

**HAMPTON ROADS
PLANNING DISTRICT COMMISSION
MEETING**

**May 19, 2022
12:30 PM**

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

- 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.

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

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:

	<u>PDC</u>	<u>TPO</u>	<u>Total</u>
REVENUE			
Operating Revenue	\$2,966,591	\$5,361,126	\$8,327,717
Deferred and Pass-Thru Revenue	\$43,349,302	\$3,191,500	\$46,540,802
TOTAL REVENUE	\$46,315,893	\$8,552,626	\$54,868,519
EXPENDITURES			
Operating Expenditures	\$3,346,624	\$3,664,342	\$ 7,010,966
Deferred and Pass-Thru Expenditures	\$42,969,269	\$4,888,284	\$47,857,553
TOTAL EXPENDITURES	\$46,315,893	\$8,552,626	\$54,868,519

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)

HRPDC 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 “HRPDC 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