

**HAMPTON ROADS  
PLANNING DISTRICT COMMISSION  
MEETING**

**May 20, 2021  
12:30 PM**

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Commission members, staff, and general public, the Hampton Roads Planning District Commission (HRPDC) meeting will be held electronically.

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

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

- 4. Executive Director's Report (Attachment 4)**
- 5. Community Advisory Committee (CAC) Report**
- 6. Consent Agenda (Attachment 6)**
  - a. Meeting Minutes – April 15, 2021 Commission Meeting**
  - b. Treasurer's Report – March 2021**
  - c. Fiscal Year 2022 Work Program**

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 2022 (FY2022). This document covers work programmed from July 1, 2021 to June 30, 2022. 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

FY2022 Work Program was made available for public review and comment from April 28, 2021 through May 12, 2021.

**d. 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, 2021 through June 30, 2022

General Scope of Work: To 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 FY2022 (July 1, 2021 to June 30, 2022).

**e. On-Call Services Contracts**

On February 20, 2020, the Commission authorized the procurement of multiple on-call services contracts and subsequent FY2021 contract awards based on the results of the formal selection process for HRPDC Request for Proposals (RFP) No. PDC-RFP-2020-02. The following FY2021 on-call services contracts were executed; contracts may be renewed by the Commission for up to four successive one-year periods:

<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

All contracts listed above are for services to be provided on a task order basis. FY2022 task orders will be developed and the proposed budget will be presented to the Commission for approval. Funding sources and task order performance periods will vary; this information will be specified in each task order.

Contract Amount:                      To be determined

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

General Scope of Work:                To be determined

Staff recommends authorizing the HRPDC Executive Director to exercise the first one-year renewal option for on-call services contracts through FY2022 (July 1, 2021 to June 30, 2022).

**f. On-Call Services Contracts: Task Order Amendments for FY2022**

Under the HRPDC's current on-call services contracts (see Agenda Item 6D above), task orders for FY2021 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 FY2022:

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, 2022

Coastal Resiliency Program (Locality Funds):

Task Order:                              GetFloodFluent.org Support  
Amendment:                              Extend period of performance through June 30, 2022;  
FY2022 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, 2022;  
FY2022 services not-to-exceed \$250,000

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, 2022; FY2022 services not-to-exceed \$20,000
Task Order:	Sanitary Sewer Overflow Reporting System (SSORS) Support
Amendment:	Extend period of performance through June 30, 2022; FY2022 services not-to-exceed \$10,000
Task Order:	Permit Application and Review System (PARS) Support
Amendment:	Extend period of performance through June 30, 2022; FY2022 services not-to-exceed \$2,000

Staff recommends authorizing the HRPDC Executive Director to amend the task orders as described above for consultant services through FY2022.

***Action Requested: The HRPDC should take action to approve the May 20, 2021 Consent Agenda.***

**7. Fiscal Year 2022 Budget (Attachment 7)**

The Joint HRPDC/HRTPO Personnel & Budget (P&B) Committee met electronically on April 5, 2021 and April 19, 2021 to review the proposed Fiscal Year 2022 (FY2022) HRPDC/HRTPO Budget. Based on the recommendation received from the P&B Committee, the proposed FY2022 Budget is presented to the HRPDC and HRTPO for approval. The attached FY2022 Budget Compendium includes the following information:

- Historical Budget Trend with Bar Charts
- FY2022 Draft Budget/Summary Comparison
- 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

The HRPDC/HRTPO Operations and Pass-Through figures are shown on page 6 of the FY2022 Budget Compendium, "FY2022 Draft Summary Budget Comparison" table.

The FY2022 Budget supported by the P&B Committee reflects a total revenue increase (and corresponding expenditures increase) of 0.74% from FY2021. This increase is related to an increase in agency operating expenses. Highlights of the proposed budget recommended by the P&B Committee are as follows:

- Increases the member per capita dues rate from 0.80 per capita to 0.85 per capita. The P&B Committee believes this increase is critical to address recurring costs for the Organization and keeping pace with operational costs, building repairs/maintenance, technology needs, etc.
- Provides for a 3% salary increase for staff effective July 1, 2021.
- Provides for an additional 1% of total salary to address salary compression and equity issues effective January 1, 2022. These salary compression/equity adjustments would be for non-management positions (i.e. excludes the Executive Director and Deputy Executive Director positions).
- Provides for an additional Finance Department position.
- Includes computer replacement and technology to address organizational needs.

