPARTS.**
This Agreement may be executed in multiple counterparts, including by means of teledoced signature pages or electronic transmission in portable document format (pdf), any one of which need not contain the signatures of more than one party, and all such counterparts taken together will constitute one and the same instrument.

[Signature Pages Follow]
IN WITNESS WHEREOF, the Parties hereto have executed this MOA as of the day and year written below.

CITY OF SUFFOLK

Albert S. Moor II Date
City Manager

Erika S. Dawley Date
City Clerk

Address: 442 W Washington Street
Suffolk, VA 23434

Attn: Regina Chandler, Interim Director of Information Technology
Email: amoor@suffolkva.us
Email: rmchandler@suffolkva.us

APPROVED AS TO FORM

Sean P. Deal Date
COUNTY OF SOUTHAMPTON

Michael Johnson
County Administrator

Address: P.O. Box 400
26022 Administration Center Drive
Courtland, VA 23837

Attn: Lynette Lowe, Deputy County Administrator/Chief Financial Officer
Email: mjohnson@southamptoncounty.org
Email: llowe@southamptoncounty.org

Approved as to form

County Attorney

6

Attachment 14
COUNTY OF ISLE OF WIGHT

Randy Keaton 
County Administrator 

Address:  
P.O. Box 80
17090 Monument Circle 
Isle of Wight, VA 23397

Attn:  Donald Robertson, Assistant County Administrator
Email:  rkeaton@isleofwightus.net
Email:  droberts@isleofwightus.net

APPROVED AS TO FORM

County Attorney 
Date 

3-24-22
May 5, 2022

Dr. Tamarah Holmes  
Director, Office of Broadband  
Virginia Department of Housing and Community Development  
600 East Main Street, Suite 300  
Richmond, VA 23219

RE: HRPDC Universal Broadband for Suffolk, Isle of Wight County, and Southampton County 2022 (VATI #2022-022) – Performance-Based Admin Budget

Dear Dr. Holmes:

The Virginia Department of Housing and Community Development (DHCD) awarded the Hampton Roads Planning District Commission (HRPDC) a 2022 Virginia Telecommunications Initiative (VATI) grant to develop universal broadband access in the City of Suffolk, Isle of Wight County, and Southampton County (the Participating Localities) and has approved HRPDC to provide grant administration services. Funds for this project will be used by Spectrum Southeast, LLC (Charter Communications) to deploy a fiber-to-the-premises (FTTP) network to the businesses and residents identified in the project scope of work. HRPDC proposes the following scope of work and performance-based admin budget for this project.

I. Scope of Work

HRPDC agrees to provide technical assistance, financial management, and grant administration related to the VATI grant offered and administered by DHCD, and to do so in accordance with all terms and conditions set forth in this agreement, the project management plan, and the grant contract. HRPDC will assign staff to work in conjunction with Charter Communications and local government personnel to meet the VATI grant requirements of the project as described below:

A. General Coordination: HRPDC will aid ISP-partner Charter Communications in completing the pre-contract activities as required by DHCD and provide ongoing coordination and administration of the project by working as a liaison between Charter Communications, the Participating Localities, DHCD, and other project partners as needed. HRPDC will assist Charter Communications in the preparation of correspondence relating to the implementation of the project and contract.
B. Financial Management & Record Keeping: HRPDC will act as the fiscal agent on the project and will maintain accurate records of the financial expenditures of the VATI monies in this project. HRPDC will prepare drawdown requests, keep financial files in order with support documentation, prepare spreadsheets to show the allocation of funds to approved budget line items, and track all expenditures of leverage and matching funds in regard to the project. HRPDC will prepare and request budget revisions and, with assistance from Charter Communications, determine eligible budget expenses for the project activities.

C. Project Management Plan: HRPDC will prepare the Project Management Plan and any revisions and updates of the Plan, with assistance from Charter Communications and the Participating Localities. HRPDC will schedule regular Steering Committee Meetings (if required) to meet all tasks according to identified timelines. HRPDC will prepare monthly and annual updates of project progress for submittal to DHCD as required.

D. General Record Keeping: HRPDC will be responsible for setting up the files associated with the VATI-related activities of the project in accordance with the guidelines set forth in the grant agreement and related documents. All items required will be kept in appropriate files for future compliance reviews by DHCD. All files, records, documentation, and correspondence associated with this project shall be housed with HRPDC, with appropriate copies of said documents housed with Charter Communications.

E. Reporting: HRPDC will prepare all reports required by DHCD in conformance with the VATI contract requirements. These will include, but not necessarily be limited to, the annual status reports, the monthly status reports, the various compliance and closeout documents required including, but not limited to, a final financial report, a final construction report, and a final evaluation report.

F. Administrative Close Out: HRPDC will prepare and submit all final reports required to close out the VATI grant.

II. Method of Payment
Payment to the HRPDC for its services pursuant to this Scope of Work shall be based upon the following performance-based budget and deliverables met.
<table>
<thead>
<tr>
<th>Threshold</th>
<th>Amount</th>
<th>Deliverables/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Pre-construction Activities per Contract Negotiation Record meeting held on January 26, 2022</td>
<td>$5,000</td>
<td>Prior Authorization Letter Response to CNR Items Establishment of Project Management Team Revised Project Management Plan Project Communications Plan Construction Schedule Detailed Derivation of Cost Document Availability of Match Funds Labor Certification / Continuity Plan Revised Budget in CAMS Approval of Performance-Based Admin Budget</td>
</tr>
<tr>
<td>Execution of Contract and Agreements</td>
<td>$2,400</td>
<td>Executed DHCD-HRPDC Contract, HRPDC-Charter Communications Agreement, and HRPDC-Participating Localities Agreement submitted in CAMS.</td>
</tr>
<tr>
<td>Submission of monthly progress reports – approximately @ 36 x $100 each</td>
<td>$3,600</td>
<td>Progress reports submitted to DHCD via CAMS.</td>
</tr>
<tr>
<td>Regular Steering Committee Meetings &amp; Contract Monitoring - approximately 16 @ $500 each</td>
<td>$8,000</td>
<td>Documentation of monthly Steering Committee meetings including agendas and sign-in sheets.</td>
</tr>
<tr>
<td>Compliance Reviews (2) and Annual Reporting (3) @ $1,000 per review/report</td>
<td>$5,000</td>
<td>Preparation and participation in DHCD Compliance reviews and on-site visits. Includes follow-up with any compliance findings. Preparation and submittal of DHCD annual reporting including programmatic and financial records.</td>
</tr>
<tr>
<td>Financial Management &amp; Drawdown Requests</td>
<td>$13,083</td>
<td>Financial management of VATI, match, and leverage funds. Preparation of quarterly drawdown request. Includes collecting backup documentation and tracking match. Submitted via CAMS.</td>
</tr>
<tr>
<td>Administrative Project Closeout</td>
<td>$5,000</td>
<td>Accepted closeout reports submitted to DHCD.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$42,083</td>
<td></td>
</tr>
</tbody>
</table>

III. Time of Performance
The time period during which services are to be provided by HRPDC shall begin on July 1, 2022 and continue for approximately 36 months or until the completion of the project.
Should you have any questions or concerns about the proposed scope of work or performance-based admin budget, please do not hesitate to contact me at (757) 420-8300 or rcrum@hrpdcva.gov.

Sincerely,

Robert A. Crum, Jr.
Executive Director

JH/cm