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

	<u>PDC</u>	<u>TPO</u>	<u>Total</u>
<b>REVENUE</b>			
Operating Revenue	\$2,952,716	\$4,247,117	\$7,199,833
Deferred and Pass-Thru Revenue	\$6,103,561	\$3,145,479	\$9,249,040
<b>TOTAL REVENUE</b>	<b>\$9,056,277</b>	<b>\$7,392,596</b>	<b>\$16,448,873</b>
<b>EXPENDITURES</b>			
Operating Expenditures	\$2,995,294	\$3,061,849	\$6,057,143
Deferred and Pass-Thru Expenditures	\$6,060,983	\$4,330,747	\$10,391,730
<b>TOTAL EXPENDITURES</b>	<b>\$9,056,277</b>	<b>\$7,392,596</b>	<b>\$16,448,873</b>

Mr. Robert Crum, HRPDC Executive Director, will provide an overview and answer any questions from the Commission.

***Action Requested: The HRPDC should take action to approve the proposed FY2022 Budget as recommended by the Joint HRPDC/HRTPO Personnel & Budget Committee.***

## 8. Virginia Coastal Resilience Master Plan Update

In response to the growing threat of natural hazards and sea level rise in the Commonwealth, the State's Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection have been charged by Governor Northam to create and implement a Coastal Resilience Master Plan for Virginia. A Technical Advisory Committee to support the project was created by Executive Order Seventy-One, which includes representation from the State's coastal Planning District Commissions, key State agency and university partners, and the U.S. Army Corps of Engineers. A nationally recognized team of coastal engineers and planners has been hired to develop the plan. Revenue from the Commonwealth Community Flood Preparedness Fund will support the preparation of the plan and serve as a partial funding source for plan implementation.

Ms. Ann C. Phillips, Rear Admiral, U.S. Navy (Ret.), Special Assistant to the Governor for Coastal Adaptation and Protection, will be joined by key members of the consulting team to brief the Commission on the Coastal Master Plan and respond to questions and comments.

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

## 9. Housing and Human Services Program Update and Regional Workforce Housing Grant Opportunity Briefing – presented by Ms. Shernita L. Bethea, HRPDC Housing Administrator

HRPDC staff will provide an update on housing efforts administered through the HRPDC as well as information on a potential regional grant opportunity sponsored by Virginia Housing that can aid localities in developing projects that create housing options for the region's workforce. The presentation will also provide an overview of the current housing market in Hampton Roads.

Ms. Shernita L. Bethea, HRPDC Housing Administrator will brief the Commission on the program and regional grant opportunity.

***Action Requested: The HRPDC should take action to authorize the HRPDC Executive Director to apply for and accept grant funding from Virginia Housing's REACH Virginia (Resources Enabling Affordable Community Housing in Virginia) resource to support statewide Planning District Commissions' housing efforts.***

**10. Three Month Tentative Schedule**

**June 2021**

No Meeting per the Regional Meeting Schedule

**July 15, 2021**

HRPDC Nominating Committee: Appointments for Annual Election of Officers  
Planning and Economics Program Update  
Portsmouth/Chesapeake Joint Land Use Study  
Lower Chickahominy Watershed Collaborative

**August 2021**

No Meeting per the Regional Meeting Schedule

**11. Advisory Committee Meeting Minutes (Attachment 11)**

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

**12. Technical Committee Meeting Summaries (Attachment 12)**

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

**13. For Your Information (Attachment 13)**

- Letter from the City of Portsmouth announcing the appointment of Ms. Angel Jones as a member of the Hampton Roads Planning District Commission.
- Resolution from Gloucester County appointing Ms. Carol E. Steele as the Acting County Administrator during Mr. J. Brent Fedors's temporary leave of absence.

**14. Old/New Business**

**15. Adjournment**